

Policy Number:	<b>8000</b>
Policy Title:	<b>Professional Development</b>
Approved by:	<b>President</b>
Approval date:	<b>August 24, 2020</b>
Effective date:	<b>August 24, 2020</b>
Review date:	<b>June 30, 2020</b>
Next review date:	<b>June 2023</b>

### Policy Statement

University Canada West (the “**University**”) supports the professional development of its employees, including administrators, faculty and staff, and encourages employees to develop their professional skills and expertise on an ongoing basis.

### Purpose

The purpose of this Professional Development Policy (this “**Policy**”) is to outline the circumstances in which the University may approve financial support for employees to engage in professional development activities, and to describe the process employees must follow to seek financial support from the University.

### Scope

This Policy applies to all employees of the University, including administrators, faculty and staff.

### Definitions

These definitions apply to terms as they are used in this policy:

<b>Word/Expression</b>	<b>Definition</b>
<b>Professional Development</b>	Activities may include, but are not limited to, educational courses, programs, conferences, seminars, and similar activities.

### Associated procedure

<b>Procedure Number</b>	<b>Procedure Title</b>
8000p	Professional Development

**Responsibility**

The Director, People & Culture (Human Resources) has responsibility for the decisions related to this policy.