



Texas Christian University Policy

Policy Number: 4.000

Subject: Career and Professional Development

Effective Date: July 1, 2006

Revised:

I. Purpose

Human Resources offers a variety of programs and services designed to assist staff in their personal and professional development.

Workshops and seminars are offered on a regular basis in areas of management and supervisory development, work-skills development, human relations and communication skills, career and personal development, family life issues, and health and safety.

Upon request, specific programs and services can be adapted or developed to meet the needs of individual departments and operating units within the university.

II. Procedures

- 1. Eligibility** - Upon employment, all regular full-time and part-time staff are eligible to participate in the HR Helps Professional Development workshops and seminars with supervisory and departmental approval. Certain programs may have special prerequisites or eligibility restrictions.
- 2. Program Notices** - A list of available programs is published on a regular basis in the HR Helps Professional Development Training Catalog. This catalog is also available on the Human Resources website, <http://www.hr.tcu.edu>
- 3. Approval** - Supervisory approval is needed to register for workshops and seminars. Before registering, staff and supervisors should discuss the costs and time away from work related to attending the proposed program. Supervisors are encouraged to work with staff to allow participation in training programs where the staff member has shown interest or the supervisor sees a need.
- 4. Release Time** - Training and development programs are usually offered during normal working hours. Once registration is approved, hours spent in class are generally considered hours worked.

5. Registration - Employees can register for specific programs by contacting the Human Resources office by e-mail or phone. Registrations are processed on a first-come, first-served basis.

Employees will be placed on an interest list if the enrollment for a specific program has been filled. If an opening occurs, staff on the interest list will be contacted and again offered the opportunity to participate. Employees on an interest list for a specific program are also given registration preference the next time that program is offered through the HR Helps Professional Development catalog.

6. Cost -Staff development programs sponsored by Human Resources are offered without direct cost to the individual staff member. Course materials are also provided at no cost to the staff member.

7. Cancellations - No-shows and last-minute cancellations increase program costs and deprive other staff members of the opportunity to attend. If staff have registered for a program but find they will be unable to attend, they should notify Human Resources as soon as possible.

III. Administrative Responsibility

The Human Resources Department is responsible for administering and interpreting this policy.