

# UNIVERSITY POLICY FOR HUMAN RESOURCE

## Policy No. UPHR-1

### POLICY REGARDING STAFF DEVELOPMENT

#### **General.**

- 1.1. Scope. -- Each institution shall maintain a program to develop the knowledge, skills and abilities of the classified staff of each campus. The institutions' best interests are best served through the acquisition and development of a skilled and highly trained work force in which each employee is informed of the best methods of performance and of the importance of his/her role in relation to the goals and objectives of each campus. The primary responsibility to accomplishing these ends resides at the institutional level.
- 1.2. Statutory References: W.Va. Code §§18B-1-6, 18B-7-5, 18B-4-2
- 1.3. Passage Date: November 13, 2002
- 1.4. Effective Date: Upon passage
- 1.5. Background: Replaces Board of Trustees Series No. 41 which was transferred by the Higher Education Policy Commission to the institutional boards of governors. This policy was previously numbered as MUBOG Policy No. 7.

#### **Policy:**

- 2.1. Understanding that the scope of campus training and development programs may be different in terms of the types of programs and activities offered and supported, there should be some consistency among institutions. A basis for each institution's development program should be that each is designed to enhance the professional level and effectiveness of the staff member in his/her assigned duties and to broaden the individual's knowledge and skills for future job assignments, where appropriate. While there are many by-products of training (e.g., increased knowledge and personal satisfaction), the real measure of success must be improved job performance.

#### **Staff Training and Development defined:**

- 3.1. Training and development activities will differ in breadth in relation to the needs and resources of individual institutions. The purpose of training and development is to increase professionalism, productivity, and individual and organizational effectiveness. Examples of such activities include, but are not limited to: skills acquisition, job-related skill enhancement, and personal development and career development, instructional development, and research and scholarship, where appropriate.

#### **Staff Eligibility and Participation.**

- 4.1. Any person who is a classified employee of Marshall University is eligible for staff training and development, Participation of eligible personnel is assumed as an inherent part of staff responsibility.

### **Marshall University Board of Governors: Roles and Responsibilities.**

- 5.1. The Board of Governors shall:
  - 5.1.2. Require the University to develop and operate a classified staff training and development program appropriate to the needs and resources of the institution.
  - 5.1.3. Require that the University support such activities by designating a portion of the funds each year for staff training and development, and report annually to the Chair of the Board of Governors the status of their staff training and development programs.
  - 5.1.4. Establish system-wide direction, priorities and plans for staff development.
  - 5.1.5. Serve as a clearinghouse of information on programs, conferences, training, materials, research and other matters relevant to staff development.
  - 5.1.6. Sponsor and support statewide and regional conferences and workshops on staff development on a regular basis.
  - 5.1.7. Assist institutions in establishing, upgrading, evaluating or refining staff development programs and in developing techniques and procedures for assessing the effectiveness of staff development programs.

### **Marshall University: Roles and Responsibilities.**

- 6.1. The president, or his/her designee, shall establish a written institutional policy on staff training and development consistent with this policy bulletin Institutional policies shall be shared with the Senior Administrator of the Higher Education Policy Commission, as established by 18B-4-2.
- 6.2. The president, or his/her designee, shall establish a functioning staff training and development program. The University may have a separate program for staff training and development, or a professional development program combining staff development with other professional development according to the institution's needs and resources. If the University provides a combined professional development program, the respective groups representing the participants shall be consulted and involved in creating that program. Any advisory committee which is representative of affected employees may be used to assist in the initial development of the program and with its on-going administration. Through these programs, institutions shall conduct in-house professional development activities.
  - 6.2.1. Each campus program shall include the following:
    - 6.2.1(a) A method for identifying training and development needs.

- 6.2.1(b) A scheduled set of training and development activities, seminars, teleconferences, apprenticeships, on-the-job training, supervisory skill development programs, etc.
- 6.2.1(c) An annual written report on training and development activities, including a summary of financial resources dedicated to the program, which is distributed on the campus
- 6.3. The president, or his/her designee, shall establish appropriate organizational structure, procedures, standards and criteria for the on-going operation and assessment of the staff training and development program.
- 6.4. The president and personnel director have the responsibility to support staff training and development since such administrative support is instrumental to achieving the personal and institutional benefits of such a program.
- 6.5. Financial Roles - The University has the responsibility for providing financial and logistical support to operate its staff training and development program.