

# Policy Manual



Title: Staff and Program Development Plan	Number: A6Hx2-2.13
Legal Authority Fla. St. Bd. Of Ed. Admin Rules 6A-14.029	Page: 1 of 2

## GENERAL STATEMENT.

Consistent with Broward College's vision, mission, and core values, Broward College is committed to supporting professional development for its faculty and staff. As part of the budget preparation process, the President shall submit a plan for staff and program development for the next fiscal year to the Board of Trustees. The allocations included in this plan shall be up to two percent of the previous year's allocation based on the state college program fund. The President is authorized to implement procedures to govern the staff and program development plan. (Referred to as SPD hereafter)

## THE POLICY and THE FACULTY AND STAFF.

The core values of Broward College reflect the importance of achieving student success and academic excellence. This is supported through the professional development of the College's faculty and staff. As such, the College seeks to provide funding, when available, through the SPD Plan.

Administrators are required under Policy 3.33 Professional Development for Administrative Staff to complete 90 contact hours of professional development in a seven year period. Additionally, faculty are required by the Collective Bargaining Agreement between The Board of Trustees of Broward College and United Faculty of Florida, Broward College Chapter, Article 7.40 to complete 90 contact hours of professional development in a seven year period. The SPD fund is the primary source of funding for such professional development.

## IMPLEMENTATION and OVERSIGHT.

The President has the authority to issue implementing procedures for this policy. The Vice President for Human Resources and Equity has responsibility for oversight of this policy and final approval, as the President's designee, of SPD travel and program requests consistent with the procedures.

## VIOLATION OF POLICY.

Violations and appeals to this policy will be considered by the Vice President for Human Resources and Equity and/or his/her designee. Violations of this policy may also subject the employee to appropriate disciplinary action up to and including termination.

- For non-represented employees, action will be taken pursuant to the terms and conditions of the relevant employment contract, if applicable.
- For full-time Faculty, refer to the Collective Bargaining Agreement between The Board of Trustees of Broward College and United Faculty of Florida, Broward College Chapter, Article 2.33.

AGENDA ITEM VII-P

JUN 23 2009

ENCLOSURE 2

History: Revised as Policy	
Approved by the Board of Trustees	Date 00/00/00
President's Signature	Date 00/00/00

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**Staff and Program Development Plan.** 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. 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.

**AGENDA ITEM** VII-8  
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**ENCLOSURE** \_\_\_\_\_

<b>Recommending Officer's Signature</b>	<b>Date</b>	<b>President's Signature</b>	<b>Date</b>