



Broward
Community
College

Procedure

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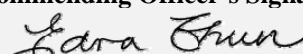

All professional development activities must be pre-approved.

Administrative Staff - The Office of Staff Development will record professional development credit hours into the college’s database for all administrators who successfully complete internal professional development workshops/programs.

Approval for Group Workshops/Activities - Any college employee or group planning to sponsor an in-house, non-credit workshop/activity for administrator professional development credit must receive prior approval from the President’s Cabinet. The sponsor must send a description of the workshop/activity (objectives, presenter, date, time, location, and duration) to the Office of Staff Development, who will then submit the request to the President’s Cabinet for approval. After determining how many hours will be allowed and which group of employees will be eligible, President’s Cabinet will then forward the proposal to the Office of Staff Development who will, in turn, contact the sponsor with all relevant information that needs to be included on flyers or announcements. In order to get professional development credit, the participating administrators must complete the *Attendance Record* at the workshop/activity.

Approval for Outside Activities/College Courses - In order to have other activities and college courses recorded for professional development, the requesting administrator must complete the *Administrator Professional Development Pre-Approval/Certification* form and submit it to his/her supervisor. The President/Vice President/Provost who reviews this form will return it to the originator to indicate whether the activity has been pre-approved. After the activity has been completed, the originator will sign the certification of completion section of the form. The immediate supervisor and the President/Vice President/Provost will then certify that credit should be awarded for that activity. The professional development form is then forwarded to the Office of Staff Development for entry into the database for professional development.

Exceptions to the professional development requirement may be made for administrators in interim assignments.

Recommending Officer’s Signature 	Date 10/17/2006	President’s Signature 	Date 10/17/2006
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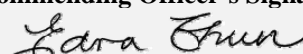

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Professional/Technical Staff - The Office of Staff Development will record professional development activity hours into the college's database for all professional/technical staff who successfully complete internal professional development workshops/programs.

Faculty - Applicable procedures for faculty 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 Policy 6Hx2-3.33](#)

Recommending Officer's Signature 	Date 10/17/2006	President's Signature 	Date 10/17/2006
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