

**SOUTHWESTERN ILLINOIS  
COLLEGE  
DISTRICT 522  
BOARD POLICY MANUAL**

**POLICY  
STATEMENT**

**POLICY ISSUE:** Staff Development

**POLICY CODE:** 3017

**DATE ADOPTED:** July 1991

**DATE(S) REVIEWED:** February 1995, March 2006,  
September 2010

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October 2010

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The Board of Trustees recognizes the need for and is committed to providing for the personal and professional growth of its staff. Accordingly, the college has made provisions for various development activities for its staff. These may include reduced tuition for Southwestern Illinois College courses, tuition reimbursement for courses taken at institutions other than Southwestern Illinois College, internal training developed within the college, membership in appropriate professional organizations, and attendance at appropriate professional meetings. These staff development opportunities shall be administered in accordance with the provisions of the applicable collective bargaining agreement or personnel policy manual and may be subject to review and approval by the appropriate administrator.

The purpose of the Employee Development Advisory Council is to provide input and advice to the Human Resources Office regarding the college's overall employee development efforts. This input and advice revolves around five functional areas of concern:

- New Employee Orientation
- Assessment of training needs by college location, employee group and/or specific job responsibilities
- Prioritization of training delivery
- Modification of training content
- Evaluation of effectiveness of the training

When it is appropriate to do so, the college administration will design and deliver development programs which qualify for the granting of academic credit. In these instances, the administration is authorized to waive the tuition and fees for those classes specifically developed for the purpose of internal faculty and staff development.

The Board of Trustees recognizes that staff performance evaluation serves two distinct purposes:

1. It documents the performance of each employee for the evaluation period; and
2. It serves as staff development by reinforcing those performance levels and individual behaviors which are appropriate while identifying those performance areas and behaviors which are in need of improvement.

Therefore, it is the policy of Southwestern Illinois College that each staff member will be evaluated on a regular basis in accordance with the applicable collective bargaining agreement or personnel policy manual.