

**Procedure Title:** Professional Development Plans  
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**Board Policy Reference:** IV.B. Human Resource Direction  
**NWCCU Standard:**

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**Accountable Administrator:** President  
**Position responsible for updating:** Chief Human Resources Officer  
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**Purpose/Principle/Definitions:**

One measure of the quality and vitality of a college is its commitment to providing opportunities for employees to grow personally and professionally. A climate that encourages continuous renewal for staff is critical to our ability to attract students and the quality of the services offered to them. College employees who are committed to their development are not only more valuable, but also gain more satisfaction from their work. In a rapidly changing world, placing value on continuous education for all employees is critical to maintaining a leadership role in the community.

In order to support the above philosophy, the College develops professional development plans (PDP's) for use by all BMCC employees, except those who are student employees and subject to Federal Work Study Guidelines, to help guide and track development on the job. In addition, in order for an employee to apply for Professional Incentive Fund money, the request must directly relate to the person's PDP.

**Guidelines:**

All employees annually create PDP with the support and partnership of their supervisors, using the form provided by the College. The creation of PDPs occurs during the annual evaluation process, except for full-time faculty on regular status, who are evaluated every four years. Full-time regular faculty members create their PDPs each fall, using the results of their last evaluation, as well as the student feedback, which is collected every term. PDPs aid the employee and the College in planning and addressing all three areas of professional and organizational development: discipline related activities, role activities, and organizational development activities.

To create a PDP, the employee or the supervisor may initiate the process and can access the PDP form in the "Forms" section of the Staff Web, BMCC's intranet. The form should be completed by indicating the development activities that the employee has engaged in

throughout the previous cycle and then suggesting the areas and related activities that he/she wants to work on during the upcoming year. Employees do not need to engage in all three areas of development every year, but may rotate activities; however, all areas must be addressed regularly. Employees should work with their immediate supervisor to create final drafts of PDPs before submitting them to Human Resources for inclusion in their personnel files. Forms must be signed by both the employee and supervisor.

The final PDP is confidential, with some limitations. As previously stated, a form must be in a personnel file and be available for PIC committee members to review in order for funding to be approved. The Human Resources department members will also have access to the PDP, as will the employee's immediate supervisor.

Detailed instructions on creation, use, and confidentiality are included with and on the form.

Special Form: Professional Development Plan