

40.8 Employee Development

- **40-8-1 Purpose**
- **40-8-2 Types of Opportunities**
- **40-8-3 Development Plans**

1. Purpose. The employees of Eastern New Mexico University-Roswell (ENMU-Roswell) are its greatest asset and resource. The continued development of the employees is of utmost importance to the success of the institution.

2. Types of Opportunities. In concert with the mission of ENMU- Roswell, it is the responsibility of each employee to actively pursue an annual plan of professional development. ENMU-Roswell will provide the following types of opportunities for employee development:

A. General Institutional Employee Development:

In response to identified institutional goals or concerns and/or employee requests, in-service activities and other employee development opportunities will be available each semester. These activities and opportunities will be developed in conjunction with the employee constituency groups and the Vice President for Academic Affairs. To further support and encourage growth opportunities, resource materials will be available to assist employees in meeting their professional and personal needs and goals.

B. Individual Professional Development Plans:

ENMU-Roswell allows any supervisor to recommend an eligible employee for career development via additional training and education. This career development goal applies, and is not limited to, those employees whose skills may need upgrading; whose positions will be enhanced with additional training; and who may require more job satisfaction at ENMU-Roswell. ENMU-Roswell is committed to providing training and development opportunities to all employees where it is feasible.

3. Development Plans. Either the supervisor or the employee may initiate a request that the employee pursue a development plan. The process for the development of a plan is as follows:

A. Through performance appraisal, a supervisor may assist the employee in focusing on a development plan for improving job performance in the current assignment, as well as preparing for future assignments. A good plan realistically should: evaluate the current skills, education and experience of the employee; set realistic career paths and job goals; and clearly set forth necessary attainments. At this point, the supervisor should fill out the "Employee Career Development Plan" form.

B. Responsibility for the administration and approval of the plan rests with the supervisor, appropriate Vice President, the Director of Human Resources and the ENMU-Roswell President. The primary responsibility for career planning and development always belongs to the employee. The Office of Human Resources will provide assistance as requested by the employee.

C. The above management must approve the written plan before it is official. It is imperative that the supervisor makes no assignments outside the job description without proper managerial approval.