



Policy Title:	Professional Development Policy
Policy Number:	

1. Purpose

The purpose of this Professional Development Policy is to outline the circumstances in which St. Matthew's University may approve support for employees to engage in professional development activities that enhance their professional skills, academic expertise, teaching effectiveness, research, service, or contribution to the University.

2. Scope

This policy applies to employees of the University, including administrators, faculty, and staff.

For faculty members, this policy should be read together with the Faculty Handbook and any current professional development funding guidelines published by the University.

3. Policy Statement

St. Matthew's University supports the professional development of its employees and encourages employees to develop their professional skills and expertise on an ongoing basis.

Professional development activities should be relevant to the employee's role, responsibilities, area of teaching, professional expertise, or contribution to the University.

The University may approve financial support, time away from regular duties, or other support for professional development activities, subject to operational needs, current funding availability, and applicable approval requirements.

For faculty members, professional development support is subject to current funding availability and guidelines as published in the Faculty Handbook.

The University may, at its discretion, provide additional support where the employee is presenting a professional publication, representing the University, or participating in an activity that directly benefits the University's academic, professional, or institutional objectives.

Approval of professional development support is not automatic and is subject to review and approval by the University.

4. Professional Development Activities

Professional development activities may include, but are not limited to:

- Educational courses or programs;
- Conferences;
- Seminars;
- Workshops;
- Professional association activities;
- Scientific or academic meetings;
- Training related to teaching, research, leadership, clinical practice, administration, or professional competency; and
- Other similar activities approved by the University.

5. Funding and Support

Professional development funding and support are subject to current University funding availability, operational requirements, and applicable guidelines.

Employees seeking financial support for professional development must follow the University's approval process before committing University funds or incurring expenses for which reimbursement is sought.

Where funding is approved, eligible expenses will be reimbursed or paid in accordance with the University's applicable expense, reimbursement, and professional development procedures.

The University reserves the right to deny, limit, defer, or modify professional development funding or support based on available funding, operational needs, relevance to the employee's role, or other institutional considerations.

6. Approval

Employees must obtain approval before participating in a professional development activity where they are requesting University funding, reimbursement, paid time away, or other institutional support.

Approval may consider:

- Relevance of the activity to the employee's role or area of expertise;
- Benefit to the University;
- Availability of funds;
- Operational requirements;
- Timing and impact on assigned duties;
- Whether the employee is presenting, participating, or representing the University; and
- Any applicable requirements in the Faculty Handbook or related University procedures.

7. Definitions

These definitions apply to terms as they are used in this policy and the Procedure:

Word/Expression	Definitions
Professional Development	Activities may include, but are not limited to, educational courses, programs, conferences, seminars, and similar activities.

8. Related procedures

Professional Development Procedure

9. Responsibility

Employees are responsible for identifying relevant professional development opportunities and seeking approval before requesting funding, reimbursement, paid time away, or other University support.

Employees are responsible for ensuring that any approved professional development activity does not interfere with assigned duties unless appropriate coverage or arrangements have been approved.

Faculty members are responsible for reviewing the Faculty Handbook for current professional development funding availability, eligibility, and guidelines.

Supervisors are responsible for reviewing professional development requests in light of relevance, operational needs, available funding, and the employee's role.

The Director, Human Resources is responsible for supporting decisions related to this policy and ensuring the policy is applied consistently.

The University reserves the right to amend or update this policy from time to time at its sole discretion.