

## **4070P MAPE Professional Development Procedure**

### **PURPOSE:**

Northland Community and Technical College encourages and supports all staff to pursue professional development activities to increase their job skills and knowledge for their current positions as well as their longer-term careers. To this extent, Northland supports the Minnesota Association of Professional Employees (MAPE) labor agreement language, Professional Development (Appendix G, Supplemental Agreement N. XV, Professional Development).

MAPE employees who meet the eligibility criteria may be permitted to enroll on a space-available basis in credit courses at any Minnesota State college and/or university, for the purpose of professional development, without payment of tuition.

### **SCOPE:**

MAPE employees that meet the following eligibility requirements may apply for this professional development:

1. Have worked at least one (1) year in the Minnesota State system without a break in service.
2. Have an employment condition of Full-time unlimited, part-time unlimited, full-time seasonal or part-time seasonal – classified or unclassified.
3. Have a professional development plan on file and have satisfactory performance or better.

Professional Development Information:

- Credits can be used at any Minnesota State university, technical, community or co-located colleges.
- Limited to 8 credits per academic year (fall, spring, summer).
- Spouse and dependents are NOT eligible.
- If the employee is eligible for the current tuition waiver benefit, the eight (8) credits are deducted from the tuition waiver benefit.

### **PROCEDURE:**

1. Employee must complete the MAPE Professional Development Tuition Application and submit to respective supervisor.
2. Supervisor verifies the course contributes to the employee's approved professional development plan on file. Approval is based on a review of the professional development plan and the consideration that the credits will advance the knowledge of the team member and contribute to the achievement of the college's strategic plan.
3. Supervisor submits completed application form to the Director of Human Resources who first verifies the employee meets eligibility requirements and then for approval review.

**Date of Implementation:** 4-30-2020