Effective Date: **July 1, 2026**

POLICY

EMPLOYMENT

Employee Handbook – Section 212 Professional Development

RESPONSIBLE OFFICE

Human Resources

212 Professional Development

Boston University recognizes the need to continue to develop its diverse, world-class workforce through a culture of continuous learning and development. The purpose of this policy is to underscore the University's commitment towards diversity of opportunities for continuous professional development.?

212.1 Policy Statement?

Boston University recognizes that a culture of continuous learning and professional development is instrumental in supporting the institution's mission and strategic plan. The University offers a wide variety of in-house professional development activities, including university-wide and department-specific opportunities.?

Employees are expected to pursue professional development activities to develop the mindsets, knowledge, and skills for their current and long-term careers. The University encourages professional development to be an integral component of departmental,

team, and individual planning. This is separate from job-related training deemed necessary by the supervisor, department, and/or University.?

212.2 Definitions??

Professional development is gaining new mindsets, knowledge, and skills through continuing education after entering the workforce. Boston University believes in a continuous process of self-awareness, reflection, and application for job-related and career-related development.?

Professional development activities or career-related training are any activity designed to develop, refine, and upskill an employee's mindset, knowledge, and skillsets for the purposes of increasing scope of their current job, as well as internal mobility and/or career advancement. These may include but are not limited to opportunities for on-the-job training, challenging assignments, cross-training, coaching, mentoring, and internships; attendance at courses, workshops, institutions, lectures, committees, and meetings; obtaining certifications and/or licenses; and participation in professional and technical associations.??

Job-related training is any activity directly and immediately related to the essential functions of the employee's current role and/or priorities of the department. This includes training to maintain performance, orient to new roles, and/or successfully navigate shifting circumstances in the workplace as deemed necessary by the supervisor, head of department, and/or Boston University. This is not considered professional development.?

Supervisor applies to all individuals holding supervisory or formal people management roles for one or more individuals within the University. This may also include a faculty member in their roles as supervisors of an employee.

212.3 Responsibilities??

Professional development is an active partnership between employees, supervisors, and the University. Boston University offers a breadth of professional development opportunities. Employees are encouraged to discuss, seek out, and utilize resources for professional development, as deemed applicable and allowable by their supervisor. Learning @Boston University outlines a wide range of learning opportunities available to all employees.?

212.4 Related Information?

- Learning @Boston University
- Tuition Remission Program
- BU Employee Wellness
- BU Organizational Development & Learning (OD&L)
- Terrier eDevelopment
- Systems Training

END OF POLICY TEXT

Additional Resources Regarding This Policy

Related Policies and Procedures

- Employee Handbook Policies Manual (staff)
- Faculty Handbook (faculty)

Related BU Websites

- Human Resources
  - Manager Resources - HR Website

THIS POLICY IS PART OF THE EMPLOYEE HANDBOOK AND POLICIES MANUAL , AND SHOULD BE READ IN CONJUNCTION WITH ALL OF THE POLICIES THAT COMPRISE THE HANDBOOK. THE PROVISIONS OF THE EMPLOYEE HANDBOOK DO NOT CONSTITUTE AN EMPLOYMENT CONTRACT AND DO NOT ALTER THE AT-WILL STATUS OF AN EMPLOYEE.

Categories: Employee Handbook and Policies Manual, Employment, Non-Represented Staff
Keywords: professional development