



Directions for Preparing the Staff Development Plan

1. Study the staff development procedure.
2. Review the self-assessment (based upon your job description) for any identified areas of professional improvement.
3. Review your annual performance evaluation for identified areas of growth and/or suggestions for improvement.
4. Complete the staff development plan form with all requested information with assistance from your supervisor. Your planned hours should meet the recommended minimum requirement for your employment category.

CONTENTS OF THE PLAN:

Based upon an individual's self-assessment and annual performance evaluation, the staff development plan will be prepared and filed by **July 1** each year. Plans will be developed based on priority of need as determined by the individual and the supervisor.

SCHEDULING ACTIVITIES:

Staff development may be scheduled at any time with approval of the supervisor. Activities for teaching faculty will normally be scheduled outside of class time and around registration responsibilities. Activities for administrative and support personnel will be scheduled around work responsibilities. The supervisor or TCSG may require some activities.

HOURS REQUIRED:

All employees are encouraged to develop themselves as fully as possible, therefore, some plans may far exceed the minimum hours required. The supervisor and the employee will determine the number of hours appropriate for an individual's plan. Minimum hours required for instructional and administrative employees are 24. It is the supervisor's responsibility to assist with the scheduling of these activities.

Employee	Minimum/Maximum Hours
Faculty	24/60
Support Staff	18/24
Administrative Staff	24/60

CHANGES IN PLAN:

Changes in the initial plan will be made with the approval of the supervisor. Requests for changes should be made on the activity report prior to participation in the activity. Changes will be reflected on the staff development plan, Section V.

EXPENSES:

All expected expenses (travel, registration fee, etc.) must be estimated and indicated on the **Staff Development Activity/Request for Travel form**. Each amount requested should include justification. Reimbursement for expenses will depend upon the availability of funds and the nature of the activity. In all instances, employees should obtain authorization for staff development activities prior to obligating themselves for any related expenses. Non-approved expenses will not be reimbursed.

COMPLETION OF ACTIVITIES:

Each supervisor shall evaluate whether activities have been successfully completed. Activity reports shall be submitted to reflect completion of all planned activities.

COMPLETION OF PLANS:

All plans must be completed by **June 30** each year. The annual performance evaluation shall be used to determine if the staff development plan was successfully completed. Continued employment at Savannah Technical College may be contingent upon satisfactory completion of the staff development plan.

RECORDS:

Records containing the individual needs assessment, staff development plan, and activity reports shall be retained in the supervisor's staff development file and a copy shall be provided to the employee.

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