



Personnel Policies for Lincoln University

The guiding principle for these policies is *The Rules and Regulation of Lincoln University* • Chapter I University Governance: Structure and Functions • Chapter VI Administration and Finance • Chapter VIII University Employment • HRSHB 12.1

Effective August 13, 2009

Professional Development Training

Letter from the President

Rules and Regulations

Employees covered by this policy

This policy applies to all Faculty, Staff and Hourly employees at LU and applicants of positions.

Adjunct Handbook

 Print using your browser's print function.

Policy

Staff employees can get assistance in accessing individual training needs through several campus resources. A brief description of each resource is found below:

Faculty Handbook

 Print using your browser's print function.

Staff Handbook

 Print using your browser's print function.

1. The Center for Teaching and Learning (CTL) is housed on the ground floor of Martin Luther King Hall in Room 18 and 20. The CTL serves the needs of faculty and staff, exclusively, in a dual role: First, it serves as a facility for faculty/staff technology-related training. Second, the CTL's technical support facilities enhance the classroom and workplace production of multimedia and other technology-related projects. Focused, short training sessions on a variety of topics are scheduled for faculty and staff professional development. The faculty/staff training facilities, when not in use for CTL projects, are available to the wider university community for appropriate "faculty/staff only" functions that require computer workstations.
2. Human Resources facilitate many types of training or orientation sessions for employees. The Staff Senate's subcommittee on Professional Development and Orientation works in conjunction with the Human Resource Office for periodic seminars on staff related topics. Human Resources can assist in locating specific training resources through state and federal referrals.
3. Title III Professional Development provides the training for faculty and staff through the Professional Development Institute. Through the Professional Development Institute, faculty and staff will be able to participate in workshops and seminars on and off campus for personal and professional development, take graduate courses and attend professional meetings and conferences and other activities designed to

assist faculty and staff to continue learning and growing in keeping with new and innovative strategies focused on academic excellence. Funds are also available for departments and other units for workshops/seminars for their staff. Each request is considered on an individual-basis and is evaluated on the potential merit for professional enhancement for Lincoln University faculty and staff. In order to increase training and skills to help better serve the diverse student body at Lincoln University, Title III has incorporated a Train-the-Trainer Program. All full-time faculty and staff, who agree to attend a workshop, conference, seminar or meeting and, upon their return to campus, share the information in a formal session with colleagues and coworkers, may receive financial support.



University Human Resource Services
Revised July 9, 2009