

Policy Number:	8000
Policy Title:	Professional Development
Approved by:	President
Approval date:	August 24, 2020
Effective date:	August 24, 2020
Review date:	June, 2023
Next review date:	June, 2026

1. Policy Statement

- 1.1. 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.

2. Purpose

- 2.1. 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 eligibility, limits and process employees must follow to seek financial support from the University.

3. Scope

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

4. Definitions

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

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

5. Responsibility

- 5.1. Vice President, People & Culture has responsibility for the decisions related to this policy.

6. Related policies

Policy Number	Policy Title
8000	Professional Development

7. Related procedures

Procedure Number	Procedure Title
8000p	Professional Development