

**TITLE: PROFESSIONAL DEVELOPMENT AND RENEWAL**

**POLICY NO: 3-18**

**EFFECTIVE DATE: 04/12/00**

**VCCS POLICY NO: [3.10](#)**

**REVISED DATE: 01/20/15**

I. Purpose:

To describe J. Sargeant Reynolds Community College's (Reynolds') program of professional development and renewal and to provide specific guidelines for employee professional development and renewal opportunities.

II. Definitions:

Annual performance evaluation cycle for administrative and professional faculty: the period from July 1 through June 30 of each fiscal year during which a faculty employee is evaluated.

Annual performance evaluation cycle for teaching faculty: the period from January 1 through December 31 of each calendar year during which a faculty employee is evaluated.

Annual performance evaluation cycle for classified employees: the period from November 1 through October 31 of each calendar year during which an employee's performance is evaluated.

Essential training and certification: academic and/or professional-level certifications required to maintain position or employment; information must be documented on the faculty employment contract (annual contract) or Employee Work Profile (EWP).

Fiscal Year: the year beginning on July 1 and ending on June 30.

Professional Development and Renewal (PD&R) Plan: the official college form used to record the developmental plan created by the supervisor and the employee.

Reasonable tuition and fees: the rate at which coursework successfully completed at other institutions of higher learning or proprietary schools will be reimbursed, not to exceed the cost of in-state, part-time tuition and mandatory fees at Virginia Commonwealth University (VCU). Tuition and mandatory fees may be granted for a single course or combined with educational leave.

Textbooks and other study materials: the cost of books and other study materials, which is the sole responsibility of the employee and which may be reimbursed by the college when the books/materials will become college property and will be used as reference materials for the department or unit. There are no provisions for reimbursement of travel or living expenses for professional development activities, including tuition assistance.

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Tuition assistance: applies to credit courses taken outside Reynolds (see [Reynolds Policy No. 3-38](#), Continuous Learning, for the procedures to take a Reynolds course).

III. Policy:

A. Learning is the essence of the college's purpose and must be a continuous lifelong commitment of both individual employees and the organization. In support of this vision, the college's professional development program shall:

1. support employees in developing and maintaining the skills and knowledge necessary to do their jobs effectively;
2. renew individual capacity for significant contribution to the college and community by development activities that will improve professional competency;
3. use technology and other resources to work more effectively; and,
4. discover new ideas and solve problems imaginatively to help the college advance its world-class vision.

B. Eligibility

Current full-time administrative, professional, and teaching faculty; full-time and part-time classified employees; wage/hourly employees; and adjunct faculty may participate in professional development activities. Part-time classified employees and wage/hourly employees must be scheduled to work an average of 20 hours per week. Students employed via the college work-study program are not eligible for this benefit.

C. In implementing the professional development program, the college shall:

1. recognize that diverse units and individuals' diverse roles require diverse professional development approaches;
2. provide equitable and flexible opportunities for all employees; and,
3. maintain a balance between individual and organizational needs.

D. Key components of the Professional Development and Renewal Program

1. Professional Development and Renewal Committee

Chaired by the executive vice president of the college, the Professional Development and Renewal Committee shall meet regularly and perform work related to the following purpose:

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- a. serve as a link to constituencies' needs and goals for professional development and renewal
- b. provide leadership in professional development and renewal for each constituency
- c. assist in planning and promoting professional development activities
- d. represent the college's professional development and renewal efforts and interests system wide by sending a representative to the VCCS Professional Development Committee

**2. Professional Development and Renewal (PD&R) Plan**

- a. All administrative and professional faculty, nine-month, ten-month, and twelve-month teaching faculty, and classified staff are required to complete a plan that informs the college of their professional development activities for each annual performance evaluation cycle. The following forms are to be completed with dean/supervisor's input and approved by the dean/supervisor before submitting to the Office of Human Resources.

| <b>Constituency Group</b>            | <b>Personal Development Plan Document</b>      |
|--------------------------------------|--|
| Administrative/Professional Faculty  | PD&R Plan, JSRCC Form No. 59-0001              |
| 9, 10, and 12-month Teaching Faculty | Faculty/Dean Agreement, JSRCC Form No. 36-1000 |
| Classified Staff                     | PD&R Plan, JSRCC Form No. 59-0001              |

- b. The above forms shall be used to evaluate achieved results at the end of the performance evaluation cycle. A copy of the completed PD&R Plan, documenting achievements, is to be submitted to the Office of Human Resources with the signed performance evaluation for all administrative and professional faculty, nine-month, ten-month, and twelve-month teaching faculty, and classified staff.
- c. The supervisor shall ensure that each employee's individual overall rating includes appropriate consideration of achieved professional and development goals.

**3. Professional development hours requirement**

- a. Reynolds requires all administrative and professional faculty; nine-month, ten-month, and twelve-month teaching faculty; and classified staff to participate in a minimum of twenty (20) clock hours of professional development each evaluation cycle.

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- b. Professional development clock hours shall be maintained on the employee transcript in the online Learning Management System, the [Reynolds Knowledge Center](#).
  - c. Clock hours may consist of any combination of the following activities agreed upon by the faculty/staff member and dean/supervisor. These activities include, but are not limited to: formal education (classroom or online courses), continuing education, seminars, workshops, conferences, technical training programs, or informal training approved by the supervisor (that could include mentoring, shadowing, or observational experiences).
  - d. Employees who teach or present professional development opportunity (PDO) classes, seminars, and/or workshops at Reynolds shall earn double the number of clock hours in time spent teaching.
  - e. Formal education: For each instructional credit hour successfully completed, fifteen (15) clock hours shall be granted.
4. Tuition Assistance Program
- a. Tuition and required fees shall be covered for academic courses taken at accredited institutions to enable eligible:
    - (1) faculty to attain advanced degrees for the maintenance of established standards of the college or to meet specific needs that have been authorized by the college; and
    - (2) classified and wage employees to complete degree programs which shall enhance job performance or support the college's mission.
  - b. Tuition and required fees shall be covered for courses related to the employee's current job/position at the college. For classes not part of a degree program, the course must be job related as determined by the dean/supervisor.
  - c. The college may provide prepayment of tuition or reimbursement of tuition upon the timely completion of the appropriate college form(s).
  - d. The planned course of study must be approved by the dean/supervisor and documented in the employee's annual PD&R Plan prior to the tuition assistance request.
  - e. Reasonable tuition and fees shall be covered for up to six (6) credit hours per fiscal year for full-time faculty and classified employees and for up to three (3) credit hours per fiscal year for adjunct faculty and wage/hourly employees.

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- f. Adjunct faculty and wage/hourly employees must be with the college at least one (1) semester before requesting tuition assistance and are required to discuss the need for tuition assistance with their dean or supervisor before submitting the request for signature. Deans and supervisors are not required to approve a request from an adjunct or wage/hourly employee that has not demonstrated their commitment to Reynolds and performed their duties to the college extraordinarily well.
- g. Funding for credit coursework shall be approved according to the college's priorities. Tuition assistance funds are allocated based on a priority system as follows:
  - (1) full-time faculty/staff in need of job-related course work
  - (2) full-time faculty/staff enrolled in a degree program and need to complete course to fulfill requirement for job-related degree
  - (3) adjunct faculty/wage employee in need of job-related course work
  - (4) adjunct faculty/wage employee enrolled in a degree program and need to complete course to fulfill requirement for job-related degree
- h. Courses may not be taken during normally scheduled work hours if they are available during the employee's non-work hours. As another alternative, employees may take a course during normally scheduled work hours if they utilize accrued leave balances or a "flexible work schedule" (see [Reynolds Policy No. 3-17](#), Alternate Work Schedule); as with all other planned absences, these options shall require pre-approval from the immediate supervisor.
- i. Studying must be done on the employee's own time. Online courses must be pursued during non-work hours.
- j. Costs of books and other study materials shall be the sole responsibility of the employee and shall not be reimbursed by the college. However, the cost of books and reference materials may be reimbursed by the college when the books/materials shall become college property and shall be used as reference materials for the department or unit.
- k. Obligation: In return for payment of coursework through tuition assistance, the employee must agree to remain in employment with the college at the completion of the coursework as follows:

| <b>Credits per Semester</b> | <b>Continued College Employment Requirement</b> |
|-----------------------------|---|
| 1                           | Two months                                      |
| 2                           | Three months                                    |
| 3 or more                   | Six months                                      |

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The employee shall agree to meet the obligation or repay the college the full or pro-rata cost of the course as provided on [JRSCC Form No. 59-0003](#), Tuition Assistance-Promissory Note. In the case of terminations, the full or pro-rata portion of the note shall be withheld from the final salary payment or existing leave balances. If the employee resigns prior to the completion of the promissory obligation, he or she shall pay the pro-rata portion of the note from existing leave balances or the final salary payment. If recovery of funds is not available from these sources, a repayment schedule shall be negotiated with the final payment due within six (6) months of the employee's last day of employment.

- i. If an employee does not successfully complete a course, but remains employed with the college, reductions in the employee's salary shall be initiated to recover the cost of tuition and required fees. The repayment schedule, not to exceed six months, shall be initiated immediately.
- m. Tuition and fees above the requested and approved amount shall be the sole responsibility of the employee.
- n. The college shall cover reasonable tuition and fees for a course title once at the same institution; however, the college shall cover up to nine (9) credit hours of dissertation work regardless of the course title.

**5. Essential training and certification requirements**

- a. Faculty-rank staff and classified staff may be required to participate in academic or professional-level certifications required to maintain their position or employment. The need for "essential training" must be documented on the faculty employment contract (annual contract) or Employee Work Profile (EWP).
- b. Funding: The professional development and renewal budget item for "essential training" shall provide prepayment or reimbursement to the employee for reasonable tuition and fees as defined in Section II. Department funds shall not be charged for essential training and certification requirements.
- c. Prepayment or reimbursement for essential training and certification requirements shall be limited to up to six (6) credit hours per fiscal year. With the approval of the dean or supervisor, faculty and staff may seek to obtain additional educational credits beyond the six (6) credit hour maximum per year to meet their established condition of employment. However, essential training requests beyond six (6) credit hours per fiscal year shall be approved based on funding availability.

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- d. For faculty-rank staff, essential training must be identified on the current faculty employment contract (annual contract) and addendum and must be a condition of employment. For classified staff, essential training must be identified on the current Employee Work Profile (EWP) and must be a condition of employment.
6. Tuition assistance that includes educational leave of absence with full pay, partial pay, or without pay
    - a. Faculty-rank staff and classified staff may request tuition assistance and a paid or unpaid leave of absence from the college to pursue a degree program related to their current job or position.
    - b. Eligibility: Teaching faculty, counselors, and librarians should normally be eligible for or have received a multi-year appointment. Administrative and other professional faculty should normally have completed a minimum of three (3) years of service in the VCCS.
    - c. Exceptions to eligibility requirements: The college president may waive these eligibility requirements in the interest of the effective and efficient operation of the college. When the eligibility requirements are waived, an explanatory justification statement (provided by the supervisor) approved by the president shall be attached to the VCCS-16 and maintained by the Office of Human Resources.
    - d. An educational leave of absence may be granted for up to one year.
    - e. Funding: A paid leave of absence may be provided with full pay, partial pay (of current salary), or without pay. The employee's department shall cover the cost of salary. In addition to the salary amount above, the college shall pay the cost for the tuition and required fees as part of educational leave.
    - f. Costs of books and other study materials shall be the sole responsibility of the employee. However, the cost of books and reference materials may be reimbursed by the college when the books/materials shall become college property and shall be used as reference materials for the department or unit.
    - g. Obligation: In return for payment of full or partial salary and/or a leave of absence from the college, the employee must agree to return to full-time employment at the college or other VCCS employment for a period equal to twice that of the period of absence. If the employee resigns prior to the completion of the promissory obligation, he or she shall pay the pro-rata portion of the note from existing leave balances or the final salary payment. If recovery of funds is not available from these sources, a repayment schedule with interest of one (1) percent above the prime rate shall be paid

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with the final payment due within six (6) months of the employee's last day of employment.

- h. If the employee accepts employment with another Virginia state agency, a release from the promissory note may be obtained, providing that the employing institution reimburses in full by inter-agency transfer (IAT) the college that granted the leave with pay.

7. Other opportunities for professional development at Reynolds

- a. Professional Development Opportunities (PDOs): The Professional Development and Renewal Committee shall ensure that the following administrative units routinely offer no-cost Professional Development Opportunities (PDOs) for college faculty and staff during college work hours:

- (1) Academic Affairs
- (2) Student Affairs
- (3) Financial Operations
- (4) Human Resources
- (5) Department of Police, including Safety
- (6) Information Technology
- (7) Institutional Effectiveness

- b. Professional Development and Renewal Grants: The Professional Development and Renewal Committee shall routinely provide the college community with PD&R Grant opportunities which offer equal opportunity for distribution of professional development funds. Grant opportunities shall be communicated to all college employees via the [Professional Development and Renewal web site](#), providing full details of grant requirements, eligibility, funding, forms, and deadlines.

- a. Non-credit class offerings: Full-time and part-time college employees may participate in non-credit classes, workshops, and seminars offered by the Community College Workforce Alliance (CCWA) or the Department of Human Resource Management (DHRM) in order to meet the goals established in their individual PD&R Plan. Non-credit classes, workshops, and seminars must be pre-approved by the supervisor. Funding for participation may be fully covered by the employee's department or offset by professional development and renewal funds.

- (1) CCWA class offerings located on: <http://www.ccwa.vccs.edu/>
- (2) DHRM class offering located on: <http://www.dhrm.virginia.gov/training>

- b. Individual participation in non-college conferences, workshops, and seminars: Full-time and part-time college employees may participate in non-



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college conferences, workshops, and seminars offered by professional and private organizations in order to meet the goals established in their individual PD&R Plan. All off-campus professional development activities can be added to the employee training record in the Knowledge Center by Adding an Outside Learning Event.

IV. Procedures:

A. Professional Development and Renewal Plan

1. All administrative and professional faculty; nine-month, ten-month, and twelve-month teaching faculty; and classified staff are required to complete a plan that informs the college of their professional development activities for each annual performance evaluation cycle. College deans, supervisors, and managers must ensure that PD&R Plans, developed by faculty and staff, support the goals and objectives of the college and those of the individual organizational unit. Administrative and professional faculty and classified staff are required to use [JSRCC Form No. 59-0001](#), Professional Development and Renewal Plan, to document their plan. Teaching faculty use the Faculty Dean Agreement to document their professional development objectives.
2. PD&R Plans for classified staff are to be submitted to the Office of Human Resources on December 1 annually, along with the completed Employee Work Profile/Performance Plan.
3. Submission guidelines for PD&R Plans for full-time administrative, professional, and teaching faculty are detailed in the Faculty Performance and Evaluation Plan.
4. College supervisors and managers must ensure that a PD&R Plan is created for newly-hired classified and faculty-rank employees within thirty (30) days of hire.

B. Tuition Assistance Program

1. Tuition assistance – prepayment or reimbursement
  - a. Requests for tuition assistance must be approved by the dean/supervisor using [JSRCC Form No. 59-0002](#), Tuition Assistance Request Form, and submitted to the manager of training and development by the date noted in the chart below. The manager of training and development will review the request to ensure that it complies with policy.
  - b. The Tuition Assistance Request Form must be accompanied by the following:
    - (1) copy of employee’s completed PD&R Plan or Faculty Dean Agreement

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- (2) itemized tuition rate and required fee information from the institution offering the requested course
  - (3) additional information when noted; for example, Request for Flexible Work Schedule
- c. The following submission schedule must be utilized to ensure reservation of tuition assistance funds when submitting JSRCC Form No. 59-0002 to the manager of training and development:

| <b>Course Start Date</b> | <b>Submission Due Date</b> | <b>Notification Date On or Before</b> |
|--------------------------|----------------------------|---------------------------------------|
| August to December       | July 1                     | July 20                               |
| January to April         | November 1                 | November 15                           |
| May to July              | April 1                    | April 20                              |

- d. Faculty and staff will be notified by the notification date above if the request is approved or not approved.
- e. Payment of tuition for approved requests will be made directly to the educational institution in the approved amount.
- f. At the conclusion of the approved course, the employee must complete JSRCC Form No. 59-0004, Tuition Reimbursement Request or Tuition Assistance Grade Report, obtain supervisor’s approval, and forward to the manager of training and development within thirty (30) business days.
- g. For prepayment, this action will cancel JSRCC Form No. 59-0003, Tuition Assistance-Promissory Note maintained by the Office of Human Resources.

For reimbursement the following must be attached to JSRCC Form No. 59-0004:

- (1) evidence of payment by the employee
  - (2) official grade report indicating a grade of “C” or better or other such grade indicating satisfactory completion of the course
- h. If an employee does not successfully complete a course, but remains employed with the college, reductions in the employee’s salary will be initiated to recover the cost of tuition and required fees. The repayment schedule, not to exceed six (6) months, will be initiated immediately.
- i. Employees who separate or terminate from the college prior to completing the designated coursework will be required to reimburse the college for the

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full or pro-rated portion of the prepayment. The payment will be withheld from the final salary payment or existing leave balances.

- j. Employees who separate or terminate from the college prior to completing designated coursework are not eligible for reimbursement by the college.

**C. Essential training**

**1. Faculty rank employees**

- a. Essential training for faculty-rank employees is usually determined during the hiring process or during the change in duties as a result of transfer in teaching field or position. The initial faculty employment contract and addendum will detail the educational expectations for the academic year, and subsequent contracts will indicate the remaining educational expectations for each year until the full educational requirement is satisfied.
- b. By signing the faculty employment contract and addendum the faculty member fully agrees to the terms and conditions of the educational expectations.
- c. Academic deans are required to provide mid-year progress and end-of-the-year progress to the vice president of academic affairs on November 1 and April 1 each year. A copy of this report is to be sent to the associate vice president of human resources.
- d. Faculty members who do not successfully complete established educational expectations within specified timeframes may be subject to formal disciplinary action including non-reappointment.
- e. The faculty member may request tuition assistance, in the form of reimbursement or prepayment, for essential training as noted above in Section IV.B.

**2. Classified employees**

- a. Essential training and certification requirements for classified employees are usually determined when the position is established or when there is a change in role title. The Employee Work Profile (EWP) will detail the specific certification or training, which must be maintained by the classified employee. Annually, the supervisor is required to review the industry standard to ensure accurate information is indicated in the EWP.
- b. By signing the Employee Work Profile, the classified employee fully agrees to the terms and conditions of the essential training requirements.

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- c. Supervisors are required to provide mid-year progress and end-of-the-year progress to the reviewer. A copy of this progress report is to be sent to the associate vice president of human resources.
  - d. Classified employees who do not successfully complete established educational expectations within specified timeframes may be subject to formal disciplinary action including termination, reassignment, or demotion.
  - e. Classified employees may request tuition assistance, in the form of reimbursement or prepayment, for essential training as noted above in Section IV.B.
- D. Educational leave of absence
- 1. Faculty rank employees
    - a. Educational leave requests for faculty-rank staff must be approved through the employee's chain of command up to the president, prior to submission to the associate vice president of human resources. The associate vice president of human resources must receive all approved requests by February 15 of each year for the following academic year. This employee-initiated action requires the completion of the following:
      - (1) VCCS-16, Educational Aid Request
      - (2) VCCS Promissory Note
      - (3) copy of faculty member's completed Faculty Dean Agreement
      - (4) itemized listing of tuition and fees
      - (5) JSRCC Form No. 59-0002, Tuition Assistance Request Form
    - b. Upon approval by the president, the associate vice president of human resources will provide a letter of approval to the affected faculty member, with a copy to the supervisor and a copy to the director of financial operations.
  - 2. Classified employees
    - a. Educational leave requests for classified employees must be approved through the employee's chain of command up to the president, prior to submission to the associate vice president of human resources. The associate vice president of human resources must receive all approved requests six (6) months in advance. This employee-initiated action requires the completion of the following:
      - (1) VCCS-16, Educational Aid Request
      - (2) VCCS Promissory Note
      - (3) copy of employee's completed PD&R Plan

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- (4) itemized statement of tuition and fees
- (5) JSRCC Form No. 59-0002, Tuition Assistance Request Form

- b. Upon approval by the president, the associate vice president of human resources will provide a letter of approval to the affected classified employee with a copy to the supervisor.

**E. Other opportunities for professional development at Reynolds**

- 1. Professional Development Opportunities (PDOs): With the approval of their supervisor, employees may enroll in PDOs via the college Knowledge Center. The Professional Development and Renewal web site will display the PD&R calendar of PDOs. If employees are unable to attend, they are expected to cancel their enrollment through the Reynolds Knowledge Center prior to the date of the PDO.
- 2. Participation in non-Reynolds professional development activities (i.e., workshops, training sessions, conferences, etc.) can be added to the Reynolds Knowledge Center by following the instructions to [Add an External Learning Event](#), or contacting the manager of training and development for guidance.
- 3. PD&R Grants: Guidance and directions regarding professional development and renewal grants will be provided on the [Professional Development and Renewal web site](#).
- 4. Non-credit class offerings and individual participation in non-college conferences, workshops, and seminars: Requests for professional development funds for non-credit course offerings and individual participation in non-college conferences, workshops, and seminars will be drawn first from unit/department professional development funds. The request must be approved by the supervisor and included in the PD&R Plan. Requests for unit professional development funds are submitted to the President's Executive Cabinet member who oversees the unit from which the funds will be drawn. Procedures from Financial Operations must be followed for securing funding.

Financial operations will make payment directly to the organization on behalf of the employee at least five (5) days prior to the start of the course or the conference.

**V. Other Information:**

The college's Office of Human Resources is responsible for the official interpretation of this policy. Questions regarding the application of this policy should be directed to the associate vice president of human resources.

[Department of Human Resource Management, Policy 4.15](#), Educational Leave

[Department of Human Resource Management, Policy 5.05, Employee Training and Development](#)

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[Department of Human Resource Management, Policy 5.10](#), Educational Assistance

[Virginia Community College System, Policy 3.10](#), Educational Assistance Guidelines

[Virginia Community College System, Policy 5.0](#), Educational Programs

[JSRCC Form No. 36-1000](#), Faculty/Dean Agreement Form

[JSRCC Form No. 59-0001](#), Professional Development and Renewal Plan

[JSRCC Form No. 59-0002](#), Tuition Assistance Request Form

[JSRCC Form No. 59-0003](#), Tuition Assistance-Promissory Note

[JSRCC Form No. 59-0004](#), Tuition Reimbursement Request or Tuition Assistance Grade Report

[Reynolds Knowledge Center](#)