



Rule for Staff Training

Further to the establishment of a specialized center for staff development and training – the Personal and Professional Development at Frederick (P²DF) center – a system that specifies the responsibilities of staff in relation to the P²DF is needed. This Rule aims to provide a framework for the participation of the organization's staff to training activities.

1. All staff are categorized with respect to training in one of the following categories:
 - a. Full-time academic (elected or on contract)
 - b. Part-time academic
 - c. Administration
 - d. Researcher
2. Additionally, each staff may have one of the following attributes:
 - a. newly employed,
 - b. management position
3. Any training planned by the P²DF will define for each category/attribute its level. The following training levels are applied:
 - a. **Mandatory:** participation for the specific category/attribute is required. This level will be rare and specifically focused, e.g. induction program for newly hired academics
 - b. **Tier 1:** considered to be of high importance for the P²DF strategy for the particular category
 - c. **Tier 2:** considered to be useful for the betterment of the category but not high priority
 - d. **Non-applicable:** participation of the particular category in the specific training is not expected
4. The P²DF Council will propose to the University Council a minimum number of trainings per academic year for each Tier for each category and this is reviewed biannually. An initial allocation of 2 Tier-1 and 2 Tier-2 trainings for each category is allocated.
5. Staff should select the published training activities they wish to attend.
6. An information system is put in place to track the participation of staff in training and updates or warnings will be sent to staff depending on attendance performance.
7. The P²DF must consider and may accept attendance to training events, either done internally in the University but outside P²DF's actions, or externally. For this the staff member must make a corresponding application to P²DF.
8. Staff members that fail to meet the minimum requirements in an academic year are warned and must complete the gap in the following academic year. Failure to meet the training targets for two academic years results in an automatic disciplinary procedure.