

**CANADORE COLLEGE**  
**OPERATIONAL POLICY MANUAL**

**TITLE:** Professional Development Policy

**EFFECTIVE DATE:** October 24, 2023

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**1. SCOPE**

1.1 Authority

This policy is issued under the authority of the President.

1.2 Application

This policy applies to full-time employees (administrative, support, academic), partial load employees under contract, and regular part-time (RPT) support staff.

**2. PURPOSE AND PRINCIPLES**

2.1 Purpose

The College is committed to creating an engaging workplace dedicated to student success by providing life-long learning opportunities to all employees through Canadore-funded and supported professional development and personal growth activities.

2.2 In addition to individualized professional development, the College has a responsibility to provide general professional development that is linked to the annual performance review of administrators and the performance review processes for faculty and support staff that are aligned with the College's strategic plan.

2.3 Principles

Canadore College is committed to providing professional development opportunities for employees to continually improve competencies, skills, knowledge, and performance to carry out their roles and responsibilities more effectively within the institution. The College is also committed to encouraging and facilitating professional development with respect to enhancing transferable job skills and achieving career goals. This document outlines the framework that will be used by the College to meet these commitments.

2.4 Professional development is defined as an educational experience or opportunity that provides a broadening of understanding and additional training related to an individual's job, profession, or personal growth. This definition encompasses such

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**C-50 Professional Development Policy**

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activities as coursework, seminars, mentoring programs, workshops and other legitimate training and education activities.

2.5 Implementation principles:

- The College will provide fair and balanced access to professional development for faculty, staff, and administrators; and
- Resources, including budget and Organizational Development and Talent Management (ODTM) staff, will be dedicated to supporting professional development on an annual basis.

**3. POLICY**

There are three categories of professional development:

3.1 Specific training for specific job assignments

This category applies where there is an identified knowledge or skill requirement directly related to an employee's present or future position or job responsibility. Within overall financial considerations, the College can reasonably be expected to provide full support for this category of professional development and the provision of time off to attend the training.

3.2 General training and supporting general job responsibilities

This category involves professional development that is relevant to job responsibilities as well as enhancing an employee's career development. Within overall financial considerations, the College can reasonably be expected to provide for this category of professional development on a cost-share basis as it will benefit both the College and the employee.

3.3 Professional development for personal growth

This category involves professional development that does not relate directly to current job responsibilities or specific operational requirements of the College. Individuals are expected to provide full financial support for this form of development. However, the College may provide "in-kind" support such as time off provided the operational requirements of the individual's position are not compromised.

**4. ROLES AND RESPONSIBILITIES**

4.1 President

The President is responsible for the overall management and operation of the College. The President will ensure that the policy is implemented, and that compliance is monitored.

**5. EVALUATION**

This policy will be reviewed every three years.

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