



ASUB Standard Operating Procedure – 3001

Standard Operating Procedure Synopsis

Title: EMPLOYEE DEVELOPMENT PROGRAM

Approval Date: October 7, 2020

Revision Date, if applicable:

Review Date(s): May 19, 2021; August 3, 2022; May 22, 2024

Annual Review Date: April

Responsible Officer (RO): Vice Chancellor for Finance and Administration

Standard Operating Procedures Manager (PM): Employee Development Committee Chair

A. Purpose and Scope

The purpose of the Arkansas State University-Beebe employee development program is to support the mission, vision, core values, strategic goals and strategic priorities (hereafter known as the Strategic Plan) of the college through planning and implementing workshops, seminars, and educational opportunities for college employees. The institution's primary role in employee development is to provide the conditions under which employees are able to pursue professional development.

Emphasis of employee development is placed on encouraging college employees 1) to develop their professional and personal skills and attributes to achieve excellence in their job performance and 2) to align development activities with the college's mission, vision, core values, strategic priorities and strategic goals.

The major responsibility for personal and professional growth resides with each individual employee. Employees are expected to take the initiative in promoting their own growth by identifying and participating in employee development activities. For faculty, these activities are found in the faculty handbook and for staff, the activities are generated in conjunction with the respective supervisor. Employees should participate in activities that will meet their departmental needs and enhance their performance, as documented by annual evaluations.

Responsibilities and Expectations

The major responsibility for implementing ASU-Beebe's employee development program resides with the Employee Development Committee (EDC). This committee advises the chancellor, his/her liaison and the institution on employee development needs and issues. It is expected that college personnel communicate with and advise the EDC members concerning the effects of the employee development activities on their respective institutional divisions.

The chancellor names and approves the EDC membership. The Employee Development Committee (EDC Charge Document) is located on the Vanguard Intranet under the chancellor site in the standing committees' section.

Employee development forms are located on the Vanguard Intranet under the human resources site, and include: Professional Development Plan (Form 31); Request to Attend a Conference, Seminar, or Workshop (Form 32); Request for Course Funds (Form 33); Request for Special Project (Form 34); Report of Program-funded Activity (Form 35)

Travel and other request forms are located on the Vanguard Intranet under Finance and Administration, and include: Instructions for the completion of forms; Request for Travel Authorization (TA); Travel Expense Reimbursement Form (TR-1); Mileage Chart; and Per Diem.

Required Signatures

1. Immediate supervisor's signature must be obtained by the requestor prior to submission of the request to the EDC chair for consideration.
2. Academic dean (if applicable), vice chancellor, or other Executive Council member will need to sign.
3. After approval, chair of the EDC Committee will sign.

Role of the Chair

The director of human resources will serve as the chair of the EDC. The chair works with the EDC to oversee the total employee development program. The chair will manage the following three areas:

- Chair the EDC meetings
- Oversee the employee development budget
- Maintain employee development portfolios

Employee Development Planning

The performance evaluation encompasses the employee's responsibility to his/her position. During the evaluation, the employee and supervisor will identify employee development

activities that are job related and associated with the college’s strategic plan. During the year, employees along with their supervisor may update or change their Employee Development plans. Each development plan activity should be related to one or more of the following:

- Mission, vision, core values, strategic goals or strategic priorities
- Employee’s job description
- Department/division/unit goals
- Professional growth and/or certification
- College and/or community service
- Effective management, leadership, supervisory, and human relations skills
- Program development

B. Definitions

ASU-Beebe Core Values (2018-2023) – Student Success, Integrity, Diversity, Quality, and Community

ASU-Beebe Mission (2018-2023) –Transforming Lives through Quality Learning Experiences

ASU-Beebe Strategic Goals (2018-2023)

- Strong from the Start
- P32B1 (Policies, Practices & Procedures to be One College)
- ASUBe Connected

ASU-Beebe Strategic Priorities (2018-2023)

- Stabilize and Grow Enrollment
- Invest in Our Employees
- Grow Our Endowment and Other Resources
- Strategically Connect with Our Communities

ASU-Beebe Vision (2018-2023) –ASU-Beebe will become a nationally benchmarked institution that empowers individuals, embraces communities, and transforms lives.

ASU-Beebe Strategic Plan (2018-2023) –The ASU-Beebe Strategic Plan contains the college mission, vision, core values, goals, and priorities.

Employee Development Activities – Activities in which the employee engages for the primary purpose of job growth, increased training related to current job duties or overall improvement of institutional effectiveness.

The listing below, while not all inclusive, suggests employee development activities that may be considered for funding, such as:

- Presentations at approved workshops, seminars, and conferences that represent ASU-Beebe

- Attendance at meetings to further an employee’s professional knowledge related to their specific position
- Service in professional associations and organizations at local, state, or national levels
- Service to appointed or elected college committees
- Providing programs or workshops for students, faculty, or staff
- Presenting workshops/programs to civic organizations or groups
- Community development activities
- Special projects
- Institutional requests

Employee Development – Planned program of activities and events that provides for and contributes to the personal and professional improvement of all ASU-Beebe employees in all job categories. Employee development is a total institutional effort.

Employees of ASU-Beebe and its campuses are afforded the following types of employee development:

- Application for Professional Development Plan (Form 31)
- Professional Development Awards (Academic Achievement)
- Employee Educational Discounts (Tuition Assistance)
- Departmental funding and support for job related development and training

Institutional Activity – Institutional level activities are those professional development activities determined at the administrative level, which may be required of the employee(s) and may apply to groups of employees.

C. Procedures

Identifying Employee Development Needs

At the time of the performance evaluation, individual employee development needs are assessed and discussed between supervisor and employee. One outcome from the performance evaluation is the creation of a list of needs pertaining to the individual. These topics will be added to a general pool of needs obtained from other individual performance evaluations. Each academic dean or supervisor will maintain the general pool of identified needs. At the request of the EDC chair, each academic dean or supervisor will forward the general pool of identified needs to the chair for employee development activity planning.

Institutional Request

Because not all employee development will flow from individual activities, activities at the institutional level may be approved by the EDC committee.

The written requests shall state the purpose, expected outcomes, ties to strategic plan and costs involved.

A follow-up report by the EDC liaison shall be submitted to the chancellor if requested.

Individual Requests

Recurring activities which are more regular in nature should be approved and funded as a part of departmental budgets and not included in employee development funding.

Eligibility

- Full-time, permanent (non-grant supported) employees who have been employed full-time for a calendar year are eligible for funding.
- Individuals requesting employee development funds for an activity must have an up-to-date Employee/Professional Development Plan for the activity to be considered for funding.
- The individual's Employee/Professional Development Plan goals should have correlation to the request for the employee development activity and have ties to the college mission, vision, core values, strategic goals and strategic priorities.

Funding Request

1. An employee may submit more than one funding request. However, when multiple requests are submitted, they must be prioritized by the employee at the time of the application.
2. Conferences that have more than a one-year component before completion should be identified at the first request and may be considered on an individual basis.
3. Two or more individuals may request funding for a group project/activity and submit it as an individual request.
4. Request for funding will be considered in the order that they are received.
5. Awardee shall notify EDC chair of non-use to ensure proper accounting of funds.
6. Partial departmental funding should be indicated on the request at the time of consideration.
7. If partial departmental funding is granted and EDC awards the balance of the request, funding of estimated costs or prepaid items (air travel or registration fee) will be determined by EDC.

Timeliness of Request

Each year, the EDC will determine, based upon members' availability, the date and time of monthly committee meetings.

1. One electronic application with required signatures on the packet must be received by the EDC chair one calendar week before the next scheduled meeting of the EDC.
2. The EDC chair shall review applications and electronically forward completed requests to the EDC the calendar week prior to the next meeting for committee review.
3. The EDC shall review and render a decision at the next EDC meeting on all requests received in a timely manner.
4. Emergency requests for funding will only be considered on a case-by-case basis and subject to the availability of a quorum through review basis and subject to the availability of a quorum through review.
5. Requests for retroactive funding will not be considered.

Approval of Funds

1. Upon approval of requests, the applicant will be notified by the EDC chair through email no later than three (3) business days after the scheduled EDC decision.
2. EDC funding approval will be submitted directly to the travel supervisor to assist in travel arrangements.

Denial of Funds

1. The EDC chair, in conjunction with the EDC committee, shall provide the applicant with a written explanation by email for the denial of funds within three (3) business days.
2. If a request for funding has been denied, the applicant may file an appeal by email to the EDC chair. This must be submitted to the appropriate vice chancellor to bring to the EDC for consideration within two weeks from the date of denial and prior to the requested event.

Presentation(s) or Workshop(s)

At the request of the chancellor or chancellor's Executive Council member, an employee receiving EDC funds for training opportunities may be asked to make a presentation or conduct workshops related to the event in order for the college community at large to benefit from the funding.

D. Related Information

ASU System Staff Handbook: www.asusystem.edu
ASU-Beebe [Faculty Handbook](#)