

**ARTICLE 33**  
**PROFESSIONAL DEVELOPMENT AND CAREER COUNSELING**

**33.1** The University will continue to provide ASEs access to professional development and/or career counseling programs and Career Services provided by the Academic Success and Career Center (WSU Pullman), Career Action Center (WSU Vancouver), and Career Services (WSU Tri-Cities and WSU Spokane).

33.1.1 ASEs will be eligible to participate in programs of this nature on any campus. If ASEs do not have access at their physical location, accommodations will be made to grant them access and/or to initiate the creation of a similar program on their campus.

**33.2** Professional Development Activities

33.2.1 ASEs may take part in professional development activities, including but not limited to conferences, career fairs, courses and workshops. If these activities take place during work hours, the activities must be authorized in advance by the supervisor and the department. Subject to available funding, the University shall cover allowable and approved expenses.

33.2.2 All ASEs, regardless of campus, will be eligible to apply for University-provided travel funds in accordance with University programs and policies. These funds may be utilized to cover:

- a. Conference Presentations: With an accepted abstract to present at a conference ASEs will have access to apply for up to \$1,000 for national and \$1,500 for international conferences.
- b. Professional and Career Development (i.e. Workshops, In-Person Research opportunities, conference attendance, internships, preceptorships): ASEs will have access to apply for up to \$500 for workshop or research-related travel.
- c. Intercampus Travel: ASEs traveling to alternative campus locations will have access to apply for up to \$100/trip not to exceed \$500/academic year.

33.2.3 In a commitment to ASEs with two (2) semesters or more of service, ASEs will have access to apply for up to an additional \$500 per year for professional development opportunities directly related to their employment at WSU.

### **33.3 EMPLOYMENT MENTORSHIP COMPACTS**

33.3.1 The parties acknowledge the value that mentorship plays in the professional development of ASEs and encourage ASE supervisors to form a mentorship compact with ASEs they supervise. Mentorship compacts can be initiated by ASEs. A mentorship compact is a written agreement that provides structure for the employment supervisor to outline expectations from, and commitments to mentees, and vice versa. Compacts may include performance expectations, relevant on-the-job training and activities, career advancement, support, communication, expectations regarding personal conduct, and interpersonal relationship expectations. These compacts should be developed in collaboration with the ASE and focused on expectations for the working relationship on a daily, weekly, or monthly basis throughout a semester.

- a. In cases where the ASE's supervisor is not also the ASE's principal investigator (PI) or faculty advisor, the PI/faculty advisor may consult on the development of the mentorship compact (which may or may not include an Individual Development Plan (IDP)) and will work with the supervisor to develop realistic performance expectations that work to identify the balance between and separation of employment duties and academic expectations.

33.3.2 An ASE may elect to have an individual development plan (IDP) added to their mentorship compact at any time.

An IDP provides a planning process that identifies the ASE's short- and long-term research and/or career goals, professional development objectives and career objectives in a manner tailored and responsive to the ASE's career plans as well as their unique skills, interests, and values. This may serve as a communication tool between an ASE and their supervisor as well as their PI/faculty mentor. The ASE may consult with additional career mentors in the development of an IDP.

The plan will be implemented promptly and reviewed regularly, with check-in timelines clearly written into the IDP.

33.3.3 An ASE may request and have their mentorship compacts be revisited by their supervisor, and/or faculty advisor/PI as appropriate by the beginning of each semester.

33.3.4 All parties (ASE, Supervisor, and PI/Faculty Advisor when applicable) will sign their acknowledgement of the plan developed in the mentorship compact.

### **33.4 PROGRESS ASSESSMENTS**

33.4.1 A Progress Assessment is an evaluation of the ASE's progress and accomplishments in their job duties related to research, teaching, and professional development.

33.4.2 Periodic Reviews – The employment Supervisor and the ASE are encouraged to periodically engage in informal oral Progress Assessments during their appointment. In addition, the employment Supervisor should provide the ASE with at least one written review per twelve (12) month period. Written reviews may use an independently developed or pre-established form. Supervisor and ASE are to acknowledge they have reviewed and discussed the periodic review, in writing or via electronic correspondence.

### **33.5 MENTORSHIP TASKFORCE**

A joint Union-Management Taskforce shall be formed to further the goal of reviewing Professional Development, Career Services, and Mentorship activities, the logistics of Mentorship Compacts, programs, and practices across the University. This taskforce will collaborate on mentorship training associated with ASE employment. The Union retains the right to elect ASE representatives to this Mentorship Advisory Taskforce. Attendance at the meetings will be considered time worked.

**33.6** To enhance the professional development opportunities available to ASEs on all campuses, the Employer will maintain the Professional Development Graduate Assistantship. Recommendations and requests related to professional development opportunities will be discussed upon request at the Mentorship Taskforce.

**33.7** Nothing will preclude the University from enhancing the professional development and/or career counseling programs or the professional development lectures/workshops provided to ASEs.