

WEST VIRGINIA
SECRETARY OF STATE
KEN HECHLER
ADMINISTRATIVE LAW DIVISION

Form #5

Do Not Mark In this Box

FILED IN THE OFFICE OF
THE SECRETARY OF STATE
THIS DATE June 1, 1990
ADMINISTRATIVE LAW DIVISION

**NOTICE OF AGENCY ADOPTION OF A PROCEDURAL OR INTERPRETIVE RULE
OR A LEGISLATIVE RULE EXEMPT FROM LEGISLATIVE REVIEW**

AGENCY: Board of Trustees TITLE NUMBER: 128

CITE AUTHORITY: 18B-1-6 & 18B-7-5

RULE TYPE: PROCEDURAL _____ INTERPRETIVE X

EXEMPT LEGISLATIVE RULE _____
CITE STATUTE(S) GRANTING EXEMPTION FROM LEGISLATIVE REVIEW

AMENDMENT TO AN EXISTING RULE: YES _____, NO X

IF YES, SERIES NUMBER OF RULE BEING AMENDED: _____

TITLE OF RULE BEING AMENDED: _____

IF NO, SERIES NUMBER OF NEW RULE BEING ADOPTED: 41

TITLE OF RULE BEING ADOPTED: Policy Regarding Staff Development

THE ABOVE RULE IS HEREBY ADOPTED AND FILED WITH THE SECRETARY OF STATE. THE
EFFECTIVE DATE OF THIS RULE IS July 2, 1990

Stephen E. Daid/ji

POLICY BULLETIN NUMBER 41

* Policy Bulletin Number 41 establishes definitions of staff training and development procedures for the system's classified staff. The Board will require each institution to be responsible for a staff development program designed to enhance the professional level and effectiveness of the institution's staff.

Fiscal Note - University of West Virginia Board of Trustees
Policy Bulletin No. 41

Proposed Policy Bulletin No. 41 requires institutions in the State University System to develop and operate training and development programs for classified staff employees. It requires that each institution develop and support such a program by designating a portion of its institutional budget for such purposes. Most institutions currently allocate a portion of their existing resources to this purpose either directly or indirectly.

Since such funds must come from existing resources of the institution, either State Appropriated funds or Special Revenue allocated by the Board of Trustees, there would be no additional costs to the State associated with this policy.

TITLE 128
PROCEDURAL RULE
UNIVERSITY OF WEST VIRGINIA BOARD OF TRUSTEES

SERIES 41
POLICY BULLETIN NO. 41

TITLE: Policy Regarding Staff Development

	Page
Section: 1. General	1
2. Purposes of Staff Training and Development	1
3. Definition of Staff Training and Development	2
4. Staff Eligibility and Participation	2
5. Board of Trustees: Roles and Responsibilities	2
6. College/University: Roles and Responsibilities	3-4

TITLE 128

INTERPRETIVE RULE

UNIVERSITY OF WEST VIRGINIA BOARD OF TRUSTEES

SERIES 41

POLICY BULLETIN NO. 41

Title: POLICY REGARDING STAFF DEVELOPMENT

Section 1. General

1.1 Scope - Each institution shall maintain a program to develop the knowledge, skills and abilities of the classified staff of each campus. The institutions' best interests are best served through the acquisition and development of a skilled and highly trained work force in which each employee is informed of the best methods of performance and of the importance of his/her role in relation to the goals and objectives of each campus. The primary responsibility for accomplishing these ends resides at the institutional level.

1.2 Authority - West Virginia Code 18B-1-6 &
18B-7-5

1.3 Filing Date - June 1, 1990

1.4 Effective Date - July 1, 1990

1.5 Replaces Administrative Bulletin No. 26 dated December 13, 1985.

Section 2. Purposes of Staff Training and Development

2.1 Understanding that the scope of campus training and development programs may be different in terms of the types of programs and activities offered and supported, there should be some consistency among institutions. A basis for each institution's development program should be that each is designed to enhance the professional level and effectiveness of the staff member in his/her assigned duties and to broaden the individual's knowledge and skills for future job assignments, where appropriate. While there are many by-products of training (e.g., increased knowledge and personal satisfaction), the real measure of success must be improved job performance.

Section 3. Definition of Staff Training and Development

3.1 Training and development activities will differ in breadth in relation to the needs and resources of individual institutions. The purpose of training and development is to increase professionalism, productivity, and individual and organizational effectiveness. Examples of such activities include, but are not limited to: skills acquisition, job-related skill enhancement, and personal development and career development, instructional development, and research and scholarship, where appropriate.

Section 4. Staff Eligibility and Participation

4.1 Any person who is a classified employee of an institution of higher education in the university system is eligible for staff training and development by the employing institution of higher education in accordance with Board of Trustees' policy. Participation of eligible personnel is assumed as an inherent part of staff responsibility.

**Section 5. University of West Virginia Board of Trustees:
Roles and Responsibilities**

5.1 The Board of Trustees shall:

5.1.2 Require each institution to develop and operate a classified staff training and development program appropriate to the needs and resources of the institution.

5.1.3 Require that institutions support such activities by designating a portion of the funds each year for staff training and development, and report annually to the Chancellor the status of their staff training and development programs.

5.1.4 Establish system-wide direction, priorities and plans for staff development.

5.1.5 Serve as a clearinghouse of information on programs, conferences, training, materials, research and other matters relevant to staff development.

5.1.6 Sponsor and support statewide and regional conferences and workshops on staff development on a regular basis.

5.1.7 Assist institutions in establishing, upgrading, evaluating or refining staff development programs and in developing techniques and procedures for assessing the effectiveness of staff development programs.

Section 6. College/University: Roles and Responsibilities

6.1 The president, or his/her designee, shall establish a written institutional policy on staff training and development consistent with this policy bulletin by June 30, 1990. Institutional policies shall be shared with the Senior Administrator, as established by 18B-4-2.

6.2 The president, or his/her designee, shall establish a functioning staff training and development program by that same date. Institutions may have a separate program for staff training and development, or a professional development program combining staff development with other professional development according to the institutions' needs and resources. If a college or university provides a combined professional development program, the respective groups representing the participants shall be consulted and involved in creating that program. Any advisory committee at each institution which is representative of affected employees may be used to assist in the initial development of the program and with its on-going administration. Through these programs, institutions shall conduct in-house professional development activities.

6.2.1 Each campus program shall include the following:

6.2.1a A method for identifying training and development needs.

6.2.1b A scheduled set of training and development activities, seminars, teleconferences, apprenticeships, on-the-job training, supervisory skill development programs, etc.

6.2.1c An annual written report on training and development activities, including a summary of financial resources dedicated to the program, that is distributed on the campus and to the Chancellor.

6.3 The president, or his/her designee, shall establish appropriate organizational structures, procedures, standards and criteria for the on-going operation and assessment of the staff training and development program.

6.4 The president and personnel directors at each public college and university have the responsibility to support staff training and development since such administrative support is instrumental to achieving the personal and institutional benefits of such a program.

Board of Trustees
Policy Bulletin No. 41
page 4

6.5 Financial Roles - Each public college or university has the responsibility for providing financial and logistical support to operate its staff training and development program.

Adopted: January 10, 1990

TITLE 128
INTERPRETIVE RULE
UNIVERSITY OF WEST VIRGINIA BOARD OF TRUSTEES
SERIES 41
POLICY REGARDING STAFF DEVELOPMENT

§128-41-1. General.

1.1. **Scope.** -- Each institution shall maintain a program to develop the knowledge, skills and abilities of the classified staff of each campus. The institutions' best interests are best served through the acquisition and development of a skilled and highly trained work force in which each employee is informed of the best methods of performance and of the importance of his/her role in relation to the goals and objectives of each campus. The primary responsibility to accomplishing these ends resides at the institutional level.

1.2. **Authority.** -- W.Va. Code §§18B-1-6 and 18B-7-5

1.3. **Filing Date.** -- June 1, 1990

1.4. **Effective Date.** -- July 1, 1990

1.5. Replaces Administrative Bulletin No. 26 dated December 13, 1985.

§128-41-2. Purposes of Staff Training and Development.

2.1. Understanding that the scope of campus training and development programs may be different in terms of the types of programs and activities offered and supported, there should be some consistency among institutions. A basis for each institution's development program should be that each is designed to enhance the professional level and effectiveness of the staff member in his/her assigned duties and to broaden the individual's knowledge and skills for future job assignments, where appropriate. While there are many by-products of training (e.g., increased knowledge and personal

satisfaction), the real measure of success must be improved job performance.

§128-41-3. Definition of Staff Training and Development.

3.1. Training and development activities will differ in breadth in relation to the needs and resources of individual institutions. The purpose of training and development is to increase professionalism, productivity, and individual and organizational effectiveness. Examples of such activities include, but are not limited to: skills acquisition, job-related skill enhancement, and personal development and career development, instructional development, and research and scholarship, where appropriate.

§128-41-4. Staff Eligibility and Participation.

4.1. Any person who is a classified employee of a West Virginia institution of high education in the university system is eligible for staff training and development by the employing institution of high education in accordance with Board of Trustees' policy. Participation of eligible personnel is assumed as an inherent part of staff responsibility.

§128-41-5. University of West Virginia Board of Trustees: Roles and Responsibilities.

5.1. The Board of Trustees shall:

5.1.2. Require each institution to develop and operate a classified staff training and development program appropriate to the needs and resources of the institution.

5.1.3. Require that institutions support such activities by designating a portion of the funds each year for staff training and development, and report annually to the

Chancellor the status of their staff training and development programs.

5.1.4. Establish system-wide direction, priorities and plans for staff development.

5.1.5. Serve as a clearinghouse of information on programs, conferences, training, materials, research and other matters relevant to staff development.

5.1.6. Sponsor and support statewide and regional conferences and workshops on staff development on a regular basis.

5.1.7. Assist institutions in establishing, upgrading, evaluating or refining staff development programs and in developing techniques and procedures for assessing the effectiveness of staff development programs.

§128-41-6. College/University: Roles and Responsibilities.

6.1. The president, or his/her designee, shall establish a written institutional policy on staff training and development consistent with this policy bulletin by June 30, 1990. Institutional policies shall be shared with the Senior Administrator, as established by 18B-4-2.

6.2. The president, or his/her designee, shall establish a functioning staff training and development program by that same date. Institutions may have a separate program for staff training and development, or a professional development program combining staff development with other professional development according to the institutions' needs and resources. If a college or university provides a combines professional development program, the respective groups representing the participants shall be consulted and involved in creating that program. Any advisory committee at each institution which is representative of affected employees may be used to assist in the initial development of the program and with its on-going administration. Through these programs, institutions shall conduct in-house professional development activities.

6.2.1. Each campus program shall include the following:

6.2.1(a) A method for identifying training and development needs.

6.2.1(b) A scheduled set of training and development activities, seminars, teleconferences, apprenticeships, on-the-job training, supervisory skill development programs, etc.

6.2.1(c) An annual written report on training and development activities, including a summary of financial resources dedicated to the program, that is distributed on the campus and to the Chancellor.

6.3. The president, or his/her designee, shall establish appropriate organizational structure, procedures, standards and criteria for the on-going operation and assessment of the staff training and development program.

6.4. The president and personnel directors at each public college and university have the responsibility to support staff training and development since such administrative support is instrumental to achieving the personal and institutional benefits of such a program.

6.5. Financial Roles - Each public college or university has the responsibility for providing financial and logistical support to operate its staff training and development program.