



THE SHERIDAN COLLEGE INSTITUTE OF
TECHNOLOGY AND ADVANCED LEARNING

Professional Development for Employees Policy

Date of Approval: June 14, 2018,
October, 2023

Effective Date: October 2023

**Mandatory Review
Date:** October 2028

Approved By:
☐ Board of Governors
☒ PVP

1. Purpose

The purpose of this Policy is to outline The Sheridan College Institute of Technology and Advanced Learning (“Sheridan”) commitment and opportunities for our Employee’s Professional Development (as defined below) and clarifies the employee and manager roles and responsibilities for professional development.

If this document is required in an accessible format or with communication supports please contact: cpod@sheridancollege.ca

2. Scope

This policy applies to eligible Full-time and Non-Full Time Sheridan Employees and provides them access to Professional Development programs at Sheridan. Eligibility criteria are included separately in each program.

Nothing in this Policy restricts an employee exercising their rights under a relevant collective agreement.

3. Definitions

“Employee” - Means a person under the employment of Sheridan either: a) On a full-time, ongoing basis either under the terms of the Academic Employees Collective Agreement, the Support Staff Collective Agreement, or the Terms and Conditions for Administrative Employees; and/or b) On Non-Full-Time, and/or temporary basis under the Contract Terms and Conditions of Employment.

“Full-Time Employees” – Employees hired on an ongoing basis as academic, support and administrative employees for more than 35 hours per week.

“Non-Full-Time Employees” – Employees hired contractually as part-time, partial load or sessional faculty members in addition to support staff and administrative employees who work no more than 24 hours per week.

“Professional Development” - Internal and external education and training opportunities, activities and experiences designed to positively impact practices, build capacity, broaden competencies, and support the continuous pursuit of professional practice and growth, and excellence in teaching and learning.

“Recognized Institution” – Public or private institution that has been given authority to grant degrees, diplomas, and other credentials by a public or private act of the provincial/territorial legislature or through a government-mandated quality assurance mechanism.¹

4. Policy Statement

As a post-secondary educational institution, Sheridan recognizes the needs and desires of our Employees to pursue excellence through Professional Development and we encourage and support their career and personal growth.

Professional Development is an investment in our Employees whose work performance serves as a foundation for Sheridan to succeed in its mission and vision. Sheridan recognizes that Professional Development is a shared responsibility between Sheridan and its Employees. Sheridan has the responsibility to encourage and support the continuous development of our academic, support staff and administrative Employees, and each Employee similarly has responsibility to seek out opportunities for their own development that align with Sheridan’s vision.

Sheridan will provide development opportunities and support to its Employees consistent with the following guiding principles:

- Professional Development is a lifelong process, including a continuum of learning opportunities.
- Professional Development must support Sheridan’s vision, mission, first principles, and strategic priorities and enablers.
- Sheridan is committed to ensuring that allocation of Professional Development funds is transparent and equitable across the institution.
- Professional Development is a shared endeavour between employees and their managers.
- Professional Development should bring value to the Faculty/Department and the institution by enhancing the Employee’s ability to contribute to departmental and organizational goals.
- Professional Development programming must have clearly articulated goals and intended outcomes relevant to the performance of the Employee’s current job or duties and/or future responsibilities.

There are several programs managed by the Centre for People & Organizational Development (CPOD) related to Professional Development that are included within this overarching Professional Development Policy:

¹ (The Canadian Information Centre for International Credentials, 2019)

1.1 Professional Development (PD) Fund

Sheridan may support external Professional Development activities, including workshops, seminars, conferences, and courses with financial assistance through an expense reimbursement program. See the related Professional Development Fund Application Procedure for further details regarding the Professional Development Fund eligibility for both individual employees and/or a group of employees within a department or faculty.

1.2 Tuition Reimbursement for Sheridan Employees

The Tuition Reimbursement Program is available for programs leading to a baccalaureate, masters or doctoral degree at a Recognized Institution for all eligible Full-Time Employees. Eligible Full-Time support staff Employees may also apply for a program leading to an accredited/authorized college diploma or advanced diploma. See the related Tuition Reimbursement for Sheridan Employees Procedure for eligibility and application requirements.

1.3 Employee Access to Sheridan Courses at a Reduced Rate

The Employee Access to Sheridan Courses at a Reduced Rate allows eligible Employees access to all Sheridan studies and qualifying services at a reduced rate for tuition fees. See the Employee Access to Sheridan Courses at a Reduced Rate Policy and related Procedure document for eligibility and application requirements.

1.4 Sabbatical Leaves

Full-Time Employees are eligible to apply for a sabbatical leave. See the Sabbatical Leave Policy for Sheridan Employees Policy and Procedure documents for eligibility and application requirements.

1.5 Sheridan Employee Learning Calendar

All Full-Time Employees and Non-Full Time Employees are eligible to register and participate in Professional Development workshops advertised through the Sheridan Employee Learning Calendar. Employees should seek manager approval prior to registering for a workshop.

5. Responsible Office

The responsible office that shall have the authority to interpret and administer this policy and/or approve any associated procedures shall be the Office of the Associate Vice President, Human Resources.

6. Related Documentation

- [*Employee Access to Sheridan Courses at a Reduced Rate Policy*](#)
- [*Professional Development \(PD\) Fund Application Procedure*](#)
- [*Sabbatical Leave Policy for Sheridan Employees*](#)
- [*Tuition Reimbursement for Sheridan Employees Policy*](#)