Proposed Professional Development Guidelines and FAQs

Professional Development Micro-Goal Team
IPS Leadership Team Meeting
July 13, 2017
The Micro-Goal Team

- Dr. Macel Ely, NCEL
- Elisha Hodge, MTAS
- Jeff Lindsey, LEIC
- Libby McCroskey, CTAS
- Mary Ann Moon, CTAS
- Abb Oglesby, MTAS
- Tomi Briggs Rogers, IPS Administration
- Ron Tredway, UT HR
Professional Development Timeline

- **February 9-10**: Initial meeting in Murfreesboro
- **February 17**: Committee meeting via Skype
- **March 1**: Employee survey released
- **March 29-31**: Survey results compiled, analyzed and memo released
- **April 11**: Focus group meeting
- **April 18**: Focus group memo released
- **April 28**: Committee meeting
- **April 29**: Values statement meeting
Professional Development Timeline

- Presentation of values statement to leadership: May 11
- Final presentation of micro-goal work completed: June 13
- Values statement finalized: May 12
- Guidelines, survey results, and FAQ provided to employees: June 20
IPS Professional Development Guidelines

1. While the University of Tennessee suggests that employees receive 32 hours of professional development each year, the IPS mandate is that each employee will receive 32 hours or more of professional development each year.

2. During the Annual Performance Review process, IPS employees will discuss their professional development plans with their supervisors, and provide their supervisors with information they may have on potential development opportunities. Additional professional development may be approved throughout the year by each supervisor.

3. Meeting the professional development requirement is an essential component of each employee’s Annual Performance Review.
FAQs

Professional Development Policy

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FAQ

1. What types of classes/courses count toward the required 32 hours of professional development?
   - [1] professional development courses;
   - [2] conferences and seminars;
   - [3] e-learning classes;
   - [4] training held within departments;
   - [5] training provided by outside consultants/vendors;
   - [6] IRS classes; and

2. What classes/courses will not count toward the required 32 hours of professional development?
   - [1] Courses to receive college credit;
   - [2] Departmental improvements or changes presented at a staff meeting not related to professional development. For example, implementing a new specialized departmental form or sharing of knowledge to colleagues from a seminar attended by one or more staff members.
   - [3] Social organizations and church-sponsored programs will not count.

3. Does attendance at IRS agency training count as professional development? For example, can an IRS employee who attends a CRM User course count attendance at the course as professional development?
   - Yes, with the approval of the employee’s supervisor. Employees may receive credit for each class one time. Professional development hours may not be awarded for instruction time.

4. Does professional development have to relate to an employee’s professional area?
   - Employees are encouraged to take a variety of professional development classes that enhance job growth and are not prohibited from taking professional development outside of the employee’s professional area. However, all professional development is required to be approved by the employee’s supervisor.

...continued on pg. 2
Links

UT Employee and Organizational Development
UT OIT Training Courses
Lynda.com Training Library
E-Learning (Skillsoft)
ATD
UTHSC Professional Development
UT non-credit programs
Communication Plan

IPS Catchup
Website with Links
TIE Committee to Communicate with Agencies
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