



DALLAS COUNTY COMMUNITY COLLEGE DISTRICT ESSENTIAL DESKTOP GUIDE FOR EMPLOYEES

PERFORMANCE MANAGEMENT: PROFESSIONAL DEVELOPMENT

REQUIRED DEVELOPMENT

Effective: September 1, 2017

The College District shall require formal professional development activities be completed annually for faculty, administrative, and staff employees in full-time employment status on or after September 1, 2017.

Generally, annually is defined as the 12-month period beginning September 1 and ending August 31 each year.

Within the first year of employment, employees hired on or after September 1, 2017, are required to complete 19 clock hours of formal professional development activities of:

- a. Five hours: DCCCD new employee orientation
- b. One hour: Family Educational Rights and Privacy Act (FERPA)
- c. One hour: Title IX of the Education Amendments Act of 1972, 20 U.S.C. (Title IX)
- d. One hour: DCCCD Sexual Harassment Board Policy
- e. One to two hours: DCCCD Emergency Procedures
- f. Ten hours: As determined by each DCCCD location

Following the completion of the specific listed professional development events in the first year of employment, employees hired on or after September 1, 2017, will be required to participate in a minimum of 19 clock hours each year for the remainder of their employment with the College District, or until this guideline is officially revised.

Staff employees hired prior to September 1, 2017, are required to participate in a minimum of 19 clock hours of formal professional development activities each year. Contractual employees, including those serving on a reduced load, are required to participate in a minimum of 19 clock hours of formal professional development activities each year.

Professional development is defined as a period of development during which the employee acquires a level of competency in support of the DCCCD Board of Trustees Mission and Priorities. Only formal professional development training, activities, methods, and sessions approved by the College District Talent Development office will be used to satisfy annual requirements.

Methods and sessions may occur in the form of in-person, on-line, video, taped message, Webinar, or various other methods made available to employees.

The employee is responsible for registering and completing the required activities determined by the DCCCD location each year. Unless specifically noted, registration for each activity is completed through the employee's e-Connect account.

Registration and completion of each activity is recorded in the employee's electronic Staff Enrichment file and may be used in the performance evaluation process. The employee is responsible for the accuracy of the Staff Enrichment electronic file.

The College District is responsible for payment of any fees, charges, or related expenses for training sessions established and identified by the Talent Development office as a required activity.