

## STAFF DEVELOPMENT

### POLICY

It is the policy of Mercer County Community College to support a Staff Development Program which assists the growth of the human resources needed to support and operate the College. This Program encourages the College staff to pursue the same life-long approach to learning that the College offers to the community. A means is provided for the College staff to grow in ability and knowledge and in understanding of the nature of the Institution.

The Staff Development Program is designed to identify and meet the needs of full-time and part-time staff members in all roles and employment categories. Areas of emphasis and amounts of expenditure will reflect changing institutional needs and resources, as well as the provisions of the various employee contracts and policies. The Program strives to tailor activities to meet the specific needs of identified groups or individuals and stresses voluntary participation and appropriate recognition for participating staff members.

Staff development includes pre-service and in-service activities. Pre-service activities oriented new staff members to the nature of the College and of their responsibilities. In-service activities provide:

1. Participatory determination of staff development program activities.
2. The development of disciplinary expertise (i.e. knowledge of the subject matter, awareness of developments in the field, etc.)
3. The development of techniques required for performance at the College (i.e., teaching, counseling, clerical skills, etc.)
4. The development of personal qualities related to performance at the College (i.e., assertiveness, leadership, communication skills, etc.)
5. Training in new skills or areas for diversification of staff talent.
6. Clarification of institution objectives and procedures, and staff roles within the institution.
7. Assistance for staff members to determine their effectiveness and to identify ways to improve effectiveness.
8. Encouragement of contributions from staff members toward improvement of College objectives, procedures, programs, etc.

## RESPONSIBILITY

Staff development is based upon the assumption that intrinsic interest rather than extrinsic demand is what leads individuals to seek improvement. Lasting improvement can best be brought about by stimulating, supporting, reinforcing, and rewarding positive efforts of faculty and staff members.

Consistent with this basic assumption, three types of responsibility must be mutually recognized:

1. The responsibility for personal professional development resets, ultimately with the individual. Personal development cannot be imposed successfully, and individuals are expected to be committed to personal learning and growth.
2. The responsibility for providing opportunity, encouragement and reward for individuals seeking improvements resets with the administrator or supervisor of each unit.
3. The responsibility for establishing, assessing, and maintaining a comprehensive professional development program, including the establishment of policies and procedures, allocations of fiscal resources, securing of expertise, and provision of opportunities for on-campus and off-campus experiences, resets with the institution as a whole, as functionally allocated by the President.

Approved: Board of Trustees  
December 16, 1976