

UNIVERSITY OF HAWAI'I AT MĀNOA  
CAREER AND PROFESSIONAL DEVELOPMENT FOR ADMINISTRATIVE, PROFESSIONAL AND  
TECHNICAL (APT) PERSONNEL

I. PURPOSE

To implement Board of Regents' Policy, *Faculty and Staff Renewal and Vitality Plans*, Section 9-6, and Executive Policy E9.201, *Faculty and Staff Renewal and Vitality Directive* and provide the opportunity and resources for APT personnel to enhance and expand their knowledge, skills, and abilities in support of the goals and missions of the University of Hawai'i at Mānoa (UHM).

II. REFERENCES

- A. Board of Regents' Policy, Section 9-6, *Faculty and Staff Renewal and Vitality Plans*
- B. Executive Policy E9.201, *Faculty and Staff Renewal and Vitality Directive*
- C. Article 26, *Development Opportunities*; Article 27, *Professional Improvement Leave of the Collective Bargaining Agreement between the University of Hawai'i and the Hawai'i Government Employees Association*.

III. OBJECTIVES

- A. To identify an initial set of events/activities that can aid in the professional development of APT employees;
- B. To establish eligibility guidelines for the request of support to pursue training and development opportunities;
- C. To outline the steps necessary to request support for professional development; and
- D. To provide the mechanism to report back and share the experiences.

IV. ELIGIBILITY

This professional development program is intended to apply to UHM APT employees in accordance with the following eligibility criteria:

- A. For APT employees who have gained employment security pursuant to the collective bargaining agreement or applicable Board of Regents' policy, the employee must have been employed with the University of Hawai'i at Mānoa for at least six (6) months.
- B. For APT employees who have not gained employment security pursuant to the collective bargaining agreement or applicable Board of Regents' policy, the employee must have been employed at the University of Hawai'i at Mānoa for at least one (1) year.

- C. APT employees must meet eligibility criteria by the departure date of the event/activity.
- D. For requested group (3 or more) development activities (non-travel), which involves inviting guest speakers for a development/skills training or workshops, the forgoing criteria as listed in the above items A and B are not applicable.

V. GENERAL PROCEDURES

- A. The APT employee or immediate supervisor shall initiate a request in a timely manner pursuant to the Guidelines (Refer to Item VI) and Specific Procedures (Refer to Item VII) set forth in this document. The request must include all necessary materials, including supporting information and relevance and impact of the proposed event/activity on the college/school/department.
- B. The Supervisor shall review the request for professional development or certification and indicate: 1) whether the proposed event/activity is within the employee's current or anticipated duties and responsibilities; 2) impact to the college/school/department with regard to workload and plans to cover workload; 3) benefits to be accrued; 4) appropriate cost sharing by the college/school/department; and 5) other comments.
- C. The Fiscal Officer of the employee's college/school/department shall review the proposed event/activity, acknowledge review of request, and ensure fiduciary compliance with cost/price reasonableness and appropriateness, in accordance with University, State, and Federal policies and procedures and rules and regulations.
- D. The Program Director or Department Chair, if applicable, shall review the proposed event/activity and comment on the relevance of the plans and goals to the college/school/department and the impact to the college/school/department should the request be approved.
- E. The Vice Chancellor or Dean of the employee's college/school/department shall recommend or not recommend approval and further submit the request to the Chancellor or Designee. Should there be multiple requests from the college/school/department, the Vice Chancellor or Dean shall prioritize such requests.
- F. The Chancellor or his/her Designee shall be responsible for reviewing the requests and implementing the professional development program. The Chancellor or Designee will form an Advisory Committee to review such requests and make appropriate recommendations.
- G. All requests must be forwarded on to the Chancellor or Designee, even if approval is not recommended.
- H. If the event/activity includes travel, travel must be in accordance with Administrative Procedures A8.851, *Out-of-State and Intra-State Travel*, including requirements for prior approval for travel.
- I. The APT employee shall submit a report upon completion of event/activity (Refer to Item IX).

## VI. GUIDELINES

Learning and development are life-long tasks and support for these endeavors is an important component of this process. This document is intended to provide a framework within which APT employees can plan and organize such activities individually or as a group and request support for these activities.

There is a wide range of development activities that can be envisioned. The list below represents a foundation on which other options can be built.

### APT Development Suggestions:

Professional expansion and development for anticipated institutional need:

Training in new areas that are anticipated by the unit or the institution.

Career support:

Supporting activities for professional organization certification that would not be covered by University of Hawai'i tuition waiver, but are directly relevant to the work of the APT employee.

Career collaboration and research with peer institutions:

Traveling to other institutions or facilities for short periods of time (e.g., 2 weeks) to work with others in the respective applicable fields to obtain hands-on training and experience in the relevant areas of work.

Leadership and succession training:

Training provided by contractors, consultants, or in-house speakers to provide group development, training, and career enhancements.

Train-the-Trainer activities and support:

Preparing APT employees to train others in specific areas of expertise.

Development and training:

Supporting attendance at conferences, seminars, workshops, etc. where the information and materials to be presented are directly related to the APT work duties and responsibilities. Support can be provided for registration, transportation, food and lodging, as applicable.

Professional Improvement Leave (PIL):

Providing "cost-sharing" for a temporary replacement when the APT employee is approved for PIL, pursuant to Article 27, *Professional Improvement Leave* of the

collective bargaining agreement between the University of Hawai‘i and the Hawai‘i Government Employees Association.

## VII. SPECIFIC PROCEDURES

- A. The APT employee or immediate supervisor, as appropriate, will complete the UHM HR Form 1, APT Career and Professional Development Application form, which shall outline the following:
1. Nature of the professional development event/activity (e.g., conference, workshop, etc.)
  2. Location of the event/activity
  3. Topics and/or focus of the activity and relevance to the job or anticipated need.
  4. Estimated budget
  5. Existing funding support (e.g., departmental, unit, or personal)
  6. Requested funding support from the Chancellor’s Office
  7. Support documents (e.g., conference announcement, website, workshop outline, invitation letter to visit a peer institution, etc.)
- B. Travel expenses must be consistent University of Hawai‘i and UHM policies and procedures and the collective bargaining agreement.
- C. All requests should have appropriate cost sharing by the college/school/department and/or other funding sources. The college/school/department is encouraged to demonstrate their support of the professional development event/activity by providing appropriate cost sharing.
- D. All requests must be submitted at least 45 days prior to the departure date of the event/activity to allow sufficient time for review, approval, planning, etc.
- E. Approval of requests shall be based on funding availability and the benefit to the individual and UHM.

## VIII. ADVISORY COMMITTEE

- A. An Advisory Committee is appointed by the Chancellor or Designee to assist in developing the procedures for implementation, along with the review of requests and recommendations in determining the level of funding support.
- B. The Advisory Committee is obligated and accountable to act responsibly in reviewing requests and making appropriate recommendations to the Chancellor or Designee, based on the request and relevance and impact of the proposed event/activity.

## IX. REPORTING REQUIREMENTS

- A. The APT employee who receives support from the APT Professional Development Fund must submit (within 30 days upon completion of the activity and via his/her Supervisor, Department Chair/Program Director, and Vice Chancellor/Dean) to the Chancellor or his/her Designee the UHM HR Form 2, APT Career and Professional Development Completion Report form to include the following:
    - a. Short description of the event/activity
    - b. Benefits accrued, to include knowledge gained
    - c. Applicability to work
  - B. The Advisory Committee on behalf of the Chancellor or Designee, as appropriate, will post the report submitted on the professional development website to share information with other APT employees. The information posted will include contact information (i.e., telephone, email, office location, etc.) so that others may invite the APT employee to present the information that they have gained through the development program.
  - C. Should the APT employee not satisfactorily complete the approved development activity or does not satisfactorily submit a Completion Report, the Chancellor or Designee may request reimbursement of all or part of the professional development funds. In such cases, the individual may not be considered for further professional development fund support in the future.
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- ## X. DECISION
- A. The final approving authority for use of the APT Professional Development Fund will be the Chancellor or Designee. The decision shall be final and binding.
  - B. Decisions related to the use of the APT Professional Development Fund will be non-grievable and can not be appealed.