



Learning Opportunities # 1710.180

INITIAL EFFECTIVE DATE: July 2005	LAST REVISION DATE: April 29, 2021	RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT Division of Human Resources Talent Acquisition & Management
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POLICY STATEMENT

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 - Talent Acquisition & Management, 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., will also count towards the twenty (20) hours of professional development.

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

N/A

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 department name updated and minor edits to policy such as reference to the new Performance Excellence Process (PEP) replacing the Performance Development Process (PDP) and clarity on the scope of the policy; April 29, 2021.