

Faculty and Staff Manual

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SECTION 5: PROFESSIONAL DEVELOPMENT POLICY

5.1 PROFESSIONAL DEVELOPMENT POLICY

Introduction

The faculty and staff are the strength of the College. To preserve and enhance that strength, MECC seeks to provide professional development activities for all groups of the College community, including all full-time employees, adjunct faculty, and wage employees. Professional development at MECC is designed to build on the existing strength of the faculty and staff by encouraging individual initiative and acceptance of opportunity, and committing appropriate College financial and human resources.

As used in this context, Mountain Empire Community College defines professional development as it is defined in the report by the VCCS Professional Development Task Force (1993):

...professional development denotes the renewed professional vitality that is the desired outcome of participation in activities undertaken for the purpose of acquiring or maintaining professional competence, for the purpose of addressing personal needs, or for the purpose of responding to institutional change. Ideally, these purposeful learning experiences occur in direct response to the immediate and long-term needs of individuals and their institutions with the ultimate effect being the emergence of campuses where administrators, faculty, [staff] and students enjoy full participation in active and vigorous educational communities.

Goals

1. Strengthen the institutional commitment to quality education by ensuring that all faculty, administrators, and classified staff remain current in their fields.
2. Support faculty, administrators, and classified staff in their efforts to maintain high professional standards.
3. Encourage creative ways to meet the challenges of individual and institutional renewal.

Professional Development Plan

The purpose of the Mountain Empire Community College Professional Development Plan (www.me.vccs.edu/PDPlan.doc) is to foster the basic educational mission of the College by promoting and enhancing the professional development of the faculty and staff through a systematic process.

The Professional Development Committee is a college standing committee that has major responsibility in carrying out the Professional Development Plan. The functions of the Professional Development Committee include:

- Promoting professional development,
- Administering the Professional Development Budget,
- Actively soliciting and reviewing proposals for professional development,
- Approving requests for professional development funds,
- Promoting professional development opportunities offered by the VCCS, and
- Assessing professional development needs and satisfaction.

Responsibilities

The responsibilities, roles and interrelationships of the various groups and individuals re-quired to develop and sustain a college-wide professional development effort are as fol-lows:

Faculty/Staff

- Identify available professional development opportunities that support their individual professional development plans.
- Actively and regularly engage in professional development activities that pro-mote professional and personal vitality and productivity.
- Pursue funding from a variety of sources, including grants and scholarships.
- Make every effort to fulfill the professional obligation to remain active and up-to-date on the job.

Supervisors

- Maintain commitment to the college's Professional Development Principals and Plan.
- Demonstrate interest in and support for the professional development of the employees they supervise.
- Provide encouragement to those who are hesitant to expand their growth and development.
- Provide appropriate coverage during absences for professional training.

President

- Provide leadership for the professional development of all employees.
- Provide financial and other appropriate resources to support professional de-velopment activities.\

Human Resources Officer

- Maintains records of individual professional development activities.
- Assists and advises the College's Professional Development Committee to achieve its goals and objectives and to support provisions of the Plan.

Professional Development Committee

The membership of the Professional Development Committee includes: four faculty, two classified staff, and two administrators (other than the President's staff) to be selected by the selection process used for other standing committees. Members of the President's administrative staff, as well as the associate director of financial aid, the MECC representative to the VCCS Professional Development Committee, and the human resources officer, are also included in committee membership.

The functions of the Professional Development Committee have been defined to include:

1. Promoting professional development
2. Encouraging individual development planning

3. Conducting regular and systematic needs assessment
4. Developing plans for training and inservice programs
5. Actively soliciting and reviewing proposals for professional development
6. Approving requests for professional development funds
7. Developing and maintaining a resource center for professional development activities

5.2 MECC EMPLOYEE RECOGNITION PROGRAM: ADMINISTRATORS, FACULTY, SUPPORT STAFF

October 2001

Recognition/Reward

Employees not only want good pay and benefits, they also want to be valued and appreciated for their work, treated fairly, do work that is important, have advancement opportunities, and opportunities to be involved in the agency. Recognition and rewards play an important role in work unit and agency programs to attract and retain their employees. It is the day-to-day interactions that make employees feel that their contributions are appreciated and that they are recognized for their own unique qualities. This type of recognition may contribute to high morale in the work environment. It is extremely important that managers, who communicate the agency goals to employees, are included in the development of recognition programs.

Why is an employee recognition program important to management?

- Increases productivity
- Produces Return On Investment
- Improves attitudes
- Builds loyalty and commitment
- Generates positive feedback
- Empowers the workforce
- Assures efficiency

Why is an employee recognition program important to employees?

- Satisfies recognition needs
- Creates positive recognition experience
- Provides a wise selection of attractive, personalized awards
- Provides timeliness of recognition
- Guarantees quality of award
- Fosters open communication of appreciation

Recognition is a leadership tool that sends a message to employees about what is important to the leaders and the behaviors that are valued. Managers can use this tool to help employees understand how their jobs contribute to the agency's overall goals and how their performance affects the achievement of those goals.

Recognition can be delivered in a number of ways. Think about just saying "Thanks." What does praise cost?

REWARDS should be **SMART**

- Sincere
- Meaningful
- Adaptable
- Relevant
- Timely

To ensure that employees tie recognition into the work unit or agency's strategic goals, be certain to tell employees what they did right and how it interacts with the goals. For many employees, recognition received through the expression of genuine appreciation for the work they do is a reward. Being involved in a project or receiving special training may be another's reward. Most employees would welcome a monetary, non-monetary or recognition leave reward!

MECC Employee of the Year Award

Mountain Empire Community College solicits nominations for employee of the year awards for an outstanding faculty member, classified staff, and administrator. This program was implemented in 1988 by President Ruth Smith.

Nominations are solicited from the college community using the following criteria:

- Honesty, Integrity and Trust
- Teamwork and Communication
- Student and Customer Focus
- Quality and Continuous Improvement
- Creativity and Innovation

All applications are submitted to the committee who is comprised of the previous two years recipients in all three categories (6 people). The committee reviews all nominations received and selects one from each category. The majority vote determines the honoree. In the event of a tie, a re-vote is done until a majority decision is reached.

Awards are announced at Fall In-service in August of each year. Each recipient is given a plaque and his or her names are placed on a recognition plaque located in the Westmoreland-Penn Virginia Boardroom.

MECC Excellence In Teaching Award

Purpose: To support and acknowledge excellence in teaching by selecting two faculty members (one from each academic division) annually who will receive a \$1,500 award for professional development as well as college-wide recognition.

Criteria: The recipients of this award should be exemplary professors who are effective, innovative, and committed educators. Their award will represent the high value the college places on excellence in the teaching and learning process, which is the primary mission of Mountain Empire Community College. While a professional faculty member fulfills a number of roles at the college such as serving on committees and sponsoring clubs, this award specifically reflects excellence in teaching.

Recipients should:

- Have a demonstrated commitment to teaching
- Provide leadership to help create the energy and enthusiasm necessary

in education

- Enhance the value, image, and competence of the faculty
- Make a positive difference in the lives of students and the college
- Have the expertise to identify and understand the learning needs of students
- Be skilled in delivering instruction and evaluating student learning
- Provide relevant and up-to-date course content

Selection Process: The chair of each academic division will submit a single, written nomination to the Vice President of Academic and Student Services by the last working day in September. The Dean will make the final approval and forward the names of the two recipients to the Professional Development Committee.

The narrative of the nomination should refer to any or all of the following:

1. Student opinionnaires;
2. Peer input;
3. Classroom observations;
4. Professional development activities that enhance student learning;
5. Other appropriate criteria.

The MECC Professional Development Committee will receive and act upon the nomination at the October meeting, and notify the recipients.

Approval: The Professional Development Committee reviews and approves the professional development plans submitted by the two recipients.

Funding: Funded through the Professional Development Committee budget.

MECC Administrative Leadership Program

Purpose: To provide an opportunity for one full-time classified employee per year to expand leadership skills and gain a broader perspective of community college administration through a program, which includes: one day per semester with each member of the President’s administrative staff; attendance at local board meetings, committee meetings, staff meetings, etc.; and funding up to \$200 for attendance at an approved workshop, conference, or seminar or for tuition reimbursement.

Approval: Approval will be granted by the Professional Development Committee.

Funding: Funded through general college funds.

**Application/
Selection Process:** The Professional Development Proposal

VCCS Administrative Leadership Program

Purpose:	To provide opportunities to expand leadership skills and knowledge to emerging community college administrative leaders.
Approval:	Not applicable.
Funding:	Funded by the VCCS Professional Development Initiative.
Application/ Selection Process:	The President recommends a participant each year, upon VCCS request.

MECC Service Awards

Employee service awards are given out annually. Awards are given after 5, 10, 15, 20, 25, and 30 years of service. The office of Human Resources is responsible for maintaining all service records and identifying employees eligible for service awards each year.

Recognition of Employee Retirements and Resignations

It is the policy of the College to recognize with grateful appreciation those employee retirements and resignations that represent commitment to and support of the college and its community.

Recognition of Retiring Employees

The College will recognize the contributions of a retiring full-time employee by the presentation of a gift and a college-wide reception hosted by the President, provided the reception and gift are agreeable to the retiring employee.

Recognition of Resigning Employees

The College will recognize the contribution of a resigning full-time employee or permanent wage employee who is leaving the college under honorable circumstances with a college-wide reception, provided that reception is agreeable to the resigning employee.

This policy does not limit the right of other employees or groups of employees to provide additional recognitions to retiring or resigning individuals. The president may authorize receptions or gifts for individuals in instances other than described above.

5.2.1 MISCELLANEOUS RECOGNITION OF EMPLOYEES

Recognition Of Employees In The LINK (weekly college publication)

The Link is a college publication that recognizes employees both professionally and personally.

Employees are encouraged to submit items of personal and professional accomplishments or achievements regarding themselves and family members. The college promotes professional development activities and takes pride in recognizing employees for accomplishments.

Classified Day

Budget permitting, the classified staff (both full-time and wage employees) are honored each summer to recognize their dedication and hard work. The Vice President of Financial and Administrative Services will assist the classified staff in organizing and planning the event.

Employee Holiday Luncheon

Budget permitting, the President honors employees with a holiday luncheon as appreciation for the hard work and dedication to the college. The President's office is responsible for organizing and planning the event.