



Policy Name:	Staff and Administration Professional Development					
Section Number:	4.23	Section Title:	Office of the President			
Policy Owner:	Office of the President		Last updated:	February 2026	Reviewed:	February 2026
Status:	Active		Due for Review:	February 2031		

I. Purpose

Jones College recognizes that continuous professional development is essential to institutional effectiveness, employee growth, and student success. This policy establishes expectations for continuing education and professional development for full-time staff and administrative employees in support of the College’s mission and strategic goals.

II. Scope

This policy applies to all full-time staff and administrative employees. While professional development opportunities may vary by role or department, the overall expectations outlined in this policy apply to all covered employees.

III. Professional Development Categories

Professional development for staff and administration is organized into the following categories:

Campus Enhancement

Training related to institutional effectiveness, including but not limited to technology, leadership, customer service, communication, compliance, and operational processes.

Professional Enhancement

Job-specific training and skill development aligned with an employee’s current position or career pathway. This may include workshops, certifications, conferences, continuing education units (CEUs), or approved short courses.

Community and Personal Enhancement

Activities that support wellness, civic engagement, professional service, leadership development, and participation in professional or community organizations, when aligned with institutional goals.

IV. Annual Professional Development Requirement

All full-time staff and administrative employees are required to complete a minimum of ten (10) hours of professional development annually. A minimum of two (2) hours must come from each category.

- Professional development hours may be earned during the fall, spring, or summer semesters.

- Hours may be accumulated across semesters and do not need to be completed within a single term.
- Approved activities may include in-person, virtual, or asynchronous learning opportunities.

V. Approval and Documentation

- Professional development activities should align with institutional priorities and the employee’s role.
- Supervisors may require prior approval for certain activities.
- Employees are responsible for submitting documentation of completed professional development as required by the Office of Instructional Affairs or Human Resources.

VI. Oversight and Administration

The Office of Instructional Affairs, in collaboration with Human Resources and the Professional Development Committee (EPAC), is responsible for:

- Disseminating professional development guidelines and opportunities
- Tracking employee participation and professional development hours
- Supporting departments in identifying and addressing professional development needs
- Evaluating the effectiveness of professional development initiatives

VII. Responsibility

Employees are responsible for actively participating in professional development and for contributing to a culture of continuous improvement that enhances institutional effectiveness and service to students and the community.

JONES COLLEGE STATEMENT OF NON-DISCRIMINATION

Jones County Junior College does not discriminate on the basis of race, color, national origin, age, sex, or disability in its programs, activities, or employment practices. The following persons have been designated to handle inquiries and grievances regarding the non-discrimination policies: (ADA/ Section 504) Sarah Jones, Director of Counseling & ADA Coordinator, Student Affairs, phone 601-477-4070; email ADACoordinator@jcc.edu and (Title IX) Dr. Brittany Barron, Title IX Coordinator, Hutcheson Hubbard Administration Building, phone 601-477-4127; email brittany.weatherford@jcc.edu. Jones County Junior College, 900 South Court Street, Ellisville, MS 39437.