

**Policy 1403**  
**Training and Development - A&P Faculty, Classified Staff, and Wage Employees**

**Date of Current Revision:** May 2025

**Responsible Officer:** Director of Talent Development

**1. PURPOSE**

The purpose of this policy is to outline the university's commitment to the development of its employees by providing and encouraging participation in a variety of professional development opportunities.

**2. AUTHORITY**

The Board of Visitors has been authorized by the Commonwealth of Virginia to govern James Madison University. See Code of Virginia § 23.1-1600; § 23.1-1301. The board has delegated the authority to manage the university to the president.

**3. DEFINITIONS**

**Administrative & Professional Faculty (A&P Faculty)**

Administrative faculty and professional faculty are normally referred to collectively, as both require advanced learning acquired by prolonged formal instruction and/or specialized training and work experience; however, the university recognizes administrative faculty and professional faculty as distinct position types.

*Administrative faculty* positions are generally senior administrators who perform work related to the management of the educational and general activities of the university for at least fifty percent (50%) of their work. Typically, administrative faculty serve in executive leadership roles such as vice president, provost, dean, assistant or associate vice president or dean, assistant or associate vice provost. Other administrative faculty roles can include (1) those responsible for the administrative direction of separately designated divisions or departments of institutional activity; (2) positions whose primary responsibility is to attract external funds; or (3) positions that are characterized by active, continuing involvement in formulating, interpreting, and implementing institutional policy and exercise substantial independence, authority, and discretion in areas such as program planning, design, and allocation of resources. The organizational reporting relationship for administrative faculty is normally not lower than three levels below executive council positions. For Academic Affairs, this would include: vice provost/dean (level 1), academic unit head/director (level 2) and associate director (level 3).

*Professional faculty* require advanced learning and experience acquired by prolonged formal instruction and/or specialized work experience. Typical professional faculty positions are librarians, counselors, coaches, physicians, lawyers, engineers, and architects. Other professional positions may support education, research, university life and other such activities. Professional faculty positions must require the incumbent to regularly exercise professional discretion and judgment and to produce work that is intellectual, varied, and not standardized.

### **Professional Development**

Participating in an activity – training event, workshop, conference, certificate program, literature review, etc. – for the purpose of learning and improving one’s professional knowledge, skills, and abilities

### **Wage Employee**

As defined by the commonwealth, a wage employee is a part-time, temporary, or seasonal employee who is limited to working no more than 1500 hours in any 365-day period.

## **4. APPLICABILITY**

This policy applies to A&P faculty, classified staff, and wage employees.

## **5. POLICY**

The university encourages and supports the professional development of its employees. Participation in activities aligned with university goals will be financially supported by JMU Talent Development as funding is available.

The university will provide assistance and guidance, through department heads and supervisors, to employees interested in increasing and maintaining their professional knowledge, skills, and abilities. Talent Development will develop a wide variety of training opportunities and will also support activities sponsored by the university and outside sources.

Participation in professional development is subject to supervisory approval and employee workloads.

## **6. PROCEDURES**

6.1 The responsibility of approving or denying professional development requests falls within the employee’s department.

6.2 Talent Development may be able to assist with funding activities not covered under Policy [1401](#) – Work-Related Education or Training from an External Source. Examples include activities such as workshops, institutes, symposia, and other non-credit activities, depending on availability of funds and appropriateness of the request.

6.3 To be eligible for Talent Development financial support, employees must be employed by the university for at least one (1) year and be classified as A&P faculty, classified staff, or wage employee.

6.4 Talent Development may reimburse departments for professional development activities toward certification and licensure after the employee passes the certification or license exam, based on active employment with JMU and availability of funds. To request reimbursement, departments must complete the [Request for Training Funds form](#).

- 6.5 Advance payment or reimbursement for professional development activities, including licensure and certifications, is at the discretion of the employee's department.
- 6.6 Employees can track their training through the current enterprise management system (ERP) and learning management system(s) used by JMU.
- 6.7 A systematic review will be conducted periodically to assess the training and development needs of A&P faculty, classified staff, and wage employees. Such assessments will provide the basis for planning and programming university professional development activities.

## **7. RESPONSIBILITIES**

The Talent Development department is responsible for developing and publicizing a variety of training opportunities based on its research of the needs of university staff, A&P faculty, and departments.

Supervisors are responsible for encouraging those they lead to participate in training and to allow for scheduling flexibility that enables employees to participate in professional development.

All departments, offices, and employees that generate, receive, or maintain public records under the terms of this policy are also responsible for compliance with Policy [1109](#) – Records Management.

## **8. SANCTIONS**

Employees who violate this policy are subject to discipline commensurate with the severity and/or frequency of the offense and may include termination of employment.

## **9. EXCLUSIONS**

Educational opportunities covered in Policies [1401](#) and [1402](#) are excluded from this policy, unless otherwise noted.

Instructional faculty members are not covered in this policy, nor are they under the purview of the Talent Development department. Instructional faculty professional development is addressed by the individual academic units as well as such units as the Center for Faculty Innovation and Libraries.

## **10. INTERPRETATION**

The authority to interpret this policy rests with the president and is generally delegated to the Director of Talent Development.

**Previous version:** September 2020  
**Approved by the president:** May 2025