

PROFESSIONAL DEVELOPMENT FOR EDUCATORS

PURPOSE

The purpose of this policy is to clarify when Westfield State University faculty and staff need to appropriately acknowledge their connection to the University when working as consultants in their areas of expertise.

POLICY

1. In order for the University to present a consistent and knowledgeable public face, it would be appropriate, and a professional courtesy, for individuals working as consultants to notify the chair or director of their department of consulting activities.
2. Individuals working as consultants in the public schools are asked to inform the administrator of the Professional Development for Educators Program in the Graduate and Continuing Education Division of their activities in the schools.
3. Campus personnel working as consultants can use their University affiliation as means of identifying their credentials, but publications associated with consulting activities should not imply that the program is an official offering of Westfield State University unless this arrangement has been authorized and documented.
4. The Professional Development for Educators Program (PDEP), a program within the Division of Graduate and Continuing Education, is the only authorized Professional Development Point provider for Westfield State University.

REVIEW

This policy will be reviewed annually by the Vice President for Academic Affairs.