

# **Texas Woman's University University Regulation and Procedure**

**Regulation and Procedure Name: Training and Development**

**Regulation and Procedure  
Number: URP: 05.300**

**Policy Owner: Finance and Administration**

## **POLICY STATEMENT**

Texas Woman's University is committed to fostering an environment that encourages individuals to seek opportunities for professional growth and enrichment.

## **APPLICABILITY**

This policy is applicable to TWU Employees.

## **DEFINITIONS**

None

## **REGULATION AND PROCEDURE**

### **I. Training and Development Opportunities**

- A. Texas Woman's University ("TWU") provides faculty and staff training and development opportunities as provided under Texas Government Code, Chapter 656, Subchapters C and D. Training and development at TWU is designed to meet the needs of the individual employee in relationship to the mission of the University. Training and development opportunities are offered to employees in association with the proper performance of their assigned tasks and professional development.
- B. It is the policy of TWU that no person shall be discriminated against in opportunities for training and development activities on the basis of race, gender, color, religion, national origin, age, marital status, disability, sexual orientation or veteran status.

### **II. General Guidelines**

- A. The Texas Government Code, Chapter 656, Subchapter C provides that the University may use public funds to provide training and development opportunities related to either current or prospective duty assignments.
- B. Supervisors, managers and employees are urged to identify educational training and development programs that will improve job performance and develop potential.
- C. The goal of employee development and training is to improve the quality of the university's staff by facilitating opportunities to gain:
  - 1. Knowledge about higher education and an understanding of the institution's goals and how each part of the organization affects and is affected by these goals;
  - 2. An appreciation for academic values, concerns and needs;
  - 3. Opportunities for understanding goals and problems of other areas of the university.
  - 4. Training in technical, general and leadership skills;
  - 5. Information about skills and knowledge needed for the future;
  - 6. Quality customer service skills necessary to improve internal services and support student recruitment and retention initiatives; and to
  - 7. Provide employees the opportunity to enhance current job skills and participate in professional development.
- D. All employees are eligible, with their supervisor's approval, to attend training workshops applicable to their personal or professional development.
- E. Educational training and development programs are offered during an employee's regularly scheduled work hours. To the extent that it is possible and practical, supervisors and managers are encouraged to allow their employees to participate by granting release time. Employees attending such programs with the supervisor's authorization are not required to make up time spent in training and development sessions.
- F. Additional training and development programs, workshops, seminars, etc, to improve job related skills and knowledge, that are held at locations off campus, may be authorized by the University for employees.
- G. College courses and other special programs offered internally or outside the University may be authorized for faculty and staff job related training and development purposes.

### III. Mandatory Training

It is the responsibility of each university employee to complete annual mandatory training. Employees who do not complete annual mandatory training by the published deadline will not have met their job expectations and supervisors and manager should note this on their performance evaluations. Supervisors and Managers are responsible for monitoring their employees' training performance.

### IV. Taking Courses During the Workday

Employees are encouraged to attend classes outside regular working hours. However, full-time regular staff employees may be granted time off from work to attend a TWU class during regular working hours provided that they meet all of the provisions of URP 05.430: Employees Taking TWU Courses.

### V. Authorization

A. Authorization of expenditures for training and development from university funds must be related to an employee's current duties or duties following the training. Training means instruction, or other education received by a state employee that is not normally received by other state employees and that is designed to enhance the ability of the employee to perform the employee's job. The term includes a course of study at the University as defined by Section 61.003, Education Code. The term does not include training required by State or Federal law or that is determined necessary by the agency and offered to all employees of the University who are performing similar jobs.

#### B. Authorizations needed for training:

1. TWU sponsored training and development programs are authorized by the employee's immediate supervisor and/or department head.
2. Off campus programs are authorized by the immediate supervisor, department head, dean or director.
3. College degree program are authorized by the department head, dean or director and vice president.
4. Internships and other special programs are authorized by the department head, dean or director, and vice president.

### VI. Training Responsibilities

#### A. Supervisors and Managers

Training is the responsibility of every supervisor and manager at all levels of management. Supervisors and managers are responsible for:

1. Providing employee's on-the-job training in the proper performance of tasks.
2. Providing a climate in which training and development of employees is encouraged.
3. Integrating an employee's growth and development needs with the goals and objectives of the University.

B. Office of Human Resources will:

1. Establish, administer and coordinate training policies and programs to meet University training requirements as authorized under the Texas Government Code, Chapter 656, Subchapters C and D, and the policy established herein.
2. Develop programs which support the University's vision, mission and goals and the continued growth and education of the faculty and staff.
3. Review and approve training programs open to the University community.
4. Monitor training programs and provide consulting training assistance to departments as resources allow, particularly in regard to In-Service Training Programs.
5. Maintain University training records and files.

## **REVIEW**

This policy will remain in effect and published until it is reviewed, updated, or archived. This policy is to be reviewed once every six years. Interim review may be required as a result of updates to federal and state law or regulations, Board of Regents policies, or internal processes or procedures.

## **REFERENCES**

[URP 05.430: Employees Taking TWU Courses](#)

## **FORMS AND TOOLS**

None

<p><b>Publication Date:</b></p> <p><b>Next Review:</b></p>
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