

**Cochise College
District Board Policy**

Category: All Employee Groups

Policy Number: 648

Title: Staff Development and Innovation

The administration shall maintain a program for the professional development of faculty and staff at Cochise College.

**Procedure 648.1
Staff Development and Innovation**

The Staff Development and Innovation program at Cochise College facilitates new learning experiences that can be planned in accordance with individual staff members. The intention of the plan is to assist all staff in achieving broad professional and personal goals. Designed in this manner, the plan will concurrently raise the quality of instruction, and improve institutional effectiveness.

Staff is defined as all personnel employed by the institution. Therefore, the staff development plan focuses on the special needs of all individual staff members as well as reflecting the needs of the institution. A total College commitment to institutional and human development thus forms the scope of this plan.

The objectives of the Staff Development and Innovation program are to:

1. Develop individual and group staff thereby maximizing potential.
2. Develop innovative and creative teaching techniques that will help maximize student learning.
3. Identify staff development needs as environment and technology changes.
4. Recognize community needs as a means of helping staff to become aware of their needs.
5. Conduct new research and apply existing research to institutional needs.
6. Promote master teaching and quality education.
7. Enhance and promote the institutional goals.
8. Assist the staff to become cognizant and sensitive to individual student needs.
9. Assist the staff in keeping abreast of current technological advances and changes.

**Procedure 648.2
Seminars, Conferences and Visitations**

Staff members requesting travel funds for seminars, conferences and visitations to other programs and institutions will complete a travel request and vehicle travel requisition. Forms will be submitted to the appropriate manager who will either approve or disapprove the request.

Procedure 648.3
Individual and Group Presentation

Staff development activities for College staff may be made available during Convocation and Faculty/Staff Development Day. These workshops will be under the jurisdiction of the Vice President for Instruction/Provost and will feature timely subjects that have been recommended to the Vice President for Instruction/Provost or planning committee. Some projects may be common to all staff members while other topics may apply only to specific groups. All activities should have the common goals of effecting positive changes in the College.

Procedure 648.4
Cochise College Classes

Each full- or part-time staff member taking a course at Cochise College that is relevant to his/her discipline will complete the Employee Tuition Waiver form. This waiver is for tuition only and does not include the cost of laboratory fees, special or miscellaneous fees, books or any other assessments. Tuition exemptions are further addressed in Policy 636.

Procedure 648.5
Employee Exchange Program

The purpose of the employee exchange program is to provide opportunities for revitalization and renewal of faculty and staff and to provide alternative means for staff development.

1. Definitions:
 - a. External Exchange: The exchange of faculty or staff members with an educational, governmental or business institution outside of the College.
 - b. Internal Exchange: The exchange of faculty or staff members within the College.
 - c. Outgoing Participant: Faculty or staff members leaving his/her present assignment for a temporary exchange outside the College.
 - d. Incoming Participant: A faculty or staff member from an outside organization who by reason of an exchange will be temporarily assigned to a College position.

2. Eligibility Requirements:
 - a. Eligible participants must be full-time, permanent employees who have been employed with the College for a period of at least two years to participate in an internal exchange.
 - b. Faculty participants must have the approval the appropriate Instructional Manager, Dean and the Vice President for Instruction/Provost.

- c. All other staff participants must have the approval of their immediate supervisor and appropriate vice president before applying for any exchange.
 - d. Incoming faculty participants must be eligible for temporary certification in the areas which they teach. No incoming faculty participant may begin teaching unless he/she has been issued proper certification and it is on file at the College.
3. Number of Exchanges: The number of exchanges which occur at a college will be approved by the President or his/her designee.
4. Length of Exchanges: The length of exchange will not exceed one year. Any exception to this policy must be approved by the Governing Board.
5. Compensation:
 - a. The College will continue to pay outgoing participants their regular salary and fringe benefits subject to the normal deductions.
 - b. Incoming participants will be paid by the sending institution.
 - c. Participants in an internal exchange will continue to receive their regular salary and fringe benefits.
6. Vested Rights:
 - a. Participation in an exchange will not affect an employee's position on the salary schedule.
 - b. The period of exchange for a faculty member will count toward the years accrued for sabbatical eligibility. However, a faculty member who has been on exchange shall not be eligible for sabbatical leave during the year following the period of exchange.
7. Exchange Assignment and Obligations: The assignments, obligations, and other understandings for any exchange participant for the period of exchange will be detailed in a memorandum of agreement which must be signed by the appropriate chief executive officer or his/her designee.
8. Facilities and Resources: The College will provide to incoming participants the same access to opportunities and resources as it does for its own employees, including but not limited to travel pay, office space, clerical assistance, and staff development services. Any exceptions or prohibitions will be stated in the memorandum of agreement.
9. Housing and Relocation: The College will provide neither housing nor relocation costs for incoming or outgoing participants.

10. Exchange Commitments: Unless there are extremely unusual or extenuating circumstances, the College will honor commitments made in the exchange program for both outgoing and incoming participants.