

**POLICY & PROCEDURES MEMORANDUM**

<b>TITLE:</b>	<b>CHARTER: COMMITTEE ON FACULTY &amp; STAFF PROFESSIONAL DEVELOPMENT</b>
<b>EFFECTIVE DATE:</b>	<b>June 21, 2011</b>
<b>CANCELLATION:</b>	AA-1634.1 (7/25/95)
<b>OFFICE:</b>	Academic Affairs (AA)

**CHARTER**

**FUNCTION**

The Committee on Faculty and Staff Professional Development, in coordination with college-wide councils, has an advisory role for faculty and staff enrichment activities at the College. Faculty and staff enrichment activities include but are not limited to in-service training, continuing education, and support for new faculty. Specifically, the Committee will:

1. Review and recommend a long range comprehensive plan for professional development;
2. Review and recommend activities and support for Faculty and Staff Convocations in the fall and spring semesters, and survey faculty and staff concerning needed activities at each Convocation;
3. Develop, recommend, and maintain guidelines for mini-grants and, pursuant to the guidelines, make recommendations for mini-grant awards;
4. Review and recommend a calendar of activities, which will promote the professional growth of faculty and staff on a regular basis (the calendar is to be prepared for insertion in the College's yearly *Operational Guidelines*); and
5. Review and support all professional development activities, in particular those which involve new faculty members.

**MEMBERSHIP**

The Committee will be appointed by the Chancellor upon recommendation of the Vice Chancellor for Academic Affairs. The Committee will be composed of representatives of each campus, academic division, and administrative area of the College. The Vice Chancellor for Academic Affairs and Dean of Distance Learning and Instructional Technology serve as ex-officio members. The Committee reports to the Vice Chancellor for Academic Affairs.

**TERMS OF OFFICE**

Each member will serve for three consecutive years; appointments will be staggered. The Chair of the Committee will be appointed by the Vice Chancellor for Academic Affairs.

**MEETINGS**

The Vice Chancellor for Academic Affairs directs the Chair to call the initial meeting within one month of appointment of the new Committee. Subsequent meetings will be called by the Chair as required to accomplish the responsibilities of the Committee.

**REPORTS**

The Chair of the Committee will prepare and submit the required reports as published in the yearly *Operational Guidelines* documenting the progress of the committee, with copies to the committee members.

**CANCELLATION**

This policy and procedures memorandum cancels AA-1634.1, *Charter: Committee on Professional Development*, dated July 25, 1995.

*Review Process:*

Faculty and Staff Professional Development Committee 3/17/11  
Academic Affairs Council 4/14/11  
College Council 6/21/11

*Distribution:*

Distributed Electronically Via College's Intranet and E-Mail System

*Attachments:*

**Committee Standard Forms:**

**Committee Initial Report (Form A)**

**Committee Recommendation Form (Form B)**

**Committee Attendance Report (Form C)**

**Committee Final Report (Form D)**