

Policy 1403
Training and Development - A&P Faculty and Classified Staff

Date of Current Revision: September 2020
Responsible Officer: Director of Talent Development

1. PURPOSE

The purpose of this policy is to outline the university's commitment to the development of its employees by providing and encouraging participation in a variety of job-related professional development opportunities.

2. AUTHORITY

The Board of Visitors has been authorized by the Commonwealth of Virginia to govern James Madison University. See Code of Virginia § 23.1-1600; § 23.1-1301. The Board has delegated the authority to manage the university to the president.

3. DEFINITIONS

Administrative & Professional Faculty (A&P Faculty)

Administrative faculty and professional faculty are normally referred to collectively, as both require advanced learning acquired by prolonged formal instruction and/or specialized training and work experience; however, the university recognizes administrative faculty and professional faculty as distinct position types.

Administrative faculty positions are generally senior administrators who perform work related to the management of the educational and general activities of the university, for at least fifty percent (50%) of their work. Typically, administrative faculty serve in executive leadership roles such as vice president, provost, dean, assistant or associate vice president or dean, assistant or associate vice provost. Other administrative faculty roles can include (1) those responsible for the administrative direction of separately designated divisions or departments of institutional activity; (2) positions whose primary responsibility is to attract external funds; or (3) positions that are characterized by active, continuing involvement in formulating, interpreting and implementing institutional policy, and exercise substantial independence, authority and discretion in areas such as program planning, design and allocation of resources. The organizational reporting relationship for administrative faculty is normally not lower than three levels below Executive Council positions. For Academic Affairs, this would include: Vice Provost/Dean (level 1), Academic Unit Head/Director (level 2) and Associate Director (level 3).

Professional faculty require advanced learning and experience acquired by prolonged

formal instruction and/or specialized work experience. Typical professional faculty positions are librarians, counselors, coaches, physicians, lawyers, engineers and architects. Other professional positions may support education, research, university life and other such activities. Professional faculty positions must require the incumbent to regularly exercise professional discretion and judgment and to produce work that is intellectual and varied and not standardized.

Professional Development

Participating in an activity – training event, workshop, conference, certificate program, literature review, etc. – for the purpose of learning and improving one’s job performance.

Professional Librarian

Instructional faculty who are affiliated with Libraries and Educational Technologies. Their responsibilities include instruction, research/scholarship and service as defined in the Libraries’ Promotion and Tenure Guidelines.

Work-Related Education and/or Training

Education or training that is required by the university, law, or regulatory agency to keep present salary, status, or job. The required education must serve the functional purposes of the university, or education that maintains or improves skills needed in the employee’s present job.

4. APPLICABILITY

This policy applies to classified staff, A&P faculty, professional librarians, and wage employees.

5. POLICY

The university encourages and supports the professional development of employees to aid and improve job performance. Participation in job-related courses, workshops, seminars, conferences, and meetings directly related to the goals and objectives of the university will be supported as funding is available to enable high levels of job performance.

The university will provide assistance and guidance, through department heads and supervisors, to employees interested in increasing and maintaining their levels of job performance. The [Talent Development](#) department will develop a wide variety of training opportunities and will also publish activities sponsored by the university and outside sources.

Participation in professional development is subject to supervisory approval and employee workloads.

JMU will not pay for training taken to meet minimum requirements of an employee’s present job, or for training that is part of a program of study that will qualify the

employee for a new trade or business.

6. PROCEDURES

The responsibility of approving or denying professional development requests falls within the employee's department (see Policy [1401](#)). Talent Development may be able to assist with funding depending on availability and appropriateness.

Talent Development may reimburse departments for professional development activities toward job-related certification and licenses after the passing of the certification or license exam, based on active employment with JMU and availability of funds.

Advance payment or reimbursement for professional development, including job-related licenses and certifications, is at the discretion of the employee's department.

Using MyMadison Employee Self-Reporting, employees can maintain a record of all professional development activities managed by outside vendors. All internal trainings will be entered into MyMadison by the appropriate training department - i.e., Libraries, Talent Development, Information Technology Training, etc. Faculty and staff members are provided an opportunity to examine their professional development records in MyMadison.

A systematic review of training needs will be made periodically to assess the training and development needs of university administrative and professional faculty and staff members. Such assessments will provide the basis for planning and programming university professional development activities.

7. RESPONSIBILITIES

The Talent Development department is responsible for developing and publicizing a variety of training opportunities based on its research of the needs of university staff, A&P faculty, and departments. The primary purpose of the Talent Development department is to assist employees in improving their job performance.

Supervisors are responsible for encouraging those they lead to participate in training and to allow for scheduling flexibility that frees employees to participate in professional development.

All departments, offices and employees that generate, receive, or maintain public records under the terms of this policy are also responsible for compliance with Policy [1109](#) - Records Management.

8. SANCTIONS

Employees who violate this policy are subject to discipline commensurate with the severity and/or frequency of the offense and may include termination of employment.

9. EXCLUSIONS

Educational opportunities covered in Policies [1401](#) and [1402](#) are excluded from this policy.

Instructional faculty members are not covered in this policy, nor are they under the purview of the Talent Development department. Instructional Faculty professional development is addressed by the individual academic units as well as such units as the Center for Faculty Innovation and Libraries.

10. INTERPRETATION

The authority to interpret this policy rests with the president, and is generally delegated to the Director of Talent Development.

Previous version: September 2016

Approved by the President: December 2011