



## Professional Development

**Purpose:** Upper Iowa University supports the participation of its employees in professionally-oriented activities (seminars, workshops and conventions, etc.), designed to keep participants abreast of changing practices or to provide additional training in one's field or regarding evolving technologies in one's fields of specialization.

The purpose of the procedure is to provide for mandatory sharing of knowledge received using university resources as well as to provide accountability for the use of those resources.

**Procedure:** When university resources (finances, equipment, facilities, time) are used by employees to attend conferences, workshops, webinars, etc, an employee must share the information with his/her respective colleagues. The method of reporting shall be decided mutually by the employee and his/her immediate supervisor prior to attendance.

**Process:** Participation by the employee must be pre-approved by the employee's supervisor who must determine that the employee's participation will not disrupt the operations of the department. The supervisor must also confirm that the department has sufficient funds to cover the expected costs and that the training or subject matter is aligned to the university's and/or department's needs.

Whenever university resources are used by an employee, s/he must report (share) information obtained. A university resource can include the following (but is not limited to) while being compensated by UIU:

- Reimbursement for reasonable and necessary expenses incurred in connection with approved travel or business hosting on behalf of the university;
- Prepayment of registration fees;
- Use of UIU equipment, i.e. computers and webcams to attend webinars, online training, or conferences from a UIU location;
- Attendance at training or professional development activities.
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The method of reporting shall be decided mutually by the employee and his/her immediate supervisor prior to attendance of the event; the method shall be indicated on the required University Resource Reporting Form.

Examples of reporting methods are (again, this list is not all-inclusive):

- Present an oral summary at the supervisor's next staff meeting; summary may include PowerPoint slides and handouts, if appropriate;
- Provide a written summary to the supervisor and/or staff, noting especially-useful information; this could be done via email;
- Post copies of relevant handouts to G:/Staff/Shared Conference Materials and send an email to possibly-interested colleagues noting the posting and its background.

It is the supervisor's responsibility to ensure the Reporting form is completed, filed in the employee's HR file, and the agreed-upon reporting takes place.

**Implementation Plan:**

- Add an item to the employee performance review form to remind supervisor.
- Distribute an email to all employees notifying them of the new procedure change.
- Notify center directors and department heads that it is their responsibility a) to ensure staff is notified of the new procedure and b) to enforce the new procedure (ensure the report-out is done).

**Compliance and Enforcement:**

Compliance with this procedure is mandatory and applies to all Upper Iowa University employees.