



ASUB Standard Operating Procedure – 3001

Standard Operating Procedure Synopsis

Title: **EMPLOYEE DEVELOPMENT PROGRAM**

Approval Date: October 7, 2020

Revision Date, if applicable: August 22, 2025; August 12, 2026

Review Date(s): May 19, 2021; August 3, 2022; May 22, 2024; May 30, 2025; May 27, 2026

Annual Review Date: April

Responsible Officer (RO): Associate Vice Chancellor for Human Resources

Standard Operating Procedures Manager (PM): Employee Development Committee Chair

A. Purpose and Scope

The purpose of the Arkansas State University-Beebe employee development program is to support the mission, vision, core values, strategic goals and strategic priorities (hereafter known as the Strategic Plan) of the college through planning and implementing workshops, seminars, and educational opportunities for college employees. The institution's primary role in employee development is to provide the conditions under which employees are able to pursue professional development.

Emphasis of employee development is placed on encouraging college employees 1) to develop their professional and personal skills and attributes to achieve excellence in their job performance and 2) to align development activities with the college's mission, vision, core values, strategic priorities and strategic goals.

The major responsibility for personal and professional growth resides with each individual employee. Employees are expected to take the initiative in promoting their own growth by identifying and participating in employee development activities. For faculty, these activities are found in the faculty handbook and for staff, the activities are generated in conjunction with the

respective supervisor. Employees should participate in activities that will meet their departmental needs and enhance their performance, as documented by annual evaluations.

Responsibilities and Expectations

The major responsibility for implementing ASU-Beebe's employee development program resides with the Employee Development Committee (EDC). This committee advises the chancellor, his/her liaison and the institution on employee development needs and issues. It is expected that college personnel communicate with and advise the EDC members concerning the effects of the employee development activities on their respective institutional divisions.

The chancellor names and approves EDC membership. The Employee Development Committee (EDC Charge Document) is located on the Vanguard Intranet under the chancellor site in the standing committees' section.

Employee development forms are located on the Vanguard Intranet under the human resources site and include: Professional Development Plan; Request to Attend a Conference, Seminar, or Workshop; Request for Course Funds; Request for Special Project; Report of Program-funded Activity.

Travel and other request forms are located on the Vanguard Intranet under Finance and Administration and include: Instructions for the completion of forms; Request for Travel Authorization (TA); Travel Expense Reimbursement Form (TR-1); Mileage Chart; and Per Diem. Forms must be completed and signed prior to submission to the EDC Chair.

Required Signatures

1. Immediate supervisor
2. Executive Council member
3. EDC chair after committee approval

Role of the Chair

The chair is appointed by the chancellor in discussion with the associate vice chancellor of human resources. The chair works with the EDC to oversee the total employee development program. The chair will manage the following three areas:

- Provide leadership to EDC
- Conduct EDC meetings
- Consult with the associate vice chancellor of human resources regarding the budget and professional development needs of the college.

Identifying Employee Development Needs

Employee development needs are primarily identified during the performance evaluation process, which encompasses the employee's responsibility to his/her position. During this evaluation, the employee and supervisor collaborate to identify development activities that are job-related and aligned with the college's strategic plan. These activities may be updated throughout the year in consultation with the supervisor.

Each development plan activity should relate to one or more of the following:

- Mission, vision, core values, strategic goals, or strategic priorities
- Employee's job description
- Department/division/unit goals
- Professional growth and/or certification
- College and/or community service
- Effective management, leadership, supervisory, and human relations skills
- Program development

In addition to individual planning, the development needs identified during evaluations are compiled into a general pool maintained by each academic dean or supervisor. This pool represents a broader view of employee development needs across the institution. At the request of the Employee Development Committee (EDC) chair, the general pool will be forwarded to the chair to assist in planning institutional development activities.

B. Definitions

ASU-Beebe Core Values (2025-2030) – Student Success, Integrity, Quality, and Community

ASU-Beebe Mission (2025-2030) –Transforming Lives through Quality Learning Experiences

ASU-Beebe Strategic Priorities (2025-2030)

- Priority One: Strengthen Enrollment and Student Success
- Priority Two: Expand the Vanguard Impact
- Priority Three: Elevate the Employee Experience

ASU-Beebe Vision (2025-2030) –ASU-Beebe will become a nationally benchmarked institution that empowers individuals, embraces communities, and transforms lives.

ASU-Beebe Strategic Plan (2025-2030) –The ASU-Beebe Strategic Plan contains the college mission, vision, core values, goals, and priorities.

Course – Professional education provided over an extended period of time by an accredited institution or any other professionally recognized training organization.

Employee Development Activities – Activities in which the employee engages for the primary purpose of job growth, increased training related to current job duties or overall improvement of institutional effectiveness.

The listing below, while not all inclusive, suggests employee development activities that may be considered for funding, such as:

- Presentations at approved workshops, seminars, and conferences that represent ASU-Beebe
- Attendance at meetings to further an employee's professional knowledge related to their specific position
- Service in professional associations and organizations at local, state, or national levels
- Service to appointed or elected college committees
- Providing programs or workshops for students, faculty, or staff
- Presenting workshops/programs to civic organizations or groups
- Community development activities
- Special projects
- Institutional requests

Employee Development – Planned program of activities and events that provides for and contributes to the personal and professional improvement of all ASU-Beebe employees in all job categories. Employee development is a total institutional effort. Employees may apply for employee development funds through the request process.

Institutional Activity – Institutional level activities are those professional development activities determined at the administrative level, which may be required of the employee(s) and may apply to groups of employees.

Special Project – A time-limited initiative proposed by an employee that supports professional development, enhances institutional effectiveness, or contributes to student success. It goes beyond routine job responsibilities and may involve creating new programs, improving processes, or developing resources. The special project must have defined objectives and measurable outcomes to support the ASU-Beebe's mission and strategic goals.

C. Procedures

Institutional Request

Because not all employee development will flow from individual activities, activities at the institutional level may be approved by the EDC committee.

The written requests shall state the purpose, expected outcomes, ties to strategic plan and costs involved.

A follow-up report by the EDC liaison shall be submitted to the chancellor if requested.

Individual Requests

Recurring activities which are more regular in nature should be approved and funded as a part of departmental budgets and not included in employee development funding.

Eligibility

- Full-time, permanent (non-grant supported) employees who have been employed full-time for a calendar year are eligible for funding.
- Individuals requesting employee development funds for an activity must have an up-to-date Employee/Professional Development Plan for the activity to be considered for funding.
- The individual's Employee/Professional Development Plan goals should have correlation to the request for the employee development activity and have ties to the college mission, vision, core values, strategic goals and strategic priorities.

Funding Guidelines

- Employees must first seek funding from their division or department budget manager.
- EDC Maximum funding per employee per fiscal year is \$3,000.
- Employees may submit up to two EDC funding requests per fiscal year, provided the combined total does not exceed \$3,000.
- All areas of the request form must be accurately completed and clearly demonstrate alignment with professional development goals and strategic objectives.

Funding Request

1. An employee may submit more than one funding request. However, when multiple requests are submitted, they must be prioritized by the employee at the time of the application.
2. Conferences that have more than a one-year component before completion should be identified at the first request and may be considered on an individual basis.
3. Two or more individuals may request funding for a group project/activity and submit it as an individual request.
4. Requests for funding will be considered in the order received.
5. Awardee shall notify EDC chair of non-use to ensure proper accounting of funds.
6. Partial departmental funding should be indicated on the request at the time of consideration.

7. If partial departmental funding is granted and EDC awards the balance of the request, funding of estimated costs or prepaid items (air travel or registration fee) will be determined by EDC.

Timeliness of Request

Each year, the EDC will determine, based upon members' availability, the date and time of monthly committee meetings.

1. One electronic application with required signatures on the packet must be received by the EDC chair one calendar week before the next scheduled meeting of the EDC.
2. The EDC chair shall review applications and electronically forward completed requests to the committee as soon as possible the calendar week prior to the next meeting for committee review.
3. The EDC shall review and render a decision at the next EDC meeting on all requests received in a timely manner.
4. Emergency requests for funding will only be considered on a case-by-case basis and subject to the availability of a quorum through review basis and subject to the availability of a quorum through review.
5. Requests for retroactive funding will not be considered.

Approval of Funds

1. Upon approval of requests, the applicant will be notified by the EDC chair through email no later than three (3) business days after the scheduled EDC decision.
2. EDC funding approval will be submitted directly to the travel supervisor to assist in travel arrangements.

Denial of Funds

1. The EDC chair, in conjunction with the EDC committee, shall provide the applicant with a written explanation by email for the denial of funds within three (3) business days.
2. If a request for funding has been denied, the applicant may file an appeal by email to the EDC chair. This must be submitted to the appropriate vice chancellor to bring to the EDC for consideration within two weeks from the date of denial and prior to the requested event.

Post Activity Reimbursement and Reporting

A follow-up report must be submitted with the TR 1 to receive reimbursement. Reimbursement of funds shall be held until the report is received.. The Report of Program Funded Faculty/Staff

Activities form can be found on the Human Resources Vanguard Intranet page under the Employee Development Committee section.

At the request of the chancellor or chancellor's Executive Council member, an employee receiving EDC funds for training opportunities may be asked to make a presentation or conduct workshops related to the event in order for the college community at large to benefit from the funding.

D. Related Information

ASU System Staff Handbook: [ASU System Employee Handbook](#)

ASU-Beebe [Faculty Handbook](#)

[EDC Form Request to Attend Conference.Seminar.Workshop](#)

[EDC Form Request for Course Funds](#)

[EDC Form Request for Special Project](#)

[EDC Form Report of Program Funded Faculty.Staff Activity](#)

[Professional Development Plan](#)