STAFF ADVANCEMENT

POLICY

Sherman College is dedicated to fostering the professional growth and development of its staff members. This policy establishes a framework for continuous learning, skill enhancement, and career progression within the institution. The development and promotion process for faculty is outlined in the Faculty Handbook.

Advancement

Staff members may be considered for advancement based on factors such as organizational restructuring, expanded job responsibilities, appointments to new or higher position within their department, interdepartmental transfers or a combination of these. Staff members seeking advancement should express their interest to their supervisor and engage in the Individual *Staff Development Plan* process. This plan outlines their path to advancement, including documented criteria and expectations necessary for advancement. While advancement is never guaranteed, internal development planning helps align staff members' professional goals with institutional needs.

Development Planning

The college provides an *Individual Staff Development Plan* template to support staff members in their professional development journey. This plan may be reviewed during annual evaluations for potential revisions, including budget considerations, or at any time throughout the year. Although having a development plan for advancement is optional, staff members are strongly encouraged to create and maintain one. Any development plan must be reviewed and approved by their supervisor to ensure alignment with individual and institutional objectives.