



## *Guidelines/Procedures*

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**SUBJECT:** Professional Development Hours

**Guideline/Procedure for AR#:** [6.07.002](#)

**Date Effective:** 10/14/2005; amended 04/20/07, 06/03/11

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### **Purpose**

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

### **Guidelines**

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

1. Additional professional development hours above the minimum may be required of an individual employee based on a performance improvement plan.
2. Professional development activities will be proposed by the employee as part of his/her personal professional development plan and approved by the employee's immediate supervisor or the faculty member's Department Chair.
3. All hours over the minimum required professional development hours that an employee completes may be rolled over continuously each year. Department and/or college-mandated training must be completed each year, no matter how many rollover hours the employee has accumulated.
4. The Professional Development Committee will recommend implementation procedures to the Administrative Services Council.
5. The Professional Development section of the Office of Human Resources is responsible for coordinating professional development resources and activities.

President/CEO: Richard M. Rhodes Date: 02/19/13

6. All employees will complete department-specific, local, state, or federal government-mandated training relevant to their job responsibilities by the required deadlines.