University Staff (non-bargaining unit faculty and employees)

<table>
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<th>SUBJECT (R*)</th>
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<td>LEARNING OPPORTUNITIES</td>
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<td>1710.180</td>
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**POLICY STATEMENT (R*)**

All employees shall participate in a minimum of twenty (20) hours of professional development per calendar year. This development occurs during regularly scheduled work time, and must be approved by the Dean, Director, or Department Head.

All employees are expected to have a Learning Goal established in their annual performance discussion with their immediate supervisor.

Professional development can take the form of attendance in in-house learning programs provided by the Division of Human Resources – Department of Organization Development and Learning, participation in external workshops and conferences, or other department-specific training.

Included in the expected 20 hours of professional development are any programs that may be required by the University, such as the New Employee Experience, Sexual Harassment Awareness & Prevention, Performance Development Process (PDP), Supervisory Excellence, and others. Attendance in programs for professional certifications, licensures, etc., will also count towards the 20 hours of professional development.

**REASON FOR POLICY (O*)**

To establish a learning culture in which all employees are encouraged to develop their professional skills and enhance their performance, both in their current position and for future University career opportunities.

**RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT (R*)**

Division of Human Resources  
Florida International University

**RESPONSIBLE ADMINISTRATIVE OVERSIGHT (R*)**

Organization Development & Learning  
Florida International University  
11200 S.W. Eighth Street - PC 236  
Miami, Florida  33199  
Telephone: (305) 348-2181

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*R = Required  *O = Optional