

UIC POLICIES AND PROCEDURES

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Employee Training and Professional Development	04/01/1997	09/01/2013
ISSUED BY	APPROVED BY	
Assistant Vice President for Human Resources	Chancellor	

PURPOSE

Provide opportunities for employees to acquire knowledge, develop skills and/or enhance abilities to address job related responsibilities. To promote quality service delivery, an enhanced work life and instill the values of differences and diversity by providing training and development opportunities to employees to develop their professional, supervisory, and personal skills.

SOURCES AND BACKGROUND

Chancellor

APPLICABILITY

This policy applies to all employees, except those specifically excluded in writing by University rules or policies, or by requirements of accrediting bodies. This exclusion also applies to JCAHO accreditation processes for the Medical Center.

POLICY

Training and professional development opportunities are provided to improve employee service delivery across colleges and administrative units. Overarching intent is to assist employees in acquiring necessary knowledge, skills and abilities to be high performers in their role(s) at UIC..

Instructor-led training (ILT) and online courses are offered by UIC Human Resources/Organizational Effectiveness throughout the year. Online registration for instructor-led courses is available on the UIC HR website. Courses are facilitated during normal work hours (e.g., 9am – 5pm). Employees should receive supervisor's approval before registering for ILT or completing an online course.

PROCEDURES

RESPONSIBILITY

1. UIC Human Resources/Organizational Effectiveness

ACTION

Design, develop and implement Employee Professional Development Program.
Communicate about employee professional development opportunities.

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2. Employee

Complete registration online by clicking the link provided in course announcements or on the professional development page of UIC Human Resources website. Should an employee have a scheduling conflict after confirming training attendance, the employee is expected to cancel and release the seat for that course offering.