

BOUCHER INSTITUTE POLICY

Policy Title: Professional Development Leave

Date of Initial Board Approval: Pre-2003 practice

Date of Last Approved Revision: October 18, 2017

Person(s) Responsible for Implementation & Adherence: Executive Director, Chair of the Board of Governors, Provost, Deans, Associate Deans and Department Managers

Related Procedures: BINM Employee Handbook,

Boucher is dedicated to delivering an outstanding program in naturopathic medicine. To this end, the institute provides paid leave for professional development days for all salaried staff and faculty. [The purpose of paid professional leave is to provide opportunities to employees to pursue professional development activities related to their position at Boucher. This can include administrative, academic, technical, research and other professional development activities that will enhance the employee's knowledge and skills.](#)

Instructional Staff: To support the Institute's commitment to quality assurance, BINM specifies a minimum mandatory attendance by instructors in faculty and/or professional development. Attendance is linked to the ranking of the instructor in the BINM educational community. In this way, BINM can help ensure distinction as a premier institution for the instruction of naturopathic medicine.

Non-Instructional Staff: All BINM staff members are encouraged to participate in professional development activities that will assist them in performing their specific duties at current industry standards. PD activities are assessed during the annual performance review for each employee and recommendations made as appropriate. A professional development budget is allocated for each department to be used as deemed most appropriate by the department head.

Board of Governors: BINM is committed to ensuring that our Governing Board is informed, competent, effective, and provides appropriate leadership for the BINM Society. As such, assessment and training is offered to the full Board at least annually and individual training or professional development opportunities are provided to officers of the Board on an as needed basis.