

**BLUEFIELD STATE COLLEGE
BOARD OF GOVERNORS
POLICY NO. HR-702**

TITLE: STAFF DEVELOPMENT

SECTION 1. GENERAL

- 1.1 Scope: This rule requires State College System institutions to establish staff training and development programs.
- 1.2 Repeal of Former Rule -Revises and replaces Series 41 effective July 2, 1990.
- 1.3 Replaces Title 131, Interpretive Rule, Series 41
- 1.4 Effective Date: March 21, 2002; amended July 25, 2017.
- 1.5 Filing Date: August 30, 2017
- 1.6 BSC Policy Monitor: Human Resources

SECTION 2. PURPOSES OF STAFF TRAINING AND DEVELOPMENT

- 2.1 A basis for the institution's development program should be that each is designed to enhance the professional level and effectiveness of the staff member in his/her assigned duties and to broaden the individual's knowledge and skills for future job assignments, where appropriate. While there are many by- products of training (e.g., increased knowledge and personal satisfaction), the real measure of success must be improved job performance.

SECTION 3. DEFINITION OF STAFF TRAINING AND DEVELOPMENT

- 3.1 The purpose of training and development is to increase professionalism, productivity, and individual and organizational effectiveness. Examples of such activities include, but are not limited to: skills acquisition, job-related skill enhancement, personal and career development, instructional development, and research and scholarship, where appropriate.

SECTION 4. STAFF ELIGIBILITY AND PARTICIPATION

- 4.1 Any person who is a classified or nonclassified employee of Bluefield State College is eligible for staff training and development at the employing institution

in accordance with this rule. Participation of eligible personnel is assumed as an inherent part of staff responsibility.

SECTION 5. BOARD OF GOVERNORS: ROLES AND RESPONSIBILITIES

5.1 The board shall:

5.1.1 Require the institution to develop and operate a classified staff training and development program appropriate to the needs and resources of the institution.

5.1.2 Require that the institution support such activities by designating a portion of the funds each year for staff training and development, and report annually to the Board of Governors the status of their staff training and development programs.

SECTION 6. COLLEGE: ROLES AND RESPONSIBILITIES

6.1 The president or his/her designee shall establish a written institutional policy on staff training and development consistent with this rule.

6.2 The president or his/her designee shall establish a functioning staff training and development program. The college may have a separate program for staff training and development, or a professional development program combining staff development with other professional development according to the institutions' needs and resources. If the college provides a combined professional development program, the respective groups representing the participants shall be consulted and involved in creating that program. Any advisory committee at the institution which is representative of affected employees may be used to assist in the initial development of the program and with its on-going administration. Through these programs, the institution shall conduct in-house professional development activities.

6.2.1 Each campus program shall include the following:

6.2.1 .a. A method for identifying training and development needs.

6.2.1. b. A scheduled set of training and development activities, seminars, teleconferences, apprenticeships, on-the-job training, supervisory skill development programs, etc.

6.2.1. c. An annual written report on training and development activities, including a summary of financial resources dedicated to the program that is distributed on the campus and to the Board of Governors.

- 6.3 The president or his/her designee shall establish appropriate organizational structures, procedures, standards and criteria for the on-going operating and assessment of the staff training and development program.
- 6.4 The president and personnel director have the responsibility to support staff training and development since such administrative support is instrumental to achieving the personal and institutional benefits of such a program.
- 6.5 The college has the responsibility for providing financial and logistical support to operate its staff training and development program.