



Guidelines/Procedures

SUBJECT: Professional Development Hours

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

Date Effective: 10/14/2005; amended 04/20/07, 06/03/11, 08/07/19

I. Mandatory Training for All Employees

All new ACC employees are required to complete training in key topics that have been determined by the administration as mandatory based upon legal requirements, risk factors, and the need for safe and healthy College operations. These topics are listed below. Following initial completion, the topics may be staggered thereafter by continuing employees, with half of them taken every other year. The topics may be offered in both online and face-to-face sessions.

Required Topics	Time	Time Frame
1. ADA	1 Hour	Every two years
2. Safety/Active Shooter	1 Hour	Every two years
3. Equity and Inclusion	1 Hour	Every two years
4. 360 Safety/Title VI, VII, and IX	2 Hours	Every two years
5. Cyber Security	1 Hour	Every year

II. Professional Development for Classified, Professional-Technical and Administrators

Employees and supervisors are encouraged to develop a comprehensive professional development plan that directly relates to employees' job duties and job expectations. The professional development activities selected for the coming academic year should be discussed during the annual evaluation process, should be directly linked with that process and should support the employee's continued professional and career growth. Activities should be outlined in an annual professional development plan. All professional development activities must be uploaded to the Professional Development Database. Completion of professional development will be reviewed as part of the subsequent year performance evaluation.

The twelve hours will be distributed over three categories:

1. Professional Development required by the College for all employees, primarily due to legal and governmental regulations. Up to 4 hours may be included in this category each year, as applicable.
2. Professional Development directly related to the employee role. Employees are encouraged to discuss with their supervisor's the courses that add value to their duties and responsibilities. Up to 6 hours may be included in this category each year.

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3. Professional Development related to professional or personal growth. Up to 3 hours may be included in this category each year. Selections from this category should be approved by the supervisor each year as part of the employee's professional development plan.

While a total of 12 hours of professional development are required each year, employees are encouraged to take additional hours to improve their performance, enhance their ability to perform their job duties, and to support employee satisfaction. However, employees may only roll over into the next academic year a maximum of three hours.

Other considerations:

Based on a performance improvement plan (PIP), additional professional development hours above the minimum may be required of an individual employee

All employees will complete department specific, local, state, federal government-mandated training relevant to their job responsibilities as required by their supervisor by the deadline. For more information, contact HR Professional Development (profdev@austincc.edu).

III. Professional Development for Current/Ongoing Faculty

A. Full-time Faculty

Austin Community College faculty share a set of common faculty values, which include, among others, advancement of scholarship, learning, and the assessment of faculty work. The faculty support student success through exemplary teaching & lifelong Learning. Robust faculty professional development should be grounded in and support the shared faculty values of Teaching, Scholarship, Empowerment, Inclusion, Collaboration and Service.

All current/continuing Full-time Faculty are required to complete 12 hours of professional development each calendar year. The professional development activities selected for the coming academic year should be discussed with the faculty member's supervisor during the annual evaluation process, should be directly linked with that process and should support the faculty member's continued professional and career growth. Activities should be outlined in an annual professional development plan. Completion of professional development will be reviewed as part of the subsequent year evaluation. The twelve hours will be distributed over three categories:

1. Professional Development required by the College for all employees, primarily due to legal and governmental regulations. Up to 4 hours may be included in this category each year, as applicable.
2. Professional Development directly related to supporting teaching, including best practices in Teaching and Learning, Counseling or Information Science, as applicable. 5-6 hours should be from this category each year. Development activities should be aligned with and reflect the following key values:
 - Develop evidence-based, culturally responsive teaching and learning environments to reach diverse student populations.
 - Develop excellence in instruction through high-impact teaching/counseling practices.
 - Use innovative and emerging strategies and technologies to advance the campus-based and online student-centered classroom.

- Evaluate learning outcomes that are based on student needs.
 - Participate in continuous improvement through a culture of research, planning, engagement, and equity.
3. Professional Development related to professional or personal growth and development of the faculty member. Up to 3 hours may be included in this category each year. Selections from this category should be approved by the supervisor (ordinarily the department chair) each year as part of the faculty member's professional development plan.

While a total of 12 hours of professional development are required each year, faculty members are encouraged to take additional hours to improve their performance, enhance their ability to perform their job duties, and to support employee satisfaction. However, employees may only roll over into the next academic year a maximum of three hours. Hours rolled into the next year will fall into the same category in which they were originally completed.

B. Full-time Faculty in a supervisory or other assigned role

Professional Development related to a supervisory or other assigned role. Full-time faculty in a supervisory or other assigned role (e.g., Department Chair or Assistant Dean) will complete professional development directly related to that assigned role. This professional development will not usually be included in the required twelve-hour Full-time Faculty professional development. However, where appropriate, the instructional dean may approve position-related professional development as a part of the required 12 hours. In all cases, employees are encouraged to discuss with their supervisor the activities that add value to their duties and responsibilities.

C. Adjunct Faculty

All current/continuing Adjunct Faculty are required to complete four hours of professional development each year. After completion of professional development required by the College for all employees, remaining Professional Development should be selected from activities directly related to supporting best practices in Teaching and Learning.