

EN 9: Staff Professional Development and Training

2 points available

Rationale

This credit recognizes institutions that ensure that staff members have the opportunity to participate in professional development and training opportunities in sustainability. By offering and supporting professional development and training opportunities in sustainability to all staff members, an institution helps equip its staff to implement sustainable practices and systems and to model sustainable behavior for students and the rest of the campus community.

Applicability

This credit applies to all institutions.

Criteria

Part 1. Availability of professional development and training in sustainability

Institution makes available *professional development and training* opportunities in sustainability to all *non-academic staff* at least once per year.

Part 2. Participation in professional development and training in sustainability

Institution's regular (full-time and part-time) non-academic staff participate in sustainability professional development and training opportunities that are either provided or supported by the institution.

For both Part 1 and Part 2 of this credit, the opportunities may be provided internally (e.g., by departments or by the sustainability office) or externally as long as they are specific to sustainability. The opportunities include:

- Training to integrate sustainability knowledge and skills into the workplace;
- Lifelong learning and continuing education in sustainability; and/or
- Sustainability accreditation and credential maintenance (e.g., LEED AP/GA).

This credit focuses on formal professional development and training opportunities, for example as delivered by trainers, managers, sustainability staff, and external organizations. Peer-to-peer educator programs and employee outreach campaigns are recognized in the Employee Educators Program and Outreach Campaign credits respectively, and should only be reported in this credit if such programs are formally recognized by the institution as professional development and training, for example in employee performance reviews.

For an external professional development or training opportunity to count, the institution must offer financial or other support (e.g., payment, reimbursement, or subsidy).

This credit applies to non-academic staff members only; it does not include academic staff, i.e., faculty members. Faculty professional development in sustainability is recognized in the Incentives for Developing Courses credit in Curriculum.

Scoring

Each part is scored independently.

Part 1

An institution earns 1 point by making available sustainability professional development and training opportunities to all non-academic staff members at least once a year. Partial points are not available for Part 1.

Part 2

An institution earns the maximum of 1 point available for Part 2 of this credit when 75 percent or more of regular (full-time and part-time) non-academic staff participate annually in sustainability professional development and training that is either provided or supported by the institution. Partial points are available based on the percentage of regular employees that participates, as follows:

Estimated percentage of regular non-academic staff that participates annually in sustainability professional development and training	Points earned
1 – 24%	0.25
25 – 49%	0.5
50 – 74%	0.75
75% or more	1

Reporting Fields

Required

- ☐ Does the institution make available professional development and training opportunities in sustainability to all non-academic staff at least once per year?
- ☐ Does the institution wish to pursue Part 2 of this credit (the rate of staff participation in sustainability professional development and training)?
 - If yes, provide:
 - Estimated percentage of regular non-academic staff (full-time and part-time) that participates annually in sustainability professional development and training (0, 1-24%, 25-49%, 50-74%, 75% or more)

If sustainability professional development and training opportunities for staff are made available or supported, provide at least one of the following:

- A brief description of any internal sustainability professional development and training opportunities that the institution makes available to non-academic staff
- A brief description of any external professional development and training opportunities in sustainability that are supported by the institution (e.g., through payment, reimbursement, or subsidy)

Optional

- ☐ Estimated percentage of regular non-academic staff (full-time and part-time) for which sustainability is included in performance reviews (0, 1-24%, 25-49%, 50-74%, 75% or more)
- ☐ A brief description of how sustainability is included in staff performance reviews
- ☐ Website URL where information about staff professional development and training in sustainability is available
- ☐ Additional documentation to support the submission (upload)
- ☐ Data source(s) and notes about the submission
- ☐ Contact information for a responsible party (an employee who can respond to questions regarding the data once it is submitted and available to the public)

Measurement

Timeframe

Report on current program status and offerings and professional development and training activities that occurred within the three years prior to the anticipated date of submission. An institution may choose to report professional development and training activities from one, two, or three years, as long as both the total number of staff and the number of staff participating are measured during the same period.

Sampling and Data Standards

Not applicable.

Standards and Terms

Non-academic staff

Non-academic staff are defined as administrative, clerical, operational, support, and technical employees whose primary assignment is something other than instruction or research, i.e., personnel who are not classified as academic staff.

Professional development and training

Consistent with the Organisation for Economic Co-operation and Development (OECD), professional development and training is defined as “any activity which develops an individual’s skills, knowledge, expertise and other characteristics” as an employee. These include formal coursework, participation in activities of professional organizations, collaborative development of new approaches, and independent study and research.