



**Learning Opportunities Policy # 1710.180**

<b>INITIAL EFFECTIVE DATE:</b>	<b>LAST REVISION DATE:</b>	<b>RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT</b>
July 2005	July 1, 2024	Division of Human Resources Talent Management and Development

**POLICY STATEMENT**

All employees shall participate in a minimum of twenty (20) hours of professional development per fiscal 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 evaluation and 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 – Talent Management and Development, participation in external workshops and conferences, or other department-specific training.

Included in the expected twenty (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 Excellence Process (PEP), Supervisory Excellence, Service Excellence, and others. Attendance in programs for professional certifications, licensures, etc., as well as self-directed learning, such as engaging in independent study, reading, or line courses to acquire knowledge and skills at one’s own pace, will also count towards the twenty (20) hours of professional development.

Florida International University, as a member of the State University System of Florida, is an Equal Opportunity, Equal Access Affirmative Action Employer. FIU prohibits discrimination based on race, color, national origin, sex, sexual orientation, gender identity, gender expression, pregnancy, religion, age, disability, marital status, veteran status, and other protected categories. The University’s commitment extends to its programs and activities, applicants, students, and employees.



**SCOPE**

This policy is applicable to all employees except in-unit faculty and AFSCME employees. In-unit faculty and AFSCME employees should read their collective bargaining agreements about this policy.

**REASON FOR POLICY**

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.

**DEFINITIONS**

TERM	DEFINITIONS
N/A	N/A

**ROLES AND RESPONSIBILITIES**

Employees and supervisors should engage in conversation to determine the best professional development courses to take or conference to attend that will enhance the employee’s career goals, skill set, and contributions to the university.

**RELATED RESOURCES**

Performance Excellence Process (PEP) Policy 1710.237  
Professional Development at FIU: <https://hr.fiu.edu/employees-affiliates/professional-development/>

**CONTACTS**

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#### HISTORY

**Initial Effective Date:** July 2005

**Review Dates** (*review performed, no updates*): N/A

**Revision Dates** (*updates made to document*): March 22, 2021 April 29, 2021; July 1, 2024.