# AURORA UNIVERSITY

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| Aurora University Development and Training Policy Effective: 1 July 2022Last Updated: Responsible University Office: Human ResourcesResponsible Executive: Vice President for Human Resources |
| Scope: This policy applies to all employees and student workers. The offerings listed in the Development and Training Calendar is not intended to be exhaustive. Colleges, departments, or academic programs may establish their own requirements that are tailored to the activities of that college, department, or academic units. Applicable employees and student workers are also subject to those policies.  |

1. **POLICY**

The university’s most valuable resource is its people. Education, development, and training play a key role in clarifying expectations and responsibilities, while minimizing legal, financial, and physical risks for all employees, student workers, and the university. This policy sets development and training requirements that are required (i.e., development and training which must be completed by all employees and student workers.), the employees to whom training applies, the frequency with which training must be undertaken, and the responsibilities of those involved.

1. **DEFINITIONS**

**REQUIRED DEVELOPMENT AND TRAINING:** Content knowledge that has been deemed necessary to ensure meeting the mandated requirements of the university, applicable law, or regulations. All employees and student workers must complete the required training.

**ROLE SPECIFIC DEVELOPMENT AND TRAINING:** Content knowledge that support the responsibilities of the employee’s current role and/or to improve job performance.

**PROFESSIONAL DEVELOPMENT AND TRAINING:** Content knowledge that will expand the capacity of the employee.

**DEVELOPMENT AND TRAINING CALENDAR:** A list of offerings and completion dates. The offerings listed in the Development and Training Calendar is not intended to be exhaustive. Colleges, departments, or academic programs may establish their own requirements that are tailored to the activities of that college, department, or academic unit. Applicable employees and student workers are also subject to those policies.

1. **PROCEDURES:**

The roles and responsibilities for development and training extend to all levels of the university.

* AU is responsible for identifying, creating, and providing opportunities for development and training in support of the university’s goals and objectives.
* Supervisors are responsible for assessing and communicating the development and training requirements of employees in their area. Supervisors also share responsibility for ensuring that employees complete their development and training requirements within the specified time period. Supervisors must take appropriate action to ensure compliance among employees that they supervise. Supervisors should make recommendations for additional offerings in their area and/or support the growth of the employees in their area.
* Employees are responsible for understanding their obligations under this policy and ensuring that they are compliant with the policy. Employees are responsible alongside the university and its supervisors for their continual learning.

Reimbursement of expenses incurred under the provisions of this policy must have prior approval of the appropriate Vice President and/or Dean.

The Development and Training Calendar will be posted on the AU Intranet and regular communication will be sent to employees and student workers to complete the requirements. However, it is the responsibility of the employee and student worker to adhere to this policy. Employees who consistently and willfully fail to complete required development and training are subject to a range of disciplinary action, up to and including termination for staff, the cancellation of contractual obligations for adjunct faculty, or the initiation of dismissal for cause proceedings for full-time faculty per the Faculty Handbook.

**ADMINISTRATION**

Questions regarding this policy should be directed to the Office of Human Resources.