



Section 5: PROFESSIONAL DEVELOPMENT

RECOGNITION OF ACADEMIC AND PROFESSIONAL DEVELOPMENT

The College provides the opportunity for employees to continue their professional development throughout their career. This includes recognizing academic study at the undergraduate or graduate level, as well as other job-relevant study such as workshops or seminars.

To encourage such activities the College provides professional leave and travel reimbursements, awards mini-grants for worthwhile proposals, considers such activities in faculty promotion criteria, and awards sabbatical leave (with pay) to faculty for the purpose of advanced study, research, or travel for the purposes of study or research. In addition, the College designs opportunities for professional development throughout the academic year.

Additionally, full-time employees may be granted released time to take one work-related 3-hour course at Delgado during assigned working hours if the course does not interfere with job performance. To do so, an employee must complete and have approved a [Request for Released Time to Attend Class Form, Form 1412/001](#). For more information, contact Office of Human Resources.

PROFESSIONAL LEAVE AND TRAVEL

Employees can take advantage of professional leave and travel, which may be granted for attendance at conferences, workshops, and seminars; however, professional leave and travel must be relevant to the employee's job responsibilities and should accrue benefits to the College. For more specific information, see the College's policy on [Professional Leave and Travel](#).

COLLEGE-SPONSORED WORKSHOPS, SEMINARS & TRAINING

With the support and recommendations of the College's [Faculty and Staff Professional Development Committee](#), the Office of Instructional Technology, Support, and Professional Development designs faculty and staff opportunities for professional development activities during Convocations and throughout the academic year. These include, but are not limited to training workshops, seminars, and teleconferences. For information regarding these opportunities, contact the Office of Instructional Technology, Support, and Professional Development.

For employment-related topics, the Office of Human Resources schedules training workshops, seminars, and teleconferences through the year. For information regarding these offerings, contact the [Office of Human Resources](#).