



# Procedure Manual

<b>Title: Staff and Program Development Plan</b>	<b>Number:</b> A6Hx2-2.13
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Each spring, the Staff and Program Development (referred to as SPD henceforth) Committee shall review the following year’s college wide goals to develop priorities for awarding staff and program development funds during the ensuing year. This document shall then be transmitted from the Vice President for Human Resources and Equity to the President for action by the District Board of Trustees on or before August 1 each year.

Subject to the review of the Vice President for Human Resources and Equity, and the approval of the President, the Staff and Program Development Committee shall circulate to the entire staff of the College operating guidelines and priorities for funding proposals for their use in preparing submissions for committee consideration. The committee is empowered to adopt its own operating procedures.

As long as SPD travel funds are available, priority will be given to those full-time regular employees who are presenting, chairing a panel, organizing a conference, serving on a professional organization board with an active role in coordinating the conference, receiving an award on behalf of the college, attending job-related certification programs, job required training or other travel deemed essential by the college. Faculty members and administrators will also be given priority when their travel proposal is being submitted to meet their professional development requirement as set forth in Policy 3.33 *Professional Development for Administrative Staff* and for administrators and through Article 7.40 of the Collective Bargaining Agreement between The Board of Trustees of Broward College and United Faculty of Florida, Broward College Chapter for Faculty. However, all travel proposals will be considered.

SPD travel proposals must be submitted, reviewed and approved **prior** to the occurrence of the travel. SPD funds cannot be used to reimburse anyone for travel that is not pre-approved by their supervisors, the SPD Committee, and/or the Vice President for Human Resources and Equity.

There is no limit to the number of travel proposals per individual employee per year; however, the committee will make recommendations based on each individual request, keeping in mind the travel limit set each year and the available SPD budget.

<b>Recommending Officer’s</b> <b>Date: 7/28/09</b> <b>Signature</b> <i>Sara Gunn</i>	<b>President’s Signature</b> <b>Date 7/28/09</b> <i>J. David Anthony J.</i>
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