



Category

POLICY: 2-20 In-service Training & Professional Development

Approval

LT Approved:
Effective Date: 07/01/22
Revised: 07/01/2022
Responsible Party: Vice President, People & Culture

In-service education opportunities shall be provided for employees annually to assist in professional development. In-service training(s) are mandatory events for full-time employees, with annual training dates reflected on the Academic Calendar.

All full-time employees are to participate in at least 20 hours of professional development activities per year. Professional development activities may address several goals:

- Allow the employee to acquire or update knowledge and skills related to their current position or in support of the College mission.
- Improve the quality of teaching, or other service to students.
- Assist the employee in transition from one specialty or position to another.

Activities may include participation in WSU Tech committees and activities, participation in seminars and workshops, affiliation with professional organizations & attending meetings, and taking credit or non-credit courses. Employees are to record the activities using the professional development tracking tool available on myWSUTech.