## Policy 231: Professional Development

Category: Personnel, Fiscal Management, Instruction

Covered Individuals: All CEI Employees

##### Approved: 2/25/2025

Formerly Approved: 9/28/2021

### **231.1 Policy**

College of Eastern Idaho supports professional development and growth for eligible (as determined on a departmental level) employees. College of Eastern Idaho may allocate funds for professional development through the annual budget process. Eligible employees can request to use these funds through their supervisor to further develop their professional growth and knowledge.

### **231.2 Procedures**

All eligible employees should work with their supervisor as part of the annual evaluation process to establish professional goals and the means by which to achieve them. Professional development should have a positive impact on individual performance, student success, and/or institutional stability.

Professional development will be based on the available budget. Supervisors and a member of PAC will review the proposed professional development request to ensure that expenses can be funded by the department. Supervisors are encouraged to send one employee in lieu of multiple employees to each professional development opportunity. The participant is expected to return and train their peers so that their professional development expands.

Professional development funds may be used for, but not limited to, the following:

* Payment for the cost of attendance at conferences, seminars, and workshops
* Subscriptions to educational periodicals

College of Eastern Idaho cannot use public funds to pay for development sponsored and/or offered by a religious organization. For professional development sponsored and/or offered by a religious organization, employees may request time off with their supervisor. If time off is approved, all related costs are the responsibility of the employee.