
	UNIVERSITY OF PASADENA (UPAS) Operational Procedures		
	Doc # :PO-OP-06.3	Title: Professional Development Policy	
	Rev # : 08	Approved By: Chief Executive Officer (CEO)	Date : 15 Sep 2022

REVISION HISTORY			
Rev No	Description of change	Author	Effective Date
1	New Procedure	Chief Operations Officer (COO)	14 Oct 2015
2	No Change	Chief Operations Officer (COO)	12 Oct 2016
3	No Change	Chief Operations Officer (COO)	11 Oct 2017
4	No Change	Chief Operations Officer (COO)	10 Oct 2018
5	No Change	Chief Operations Officer (COO)	09 Oct 2019
6	No Change	Chief Operations Officer (COO)	07 Sep 2020
7	No Change	Chief Operations Officer (COO)	06 Sep 2021
8	No Change	Chief Operations Officer (COO)	15 Sep 2022

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1. Purpose

1.1 The Purpose of the policy is to support employees who wish to further their personal and professional development and upgrade their skills and qualifications.

2. Scope

2.1 This scope of the policy applies to the management and staff of University of Pasadena (UPAS).

3. Definitions

3.1 Personal Development: defined as training or development taken to obtain new employment skills or qualifications not related to an employee’s work; to maintain, update or upgrade an existing skill, qualification or knowledge that is not directly related to the employee’s work.

4. Responsibility


4.1 The Chief Executive Officer (CEO) is responsible for the effective implementation of the policy.

5. Procedure/Process

5.1 Orientation programs: The professional development of faculty at University of Pasadena begins with the orientation. Experienced faculty members lead the programs using the institution’s learning management system (LMS). Orientation programs accomplish several important goals including learning the features of the LMS, become familiar with online grading, participating in discussion boards, running reports, calculating and posting grades.

5.2 Online teaching: The technology for delivering online classes is becoming more sophisticated, and new tools are being developed for features such as audio and video recordings, synchronous activities, writing assessments, and the use of social media in classrooms. Professional associations and organizations that are devoted to supporting online teaching, along with their associated conferences and journals, continue to grow.

5.3 Center of faculty development: The institution has created a center of faculty development that is focused on providing information for faculty development. The Chief Academic Officer (CAO) assisted by one more faculty will look for conferences and training sessions

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and will keep all the faculties and staff informed about such events. Faculties are encouraged to participate in these events and share their experiences with the rest of the team through webinars and interactive online sessions

5.4 Professional development of faculties: The following activities are taken up by the institution to facilitate professional development of faculties.

- 5.4.1 Identify relevant webinars and seminars and other synchronous events used to teach a simple topic or single tool which typically organized by Learning Management System providers and accrediting agencies.
- 5.4.2 Links to new articles and journals. A number of journals now focus on online teaching.
- 5.4.3 Regular Faculty meetings to share their experiences on the usage of any unique features or tools that are effective.
- 5.4.4 Encouraging participating in online conferences that are becoming more common.
- 5.4.5 Build association with professional organizations that have sub-units devoted to online teaching and learning including the following.
 - Sloan C (www.sloanconsortium.org)
 - WICHE Cooperative for Educational Technologies (wcet.wiche.edu)
 - Quality Matters (www.qmprogram.org)

5.5 Recruitment personnel: The following activities are taken up by the institution to facilitate professional development of recruitment personnel.

- 5.5.1 As and when changes are made to the online recruitment module, each member has to retake the course and get a passing score.
- 5.5.2 High performing members are asked to contribute to the enhancement of the online course
- 5.5.3 The feedback from peer and supervisor evaluation is provided to each recruitment team member and encouraged to address any shortcomings identified.
- 5.5.4 All recruitment personnel are encouraged to attend any relevant conferences organized by the regulating agencies and our service providers including Blackboard.

5.6 Compliance officer: Compliance team keeps updated with the latest trends and compliance laws by attending the following conferences: DEAC, Blackboard and Veterans program administrators of California conferences etc.

5 Review

The University of Pasadena Professional development policy is reviewed every year.