

**Human Resources**

1 **AP 7160 PROFESSIONAL DEVELOPMENT**

2 **Reference:**

3 ACCJC Accreditation Standard III.A.14 (*formerly III.A.5*)

4 The District plans for and provides all personnel with appropriate opportunities for continued  
5 professional development, consistent with the District’s mission. The District will evaluate  
6 these programs and use the results of the evaluation as the basis for improvement.

7 Cerritos College encourages employees to participate in professional development activities  
8 which enhance performance in current or potential assignments. Such participation will be  
9 supported through the established budget in alignment with the District’s goals and/or within  
10 the terms of negotiated collective bargaining agreements.

11 Professional Development may include, but is not limited to:

- 12 • improvement in teaching;
- 13 • activities that support student success or job skill enhancement;
- 14 • maintenance of current academic and technical knowledge and skills;
- 15 • retraining to meet changing instructional, support or operational needs;
- 16 • development of innovations in instructional and administrative techniques and  
17 program effectiveness;
- 18 • computer and technological proficiency programs;
- 19 • interpersonal communication (i.e. customer service, leadership, mentorship)
- 20 • courses and training implementing equal opportunity, equity, diversity, inclusion, and  
21 professional advancement; and
- 22 • other activities determined by the Board of Governors of the California Community  
23 Colleges to be related to educational and professional development.

24 ***Management Employees***

25 Management employees are encouraged to engage in a systematic program of professional  
26 development. The President/Superintendent, upon recommendation of the appropriate  
27 Vice President and supervising manager (if any), is authorized to approve the use of  
28 available funds to support professional development of management employees. The  
29 procedures for application and use of professional development funds will be maintained in  
30 the Management Employees’ Handbook.

31 ***Faculty Employees***

32 Faculty members are encouraged to maintain currency with information, concepts, laws and  
33 ideas in their disciplines and with best practices in teaching and learning. Also see BP/AP  
34 4005 titled Duties and Responsibilities of Faculty Members, and provisions of the faculty

35 collective bargaining agreement.

36 ***Classified Employees***

37 Classified Employees are encouraged to engage in professional development opportunities.  
38 The District has negotiated a Professional Growth Program that is contained in the classified  
39 collective bargaining agreement and the program will be administered according to the  
40 terms and conditions set forth in the collective bargaining agreement.

41 ***Confidential Employees***

42 Confidential Employees are encouraged to engage in a systematic program of professional  
43 development. It is the responsibility of the employee to apply for professional growth and  
44 meet all guidelines and procedures for the program. The procedures for use, application,  
45 and approval process of professional development funds will be maintained in the  
46 Confidential Employees' Handbook.

47 ***All Other Employees***

48 All other employees are encouraged to pursue professional development opportunities  
49 under prior approval from their immediate supervisor.

50 Office of Primary Responsibility: Vice President, Human Resources

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**Date Approved: September 23, 2013**

**Date Revised: April 22, 2019**

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*(Replaces former Cerritos CCD Policy 8009)*