

[Home](#)

III-26.2 Non-Credit Work-Related Training Programs such as Conferences or Workshops for Staff Other Than Faculty

~~III-26.2 Non-Credit Work-Related Training Programs such as Conferences, Short Courses, or Workshops for Staff Other Than Faculty~~

(Amended 8/99; 8/13; 7/17)

Effective July 2017, this policy has been revised. For the most current version without redlining, return to [III-26](#).

Information about upcoming offerings is also available through Learning and Development's Listserv, at Employee Self Service, or through the Learning and Development website at <https://hr.uiowa.edu/learn>.

Participation is governed by the following guidelines:

- a. Approved offerings are available to staff throughout the University, but enrollment in any given offering is limited by the work needs of the college, department, or unit. If demand for a specific offering is high, ~~every~~ consideration will be given to repeating the offering.
- b. Offerings may be provided on or off campus, and the University may contract with outside agencies to provide additional workshops as well. The fee to participants or their departments, if any, will be indicated when the offerings are announced.
- c. Staff who participate in work-related offerings are considered to be in work status during such participation and are not required to make up time. ~~Obtaining departmental~~ Approval to attend Learning and Development offerings may be required by individual units at their discretion.

It is strongly recommended that individual colleges, departments, and/or units develop an educational plan for the benefit of their employees' continuous learning and to meet the needs of a changing work environment. These plans may include outcome measures that are tied to the performance of the individual as well as the

strategic initiatives of the department or unit.