



AP 7160 Professional Development

References:

NWCCU Standard 2.F.2

Treasure Valley Community College plans for and provides all personnel with appropriate opportunities for continued professional development, consistent with its mission. Treasure Valley Community College will evaluate these programs and use the results of the evaluation as the basis for improvement. Professional development for faculty shall be done in accordance with the Collective Bargaining Agreement(s).

Eligibility

All full-time professional and classified employees are eligible to apply.

Process

1. An employee shall submit an approved form to the professional development committee and a signed agreement.
2. The professional development committee shall evaluate each application and determine if it meets the goal of the policy. Professional development should focus on long-term growth and skill enhancement rather than short-term training programs. Any short-term training needs should be handled through departmental budgeting and approval processes to ensure alignment with operational priorities.
3. Upon approval, an employee shall be eligible for up to \$1500 per fiscal year. Any approval for professional development that includes an employee obtaining a higher degree shall be on a reimbursement basis only. The employee must show proof of payment and show the class was successfully completed.

Professional Development Committee

1. The Professional Development Committee shall consist of up to six members and shall reflect a cross section of all employment groups. The administrative member of the professional development committee shall be the Vice President of Administrative Services.
2. Majority approval must also be obtained from the committee for any approval, modification(s) or adjustment(s) to a previously approved application/agreement. Members of the committee may not review or approve their own professional development applications.

Approved: April 21, 2026