



Title: Professional Development

Policy No.: ADM 2.21

Date: 6/08  
Rev.: 10/4/10

Areas Affected: All BSMCON Faculty

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POLICY STATEMENT:

**I. PERSONAL DEVELOPMENT**

Faculty members are encouraged to participate in local, regional, and national workshops and conferences. Attendance 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 members that attend educational offerings are required to present applicable material 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 Health Stream Modules are required annually. Hospital in-service programs are open to faculty and all faculty are expected to attend applicable mandatory in-services (i.e., Accu-Check renewal, appropriate skills fairs, etc.).

**III. EDUCATIONAL ASSISTANCE PROGRAM**

All full-time and regular part-time 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 of Nursing _____	_____
_____	Provost/VP _____	
Signature _____	Title	Date

**Approval History:**  
Committees and Dates:  
Faculty Development – 9/08  
Faculty Forum – 9/15/08  
Policy Committee -8/23/10  
Faculty Organization – 10/4/10