

POLICY LIT.5.04 EMPLOYEE DEVELOPMENT

SCOPE: Faculty and Staff

Lamar Institute of Technology (LIT) recognizes that its employees are fundamental to the achievement of the College's mission, strategic priorities, student success objectives, and commitment to continuous improvement. Employee development is a shared responsibility between the College, supervisors, and employees, and is essential to maintaining a skilled, knowledgeable, adaptable, and engaged workforce capable of meeting evolving educational, technological, regulatory, and workforce demands.

This policy establishes LIT's commitment to employee development and provides the framework for coordinated professional learning activities across the college. It is intended to ensure that employees have equitable access to development opportunities that are aligned with college needs, departmental goals, individual responsibilities, and career growth objectives. The policy also supports the institution's efforts to maintain a workforce that is prepared to respond to changing technologies, industry expectations, accreditation standards, and organizational priorities.

1. It is the policy of LIT to grant permission to members of the faculty and staff to attend conferences and professional meetings when it is determined that such attendance will enhance the prestige of the College and will contribute to the professional development of the individual and to the advancement of knowledge within his/her professional field.
2. The President of LIT may approve the expenditure of public funds for the training and education of employees where the training or education is related to the current or prospective duty assignment of the employee.
3. Definitions
 - 3.1. "Benefits-Eligible Employee" Any employee defined as a regular full-time employee by the Teachers Retirement System of Texas is a Benefits-Eligible Employee. This includes all persons employed for a definite period of at least four and one-half months or one long semester at a workload not less than one-half of the standard workload, excluding those employees who are required as a condition of employment to be enrolled as students.
 - 3.2. "Course" Any course offered by an accredited college or university for which academic or technical credit is awarded upon successful completion of the course. The term "course" shall include any associated laboratory or other practical instruction only if such instruction is an integral part of the course and is not separately numbered. The term course shall include "Developmental" and "Pre-Collegiate" courses and

laboratories that are offered on a regular basis by an accredited college or university and published in its official undergraduate or graduate academic catalog

- 3.3. "First Class Day" For a class offered under any regularly published semester or term schedule, the official "first class day" established for that semester or term regardless of the actual date of the first meeting of the specific class. For any class for which an official "first class day" is not established or cannot be determined under the preceding definition, the date of the first scheduled meeting of the class.
- 3.4. "Standard Workload" The standard workload for an employee (100% FTE) shall be the workload defined in State law or regulation as the standard workload. If no such definition is available, the percent FTE reported for that employee to the Texas Higher Education Coordinating Board in accordance with Lamar Institute of Technology rules and procedures shall be used for purposes of the Plan.
- 3.5. "state agency" means a department, agency, or institution of the executive, legislative, or judicial branch of state government, including an institution of higher education as defined by Section 61.003, Education Code.
- 3.6. "State employee" means an individual, other than a state officer, who is employed by a state agency.
- 3.7. "Training" means instruction, teaching, 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 an institution of higher education or a private or independent institution of higher education as defined by Section 61.003, Education Code, if the employing state agency spends money to assist the state employee to meet the expense of the course of study or pays salary to the employee to undertake the course of study as an assigned duty. The term does not include training required either by state or federal law or that is determined necessary by the agency and offered to all employees of the agency performing similar jobs.

Related Procedures: LIT.5.04.01 Employee Training, LIT.5.04.02 Employee Education and Training Plan, LIT.5.04.03 Absence to Attend Professional Development

Relevant Forms/Documents:

Relevant TSUS Policies/Forms/Documents: TSUS Rules and Regulations Chapter 5 Section 6

Relevant Statutes: Texas Government Code Chapter 656, Subchapters C & D.

Relevant SACSCOC Standards: 6.5

Document History:

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