



Administrative Rules

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Subject: Professional Development Hours

AR# 6.07.002

Based on Board Policy:

[F-7, Personnel Performance Evaluation](#)

Approved by Council/President:

Academic and Campus Affairs Council

Date

Approved/Amended: 08/08/2003; amended 07/23/04, 04/20/07, 03/06/09

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4 **Value Statement**

5 Austin Community College (“ACC” or “the College”) believes strongly in the importance of continued
6 professional growth of its employees through professional development activities. Professional
7 Development activities assist employees to better serve our dynamic and growing community. The College
8 is committed to supporting the professional and/or educational needs of the employee through a variety of
9 activities that are broad based in content, accessible, and flexible.

10 **Rule**

11 All full-time staffing table employees will participate in 12 hours of professional development during an
12 academic year. Staffing table employees employed less than full-time will participate in a percentage of
13 hours based on their FTE equivalent. An FTE of 0.5 will participate in 6 hours. An FTE of 0.75 will
14 participate in 9 hours. Adjunct faculty will participate in 4 hours of professional development.

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- 16 1. Additional professional development hours above the minimum may be required of an individual
17 employee based on a performance improvement plan.
- 18 2. Professional development activities will be proposed by the employee as part of his/her personal
19 professional development plan and approved by the employee’s immediate supervisor or the faculty
20 member’s Department Chair.
- 21 3. All hours over the 12 required professional development hours that an employee completes may be
22 rolled over to the next year. Department and/or College-mandated training must be completed each
23 year, even if the rollover results in 12 hours or more.
- 24 4. The Professional Development Committee will recommend implementation procedures to the
25 Academic and Campus Affairs Council.
- 26 5. The Professional Development section of the Office of Human Resources is responsible for
27 coordinating professional development resources and activities.
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33 6. All employees will complete department-specific, local, state, or federal government-mandated
34 training relevant to their job responsibilities by the required deadlines.

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President/CEO: Stephen B. Kinslow

Date:

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