

WEST VIRGINIA STATE UNIVERSITY BOARD OF GOVERNORS

West Virginia State University and the West Virginia State Community & Technical College

BOG Policy #47

Title: Staff Development

Section 1. General

1.1 Scope: This policy encourages continuing education and staff development activities for Classified Staff employees of West Virginia State University (WVSU) and West Virginia State Community & Technical College (WVSCTC).

1.2 Authority: West Virginia Codes §18B-1-6 and 18B-7-5.

1.3 Effective Date: July 8, 2005

Section 2. Purposes of Staff Training and Development

2.1 The central purpose for this institution's development program is to enhance the professional level and effectiveness of the Classified Staff employees in their assigned duties and to broaden the individual's knowledge and skills for future job assignments, where appropriate;

2.1.1 While there are many by-products of training, the measure of success is improved job performance.

Section 3. Definition of Staff Training and Development

3.1 Training and development activities will differ in relation to the needs and resources of individual units within each institution;

3.1.1 The purpose of training and development is to increase professionalism, productivity, and individual and organizational effectiveness;

3.1.1.1 Examples of such activities include:

- skills acquisition;
- job-related skill enhancement;
- personal and career development;
- instructional development; and
- research and scholarship.

Section 4. Staff Eligibility and Participation

4.1 Any Classified Staff employee of either institution is eligible for staff training and development in accordance with this policy;

4.1.1 Participation of eligible personnel is assumed to be an inherent part of staff responsibility.

Section 5. Board of Governors: Roles and Responsibilities

5.1 The West Virginia State University Board of Governors shall:

5.1.1 Oversee the development and operation of a classified staff training and development program appropriate to the needs and resources of each institution;

5.1.2 Provide necessary institutional support for such activities by having designated a portion of the funds each year for staff training and development.

Section 6. Institution: Roles and Responsibilities

6.1 The Presidents, or their designees, shall establish a functioning staff training and development program. The respective groups representing the participants shall be consulted and involved in creating that program, utilizing any appropriate advisory committees.

6.1.1 Each institution's program shall include the following:

6.1.1.1 A method for identifying training and development needs;

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

6.1.1.3 An annual written report on training and development activities, including a summary of financial resources dedicated to the program which is to be distributed throughout the campus.

6.2 The Presidents, or their designees, shall establish appropriate organizational structures, procedures, standards and criteria for the on-going operation and assessment of the staff training and development programs;

6.3 Each institution has separate responsibility for providing financial and logistical support to operate its staff training and development program.