

Policy Name: Non-Academic Career Development  
Approving Authority: President

Policy # HR-006  
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## Statement

The Non-Academic Career Development Policy of Beal University Canada (“BUC” or “University”) provides the guidelines for the provision of learning and ongoing professional development for all of its staff, to enable employees to fulfil their potential and support the University in achieving its strategic objectives.

## Purpose

The Non-Academic Career Development Policy aims to ensure the following:

- a) That all staff are provided with development opportunities that help them maximize their contribution within their current roles and where possible are supported to develop their careers and maximize their learning potential.
- b) That employee learning and development activities are linked to University and Department strategic objectives, at both institutional and local levels.
- c) That the University utilize and allocate funds responsibly in order to support staff development activities to enable them to achieve their plans and priorities both in the immediate term and with a view to organizational resilience and future requirements.
- d) That investment is focused on staff development where it can have the maximum impact on the success of the University and the motivation of staff.
- e) That equality of opportunity and diversity is encouraged and supported through consistent and regular assessment, reporting and response to learning and development needs.
- f) That staff are encouraged and supported to achieve relevant work-related qualifications where applicable.
- g) That staff learning is embedded as part of the University culture and is integrated into daily work.

## Roles and Responsibilities

Senior Administrators create and foster an environment that facilitates and enhances the skills training and career development of staff by:

- Considering staff development initiatives in annual performance reviews of department heads.
- Providing resources for staff training and development to ensure that skill levels of administrative staff are strong, broad, and well-suited to the pursuit of the University’s objectives.

Department Heads and Supervisors create and foster an environment that facilitates and enhances the skills training and career development of staff by:

- Discussing with staff, the development needs in relation to the work of the unit.
- Assessing supervisors in their annual performance reviews on their efforts to develop their staff and where appropriate, providing opportunities for development of supervisory skills.
- Providing opportunities for the discussion of individual goals on at least an annual basis and for the development of a mutually agreed on plan for training and career development.

Human Resources provide support to administrators and staff in carrying out their career development responsibilities by:

- Administering and reporting on funding support for staff training and development.
- Conducting training needs assessments and developing programs in consultation with the University community.
- Posting job vacancies which represent career opportunities for staff.
- Providing information and consultation to managers on implementing staff planning and career development processes within their departments.

The President will review this policy annually.

### **Policy**

The investment that the University makes in partnership with staff members in their continuing career development allows it to achieve maximum flexibility in meeting its current and future skills requirements. Therefore, the University is committed to creating and fostering an environment that facilitates and enhances the skills training and career development of its staff. Staff will be provided with opportunities and time away from the job so they may maintain and develop their skills, adapt to changing workplace needs and fulfil their employment potential within the University. Career development of staff is a primary means for the achievement of the University's employment goals and objectives.

#### Staff Development Plan

Each member of the staff, both full-time and part-time, is required to complete a Staff Development Plan each year and submit it to the Supervisor. This plan outlines the staff member's goals for professional development for the upcoming year. The plan will be reviewed annually during the meetings that occur between the Supervisor and Staff. The Staff Development Plan will be designed to enhance staff expertise in the content areas in which the staff member works.

### **Related Policies and Documents**

Staff Development Plan