



St. John's College Policies and Procedures

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SYSTEM: HSHS	MANUAL(S): HSHS St. John's College Policies
TITLE: Colleague Onboarding and Professional Development Policy	ORIGINATING DEPARTMENT: St. John's College
EFFECTIVE DATE: 08/01/2025	REVISION DATE(S):
SUPERCEDES: Local ministry handbooks/catalogs/policies adopted prior to the effective date of this policy.	

Purpose:

This policy ensures that all colleagues, faculty and staff, at St. John's College of Nursing are appropriately oriented to their roles, institutional expectations, and the HSHS system, and are supported in their ongoing professional development throughout their employment.

Policy:

- I. Policy Statement
St. John's College of Nursing provides a structured onboarding process for new faculty and staff and promotes continued professional development for all employees in support of academic excellence, student success, and institutional mission alignment.
- II. Scope:
This policy applies to all full-time, part-time, and adjunct faculty and staff employed at St. John's College of Nursing.
- III. Onboarding:
 - a. All new employees participate in HSHS Human Resources orientation, which includes organizational structure, compliance training (e.g., HIPAA, Title IX, FERPA), and workplace expectations.
 - b. In addition, the College provides institutional onboarding including an overview of College policies, shared governance structure, academic integrity, and the mission of the College.
- IV. Faculty-Specific Onboarding:
 - a. The Academic Dean coordinates onboarding for faculty members, including:
 - i. Overview of curriculum, syllabi, and learning outcomes
 - ii. Orientation to the learning management system (Canvas)
 - iii. Assessment and evaluation practices
 - iv. ACEN and regulatory compliance expectations
 - v. Introduction to teaching support resources and mentorship opportunities
- V. Staff-Specific Onboarding:
 - a. The Dean of Students oversees onboarding for staff, including:



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- i. Administrative and student services workflows
 - ii. Use of internal systems such as Jenzabar SONIS
 - iii. Communication protocols and collaborative practices
- VI. Professional Development:
 - a. The College supports professional development through a variety of opportunities, including in-house training, conference attendance, continuing education, and participation in system-wide or professional organization activities.
 - b. All employees are encouraged to engage in development activities that enhance their performance and contribute to institutional goals.
- VII. Faculty Professional Development:
 - a. Faculty Professional Development Plans are created, reviewed, and updated by faculty with input and collaboration with their supervisor via the annual evaluation process, per the HSHS annual colleague evaluation timeline.
 - b. Faculty are encouraged to pursue opportunities that enhance instructional effectiveness, promote evidence-based teaching practices, support licensure and certification maintenance, and contribute to academic scholarship.
 - c. The Faculty Affairs Committee may make recommendations regarding faculty development priorities for the College.
- VIII. Staff Professional Development:
 - a. Staff Professional Development Plans are created, reviewed, and updated by staff with input and collaboration with their supervisor via the annual evaluation process, per the HSHS annual colleague evaluation timeline.
 - b. Staff are encouraged to pursue opportunities that enhance development of job-specific training and competencies, technology use, and skill enhancement.
 - c. The Student Affairs Committee may make recommendation regarding staff development priorities for the College.
- IX. Oversight:
 - a. The College Leadership Team (COLT) oversees the implementation of onboarding and professional development programs.
 - b. The Academic Dean is responsible for faculty development.
 - c. The Dean of Students is responsible for staff development.