

# 4.9.5.L. Augusta Technical College Professional Development



Augusta Technical College requires and supports professional development activities that increase awareness, knowledge, and skills in order to continue professional growth as a member of the College community. The College’s Professional Development (PD) Year cycle runs from the 1<sup>st</sup> of May within the current calendar year to the 30<sup>th</sup> of April within the following calendar year.

The College has established a two-tiered professional development plan schema (Objective 1 and Objective 2) for its employees. The exempt/non-exempt status of the employee will dictate the scope of the professional development plan required. Non-exempt (hourly) personnel, adjunct faculty, and federal student workers are required to complete only Objective 1. Exempt (salaried) personnel and/or those identified by the College must complete both Objectives.

Objective 1 requirements include general areas of professional development provided by the College, Technical College System of Georgia, and/or State of Georgia. Objective 1 requirements must be completed annually by all employees and include but are not limited to the following mandatory items: ADA Compliance, Right-to-Know, Automotive Liability Coverage\*, Driving Do’s and Don’ts, Titles IX & VI & Harassment, Diversity, Violence Against Women Act Reauthorization 2013 (VAWA), Cyber Threat Awareness, and Work Ethics.

Objective 2 requirements foster in-depth knowledge and skills. Professional development activities that meet Objective 2 may include workshops, college directed in-service, conferences, curriculum development/revision, professional readings, visits to other colleges, back to industry (train the trainer), or options as required by the employee’s immediate supervisor. **Note:** Faculty involved in the delivery of Online, Hybrid, or Web Enhanced courses are required to fulfill distance education training to meet this objective.

Employees required to complete Objective 2 activities submit a Professional Development Plan annually. When an employee is hired, it is the responsibility of the employee's supervisor to discuss professional development requirements with the employee and assist the employee in proposing a PD plan. The employee’s supervisor and the President must approve the proposed plan. Objective 2 requirements include a specific number of hours for each PD plan year. The President or designee determines the number of hours required. For employees hired after the Professional Development Year begins, the hours are prorated as indicated in the chart below:

Month Hired	Hours Required	Month Hired	Hours Required
May	50	November	20
June	50	December	20
July	45	January	15
August	30	February	10
September	25	March	10
October	25	April	5

The Office of Institutional Effectiveness and Research maintains records to track completion of activities in fulfillment of Objective 1 and Objective 2 for the given PD year. This Office generates completion status reports for The Director of Human Resources and the President upon request and at the end of the PD year. Employees who do not fulfill the Professional Development requirements

for the given plan year are subject to having their contracts/letters of appointments not renewed for non-compliance and may be subject to termination.