



ADMINISTRATIVE REGULATION AND PROCEDURE

Title: SUPERVISOR'S RESPONSIBILITIES FOR CERTIFICATION AND PROFESSIONAL GROWTH COACHING OF FULL-TIME AND PART-TIME EMPLOYEES	Code: CC1201
---	--------------

Policy Reference: C0500-1, Employee Services

The Wisconsin Technical College System audits certification of MATC staff, position classification, classes taught, and salary paid. If certification problems arise, the respective faculty salaries are computed and MATC's state aid reduced accordingly.

The assignment of a workload is a supervisor's responsibility that must comply with the certification code and contract language. The compliance to certification requirements is the certified individual's responsibility.

The Certification office maintains records, provides certification information, and can clarify technical questions. It is the supervisor who is responsible for following up with each employee and providing the needed guidance.

Following is a list of activities that define a supervisor's responsibility in certification and to guide the professional growth of supervised employees coached. The goal is to prevent future audit problems, but more importantly to assure the quality of instruction MATC students expect and deserve.

1. Know the certification requirements for each position and area supervised (See WTCSB issued Certification Information for Managers Handbook – 1996, available from the Certification office).
2. Schedule only certified persons to teach classes. Certification office provides reports to determine individual status and to monitor certification at the time of scheduling.
3. Follow up on Certification office reports which includes Certification expiration uncertified status, etc., for each full-time and part-time employee. Be sure to notify the Certification office of employees who have left MATC or who have retired and are not teaching.
4. Review certification status and renewal requirements with each full-time and part-time employee on an annual basis. Mutually determine a schedule of appropriate courses and growth activities according to the "Professional Growth Guidelines for Certified Positions" to meet certification renewal requirements.
5. Coach employees to develop a professional growth plan and update the plan at each coaching cycle for both certification and reclassification. The priorities for credit coaching include:



Title: SUPERVISOR'S RESPONSIBILITIES FOR CERTIFICATION AND PROFESSIONAL GROWTH COACHING OF FULL-TIME AND PART-TIME EMPLOYEES	Code: CC1201
---	--------------

- a. Meet certification requirements.
 - b. Remedy deficiencies in performance.
 - c. Nonbaccalaureate persons to work toward obtaining a degree related to professional area.
 - d. Degree persons to advance technical or professional area skills and work toward advanced degree.
 - e. Diversify skills for alternate assignments.
6. Check individual's professional growth plan, prior to approving the Professional Growth Credit Application form. The form requires a statement of application to professional area for each growth activity that must be approved by the supervisor. (The course or credit activity should be reviewed in advance and related to a written growth objective in the individual professional growth plan).
 7. Forward the Professional Growth Credit Application form and attachments to the Certification office for review and conformance to state and district standards. The credit application may require additional documentation and/or could be denied.
 8. Proceed with layoff of individuals failing to meet the certification requirements. NOTE: Provisions of the applicable collective bargaining agreement must be followed.

See also Administrative Regulation and Procedure CC1200 Professional Growth Credit Evaluation for Certified Positions.

Office of Responsibility: Human Resources