

Title: Professional Development

Policy No.: ADM 2.21

Date: 6/08  
 Rev.: 10/6/08

Areas Affected: All BSMSO Faculty

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**POLICY STATEMENT:**

**I. PERSONAL DEVELOPMENT**

Faculty members are encouraged to participate in local, regional and state workshops and conferences. Attendance at national conferences is determined based upon location, expense and available funds. Priority is given to faculty presenting at conferences. Since time in attending educational programs is considered work time, advance administrative approval is required for attendance. Funds for education and travel vary from year to year. Thus, assistance with registration fees and travel is granted as the budget allows and when administratively approved. Faculty are required to bring back information and present it to other faculty members within six months of return from conference/workshop.

**II. INSTITUTIONAL IN-SERVICE PROGRAMS**

Faculty in-service programs are the primary responsibility of the Faculty Development Committee. However, faculty input is sought in program planning. Topics selected are based upon faculty needs and requests. Programs are held periodically throughout the year and are evaluated annually. Health Stream Modules are required yearly. Hospital in-service programs are open to faculty and all faculty are expected to attend applicable BSMSO mandatory in-services (i.e., Accu-Check renewal, appropriate skills fairs, etc.).

**III. EDUCATIONAL ASSISTANCE PROGRAM**

All full-time and regular part-time (minimum 32 hours per pay period) active employees are eligible for tuition reimbursement. See Human Resources Policy [HR-13, HR-51] on the Human Resources website.

Reference Policy # \_\_\_\_\_

**Approved by:**

_____	Dean _____	_____
Signature	Executive Vice President/Administrator	Date
	Title	

**Approval History:**

Committees and Dates:  
 Faculty Development – 9/08  
 Faculty Forum – 9/15/08  
 Faculty Organization – 10/6/08