

Professional Development Office Mission Statement and Goals

In order to ensure that ACC has a highly productive and efficient faculty and staff, the Professional Development Office encourages and supports the continuous acquisition of knowledge and skills by all ACC employees by coordinating and providing professional development opportunities.

Goals

1. Coordinate the professional development process, resources, and activities, incorporating recommendations from the Professional Development Committee and other college-wide groups.
2. Ensure that appropriate professional development opportunities exist to support the four categories of professional development established by the Professional Development Committee: general work environment, ACC job requirements, job-specific knowledge/skills, and personal development.
3. Design and disseminate a variety of professional development resources in a variety of delivery modalities.
4. Develop external relationships and funding that support professional development initiatives and operations.
5. Collaborate with the Faculty Evaluation Office and Human Resources to ensure an effective, integrated system of professional development and evaluation.
6. Ensure that sufficient professional development opportunities and resources are available to enable employee compliance with professional development policies and procedures as outlined in the College's Administrative Rule.
7. Maintain the Workshop and Event Registration Database.
8. Facilitate the dissemination of information about and the availability of resources to support departmentally-sponsored professional development opportunities.
9. Evaluate the effectiveness of activities and opportunities offered by the Professional Development Office.
10. Conduct periodic needs assessments regarding professional development procedures and activities.