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## **(SECTION 600) STAFF DEVELOPMENT**

### **601 PERFORMANCE REVIEWS**

Kennesaw State University has established a system of performance evaluations for all classified, exempt and non-exempt employees. These evaluations may be used for making decisions regarding transfer, promotion, demotion, retention, supervisory assistance, employee training and development and for consideration in salary determination. All staff are evaluated by the immediate supervisor or department head on an annual basis no less frequently than in 12 month intervals.

### **602 TRAINING AND DEVELOPMENT PROGRAMS**

The University recognizes that training and development programs improve individual and organizational performance and help the University achieve its overall institutional goals. Employees should develop, with their supervisors, plans to enhance skills and prepare for continually evolving responsibilities in their positions.

Since professional development is part of all employees' performance expectations, supervisors should plan for and allow release time from work for training programs determined to be mutually beneficial for employees and the University. Such release time should be granted to employees in a fair and equitable manner, regardless of experience, educational background, or job title.

Many work related training programs are provided on campus by the Center for University Learning and other campus departments. Training programs offered by the Center are posted on the Center for University Learning web site. The Center uses an online registration system and employees must have supervisory approval to register for a class that meets during working hours.

The Center can also assist departments in coordinating in-house departmental training opportunities to meet their specific needs. For additional information on training opportunities offered by the Center, refer to [http://www.kennesaw.edu/learning\\_ctr](http://www.kennesaw.edu/learning_ctr) or call extension 3450.



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## **603 CONTINUING EDUCATION COURSES AT KENNESAW STATE**

The mission of KSU's Department of Continuing Education (CE) is to provide quality lifelong learning opportunities that enrich personal and professional lives in a respectful and responsive environment. To assist in that mission, the Department of Continuing Education reduces the fee charged to KSU regular, classified employees on most courses listed in our publications. Additional costs associated with a class (including textbooks and supplies) are the responsibility of the registrant. KSU employees are admitted to classes on a space available basis. Requests to take advantage of this benefit must be authorized by the employee's supervisor. For more information regarding this benefit, contact Continuing Education at 770-499-3108 or refer to their webpage at [http://www.kennesaw.edu/hr/pdf/ConEd\\_Request.pdf](http://www.kennesaw.edu/hr/pdf/ConEd_Request.pdf).

### **603.1 Eligibility for Continuing Education Courses**

All regular, classified employees are eligible to take CE courses at a reduced cost. Temporary employees are not eligible for course fee waivers.

### **603.2 Registration and Cost**

In most circumstances, courses should be taken outside of normally scheduled working hours. However, if the course is not offered at that time and the employee wishes to take the course during working hours, the employee must have the approval of his/her supervisor. The employee will be expected to take vacation or make up any time spent in a non work-related class taken during working hours.