

# STOCKTON UNIVERSITY



## PROCEDURE

### Staff Development and Training

Procedure Administrator: Associate Vice President for Human Resources

Authority:

Effective Date: February 24, 1975; January 5, 2009; August 10, 2010; January 5, 2011; August 15, 2019

Index Cross-References:

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Approved By: Harvey Kesselman, President

Stockton University recognizes that its most important resource is its employees. It is committed to the training and development of its entire workforce so that they will gain the necessary skills to reach their full potential. By increasing the knowledge, skills, and abilities of its staff, Stockton will develop a confident, highly qualified staff that works as an effective and efficient team.

Stockton supports an array of training and development opportunities, provided both internally and externally, geared to assist University staff in acquiring new knowledge and skills and enhancing current skills.

It is understood that career development and job skills acquisition are the joint responsibility of the employee and supervisor in conjunction with the Office of Human Resources. At a minimum, supervisors are expected to consult annually with direct reports to develop appropriate individual staff development plans. This process is ongoing and directly linked to achieving the goals of the University, which might include wellness, specific job training and personal enrichment. The accomplishments of the staff development plan should be incorporated into the annual performance evaluation process for every employee.

More information on internal and external training opportunities may be found at <https://www.stockton.edu/human-resources/employee-development.html>

#### Review History:

	Date
Associate VP for Human Resources	06/26/2019
General Counsel	08/01/2019
Cabinet	08/01/2019
President	08/15/2019