

# FACULTY PROFESSIONAL DEVELOPMENT PLAN



## Upper Kutz Barber & Style College

813 Highway 1 South, Greenville, MS 38701

[www.upperkutzbarbercollege.com](http://www.upperkutzbarbercollege.com)

Effective: January 2019

## FACULTY PROFESSIONAL DEVELOPMENT PLAN

### **Purpose:**

This plan is to ensure that the faculty has the goals, the required skills, competency development, and objectives a faculty member will need to accomplish in order to support continuous improvement and career development at the institution. The Faculty Professional Development Plan will include institutional guidelines, policies and procedures that are relevant to their position and assigned duties. The Vice President is responsible for this Plan.

### **Objective:**

1. To prepare new faculty at Upper Kutz Barber & Style College with the appropriate guidance and information during the week of employment to ensure success (Orientation).
2. To assess and evaluate faculty after hired by creating a "living" professional development plan to identify needed improvements and have it reviewed on an on-going basis throughout the year.

### **Procedure:**

New hires will be scheduled to attend an orientation meeting within the first week of employment. The meeting will be conducted in one full day and will include the following:

#### Human Resources

- Introduction to the company, its mission, functions and culture.
- Review of company organizational chart.
- Employee handbook review.

#### Safety

- Safety and health policies reviews—safety, fire, emergency evacuation, job-related safety issues.

#### Key Administrative Policies

- Anti-harassment policy review and discussion.
- Policy reviews—pay periods, travel, training requests.
- Administrative procedures—security, computer systems and logins, telephone systems, supplies and equipment.

#### Department Overviews

- An overview provided by a management representative from each department about the purpose of and functions within his or her department.
- A discussion led by a management representative from each department focusing on frequently asked questions as well as individual questions from participating new hires.

**Evaluation:**

Guest, student, and staff input is considered and evaluated when annual reviews of policy and procedures are undertaken by the Advisory Committee of Upper Kutz Barber & Style College. The President reviews incident report situations as they happen for corrective measures, and annually reviews for trends and patterns that necessitate corrective action. The President evaluates all data on an annual basis and presents findings to all instructional personnel and administrative staff at an annual staff meeting.

**Distribution:**

Upper Kutz Barber & Style College appreciates and utilizes input from both students and employees. The Management Team reviews summaries of evaluations and reviews/revises plans, policies and procedures as warranted. Employee policies and procedures are continually updated as they are considered a work in progress.

## **PLACEMENT SERVICES PLAN**

### **Purpose:**

The purpose of this plan is to ensure all students nearing program completion/graduation are highly encouraged to explore job placement opportunities. This will be achieved with guidance and assistance from their Instructor. However, no guarantee of placement will be implied and there will be no charge to the student for such services.

### **Objectives:**

1. To assist students in developing techniques in resume preparation.
2. To assist students in developing interviewing skills.
3. To assist students in developing networking skills.
4. To provide students with access to job listings in the area.

### **Procedures:**

Instructors and staff will provide students with tips on how to create a resume. The strategies will include learning the proper format and information that should be include in a resume. Instructor will then require student to create and share their resume with the class.

The institution will conduct mock interviews with the students through an interview workshop. This workshop will consist of knowing what is appropriate attire, what questions to ask, and

understanding the importance of being knowledgeable of the position and company in which they are seeking employment.

Networking skills are developed and taught throughout the program. The instructor will illustrate to the students how networking plays a key importance in the role to becoming successful in the hair industry. The instructor will also provide strategies on how to build a successful networking system that can be diverse.

A weekly job listing is posted in the facility with current positions within the surrounding areas. The institution also keeps a working relationship with the local job placement centers and businesses to ensure that the students are given the best opportunity and advantages for employment.

### **Evaluation:**

The effectiveness of placement services is reviewed and accomplished through staff and student evaluations. Evaluations are reviewed and summarized by the Director. Needed improvements are reviewed by the staff and used to modify and improve placement services annually. The Director evaluates all data on an annual basis and presents findings to all instructional personnel and administrative staff at an annual staff meeting through the Executive Director's Annual Evaluative Report. The data is then presented at the advisory meeting for approval.

### **Distribution:**

Upper Kutz Barber & Style College appreciates and utilizes input from both students and employees. The institution reviews summaries of evaluations and reviews/revises plans, policies, and procedures as warranted. Policies and procedures are also reviewed annually and serve as a method of evaluation, input and feedback. All plans are publicly posted in the designated area of the facility, school website, and server for all to peruse.