



**SIMON FRASER UNIVERSITY**  
**Policies and Procedures**

**Date**  
August 31, 1982

**Number**  
AD 9-09

**Revision Date**  
January 1, 2006

**Revision No.**  
E

## **Professional Development**

(Applies to administrative and professional staff only.)

### **2. General Policy Statement**

The University supports the principle of human resource professional development designed to meet the needs of the employee and the organization.

Professional development can provide an essential contribution to the achievement of individual, departmental and University goals and objectives, both now and in the future. The institution at all levels has a responsibility for the professional development of its human resources.

### **3. Definitions**

**3.01 Continuing Employee** -- an employee with an appointment with no end date.

**3.02 Full-time Employee** -- a continuing or a temporary employee appointed to work seventy-two (72) hours bi-weekly on a regular basis.

**3.03 Part-time Employee** -- a continuing or a temporary employee appointed to work less than seventy-two (72) hours bi-weekly on a regular basis.

**3.04 Professional Development** -- the process of providing instruction and practice for employees to establish, maintain and improve the knowledge and experience necessary to meet their current responsibilities effectively and efficiently, and is the planned growth of knowledge, skill and experience of employees so that they may assume more complex and responsible duties in the organization in the future.

**3.05 Job Related Courses** -- those courses that will assist in maintaining or improving the knowledge and skill necessary to meet current responsibilities or future University job opportunities. The courses will normally be offered by educational institutions or other recognized providers of professional learning. A course that is required for a specific task in the employee's current position is the responsibility of the employee's department. There will be a record of successful completion (diploma, certificate, or academic credit).

### **4. Responsibility**

Human Resources will only be responsible for funding professional development activities to the extent outlined in this policy. Individual departments are responsible for any other professional development costs.

### **5. Entitlement**

Accepted avenues of professional development, which are centrally funded, are the following:

**5.01 Tuition Reimbursement** (See Policy AD 9-10 for Tuition Waiver for on campus courses.)

- a. Subject to (b), a Continuing Employee is eligible for reimbursement of 100% of the course costs of off-campus Job-Related Courses approved by his/her supervisor up to a maximum of \$1000 in any one calendar year. This amount is an annual eligibility and cannot be carried forward to future calendar years. The expenses

covered by this fund may include tuition costs, examination fees, textbooks and required course material.

- b. A Part-time Employee in a Continuing Position is eligible for reimbursement of a percentage of the tuition costs of off-campus Job-Related Courses approved by his/her Supervisor based on the percentage of full-time hours the Employee

- e. Proof of successful completion of the course and proof of tuition fee payment must be submitted to Human Resources for reimbursement.

### **7.02 In-House Programs**

Where there is a demonstrated organizational need, training and development programs and courses which are feasible in terms of the cost and the number of participants will be made available in-house by Human Resources at no cost to participants or departments.

### **7.03 Development Funds**

Proposals to attend developmental managerial courses may be initiated by individuals or departments for specific courses, or the University may sponsor a limited number of participants in selected programs.

Applications from individuals must be approved by the appropriate Dean or Director and supported by written evidence of the benefit of the program to the individual and the University and be submitted to Human Resources.

### **7.04 Job Enrichment and Job Rotation**