



**Broward
Community
College**

Policy

Title: Professional Development	Number: 6Hx2-3.33
Legal Authority: <i>Fla. St. Bd. of Ed. Admin. Rules 6A-14.0262 (7)(f); 6A-14.060 (3)</i>	Page: 1 of 2

The college strongly supports the concept of professional development and encourages all employees to assume responsibility for their personal and professional growth. The college will, within the limits of its available resources and based on operational needs of each department, support employee participation in a variety of professional development activities that enhance knowledge, skills and abilities. All professional development activities must be pre-approved by the employee's supervisor.

Professional Development for Administrators

All full-time regular administrators shall strive to improve their skills and continue their professional development while they are employed at the college. To achieve this goal, each administrator will complete an appropriate series of professional development activities every seven years of full-time employment. The minimum requirement during the seven-year period is the completion of 6 semester hours of graduate or undergraduate coursework, 90 contact hours of approved non-credit activity, or a combination of the above that qualifies as professional development.

All administrators who are on administrative leave from the faculty while they serve in an administrative capacity are relieved of all obligations relative to renewal of assigned faculty rank as specified in Broward Community College Policy 6Hx-3.03, *Criteria for Assignment of Rank for Instructional Personnel*, for the duration of their leave and must satisfy the provisions of this policy governing the professional development for administrators. All administrators who teach as a part of their normal work load may satisfy up to one-half of the minimum requirement by completing coursework or equivalent educational activities that are appropriate for faculty in their teaching discipline. All courses and activities used to meet this requirement shall be approved, and the President is authorized to establish procedures to implement the provisions of this section. Each administrator should give priority to recommendations from his/her annual evaluation in formulating an individual professional development plan. Joint formulation of professional development goals between the administrator and the supervisor is encouraged.

Administrators accepted into the FRS DROP Program may be exempt from the terms and conditions of the policy.

History: Issued on May 21, 1997; revised on 06/22/2005; revised on October 25, 2006
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Approved by the Board of Trustees	Date 10/25/2006	President's Signature 	Date 10/25/2006
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Failure to achieve the minimum requirement during a seven-year period may result in termination of employment. After considering extenuating circumstances, the President or his/her designee may extend the professional development cycle beyond seven years for an individual employee. Such extension shall be for a specified period of time, not to exceed one year.

In support of professional development, all full-time regular employees shall have access to the programs the college provides for professional development purposes, i.e., tuition reimbursement, tuition assistance, sabbatical and professional leaves, and staff development activities through the Staff and Program Development funds of the college. Administrators receiving any of the aforementioned do not automatically earn professional development credit; pre-approval must still be sought and received.

This policy is subject to the terms of employees' collective bargaining agreements.

Professional Development for Faculty

The requirements and obligations regarding professional development for faculty members are contained in Article 7.40 of the *Collective Bargaining Agreement between the Board of Trustees of Broward Community College and the United Faculty of Florida*.

[Link to Procedure A6Hx2-3.33](#)

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