



## HLC Accreditation Evidence Document

**Title: UAPPM Policy 3290: Professional Development and Training**

**Office of Origin: University Administrative Policies and Procedures Manual**

**Description:** The UAPPM policy concerning things like mandatory university-wide training and required job-specific training.

Date: 2016



This version was in effect  
for the period of 1-28-16 to \_\_\_\_\_.

## Administrative Policies and Procedures Manual - Policy 3290: Professional Development and Training

Date Originally Issued: 07-01-2010

Revised: 01-28-2016

Authorized by: UNM Regents' Policy 6.1 "Performance Management"

Process Owner: Vice President for Human Resources



### 1. General

The University of New Mexico's most valuable resource is its people; accordingly, the University recognizes the importance of providing professional development and training opportunities to all of its employees. Professional development opportunities enhance employees' skills and abilities for improved performance within their current positions and for career advancement within the institution. Mandatory University-wide training and required job-specific training play a key role in clarifying expectations and responsibilities and in minimizing legal, financial, and physical risks. For the purposes of this policy, the terms "employee" or "employees" are intended to include all faculty (full-time, part-time, adjunct, and visiting); staff (full-time, part-time, temporary, and on-call); student employees; and graduate assistants.

This policy applies to employee professional development and training offered by the University Division of Human Resources (HR) Employee and Organizational Development department and other departments responsible for state, federal, and regulatory compliance.

### 2. Roles and Responsibilities

The roles and responsibilities for professional development and training extend to all levels of the organization:

- The University is responsible for identifying, creating, and providing opportunities for professional development and training to enhance the skills, professionalism, and well-being of employees..
- Supervisors are responsible, in collaboration with employees, for assessing and communicating the professional development and training needs of individual employees in their organization. Supervisors should support appropriate professional development and training activities that occur as part of work time. Supervisors should discuss and document training requirements and recommendations during each employee's annual performance review. Supervisors share responsibility for ensuring that employees complete all documented mandatory and required trainings within the specified time period.
- Individual employees are responsible for assessing their job-related skills and knowledge, for maintaining a high level of performance throughout their University employment, and for seeking approval for appropriate professional development and training opportunities in consultation with their supervisors.

### **3. Employee and Organizational Development (EOD)**

EOD is responsible for developing and implementing employee, managerial, and leadership training that supports optimal employee performance and aligns with the University's mission. EOD consults with subject matter experts in the development of mandatory University-wide training and with departments in the development of required job-specific training.

#### **3.1. Learning Central**

EOD coordinates professional development and training through a computer-based learning management system called Learning Central. Learning Central provides employees and supervisors with a system to develop learning plans and track employees' learning progress. EOD updates employees' learning plans with University-wide mandatory training courses at the beginning of each calendar year. Employees can access their learning plans at any time.

### **4. Types of Training**

Specific training courses may be designated as mandatory University-wide training. Required job-specific training may be designated based on employees' roles or job responsibilities. Specialized training may be recommended for certain employees.

#### **4.1. Mandatory University-Wide Training**

The University President may designate mandatory training courses that all employees are required to complete each calendar year. These mandatory courses may be required by federal or state regulations or address a legal, financial, or physical risk that could significantly impact the University. Examples of University-wide mandatory training courses include courses pertaining to sexual harassment and safety.

Failure to complete mandatory training prior to the end of each calendar year may result in disciplinary action.

##### **4.1.1. Employee Accountability**

All employees must complete online University-wide mandatory training courses prior to the end of each calendar year. Employees who take an extended approved leave of absence may be granted additional time to complete the mandatory training, at their supervisor's discretion.

#### **4.2. Required Job-Specific Training**

Deans, directors, or department heads are responsible for identifying any job-specific training requirements and notifying EOD and supervisors of such requirements. If such training exists at UNM, the requirements will be added to Learning Central. If not, the dean, director, or department head should work with EOD to develop the training. Supervisors are responsible for notifying employees of any job-specific required training and for ensuring that employees complete the training. Examples of required job-specific training include courses pertaining to cash management; employee, patient, or student privacy; and time reporting.

#### **4.3. Recommended Training**

HR or an employee's supervisor may recommend that employees take specific courses offered by the University. Examples of recommended training include leadership courses and business systems courses.

#### **4.4. New Employee Orientation**

Newly hired employees must complete mandatory University-wide training within thirty (30) calendar days from the date of hire. All newly hired regular full-time and part-time staff must attend a New Employee Orientation session offered by EOD. HR will add the mandatory training courses to the new staff's learning plan in Learning Central. The Office of Faculty Affairs and Services is responsible for ensuring that newly hired faculty complete mandatory training. The Office of Student Employment and the Office of Graduate Studies are responsible for collaborating with supervisors to ensure that newly hired students and graduate assistants complete their mandatory training within the mandated time period.

#### **4.5. New Manager and Supervisor Training (for Staff Only)**

All staff newly hired or promoted to manager or supervisor positions must attend a manager orientation training, usually during their first month as managers or supervisors. HR will schedule new managers and supervisors for the orientation and notify them of the date and time.

Additionally, staff who recently have been hired or promoted to manager or supervisor positions are strongly encouraged to complete other leadership development programs offered by EOD.

### **5. Paid Time**

The time an employee spends taking either a mandatory or supervisor recommended course is considered time worked as described in UAP 3300 ("Paid Time").

### **6. Attendance at Training Courses**

Departments will be charged twenty-five dollars (\$25) for any employee who registers for a class and then does not attend. To avoid a "no show" fee, the employee must cancel the class through Learning Central twenty-four (24) hours before the course starts. Employees' course registration and attendance is tracked through Learning Central. Employees and supervisors will be notified of the registration and the learning deadline (date the training is due to be completed). In addition, employees' transcripts will note "competencies met" for successful completion of courses.

### **7. Exceptions**

Any exceptions must be approved by the Vice President of HR for staff and the Executive Vice President for Academic Affairs/Provost or Chancellor of Health Sciences, as appropriate, for faculty.

