GENERAL STATEMENT.
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.

THE POLICY and THE FACULTY AND STAFF.
The core values of Broward College reflect the six core values of academic excellence and student success; diversity and inclusion; innovation; integrity; sustainability; and lifelong learning. The College’s professional development programs support these values. Per the College’s mission statement, the institution and the District Board of Trustees are committed to fostering a learning-centered community that celebrates diversity and inclusion by empowering and engaging students, faculty and staff. Commitment to comprehensive organizational learning in support of the College’s core values and cultural competency is reflected in the College’s professional development offerings developed and administered through the Division of Human Resources and Equity.

All employees are required by the College to complete the on-line tutorials, including but not limited to, Preventing Sexual Harassment Program, Preventing Employment Discrimination Program and FERPA Program, within their probationary period.

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 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

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| Approved by the Board of Trustees | Date | President’s Signature |
| 1/25/11 | [Signature] |
| Date | 1/25/11 |
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.

Failure to achieve the minimum requirement during a seven-year period may result in disciplinary action, up to and including 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 extensions 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, as described in policy A6Hx2-2.13. Administrators receiving any of the aforementioned do not automatically earn professional development credit; pre-approval must still be sought and received.

**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 College and the United Faculty of Florida.

**Professional Development for Professional/Technical Staff** - (referred to as PTS hereafter) PTS employees are strongly encouraged to pursue professional growth and development opportunities.

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

**IMPLEMENTATION and OVERSIGHT.**
The Vice President for Human Resources and Equity has responsibility for oversight of this policy and development of collegewide professional development programs. Specific approval for professional development plans for administrators and professional technical staff is administered through the Division of Human Resources. Pursuant to 7.40 of the Collective Bargaining Agreement between the Board of Trustees of Broward College and the United Faculty of Florida, required professional development plans are approved by campus administration and the Vice President for Academic Affairs. The Professional Development and Training Office in the Human Resources Division is responsible for maintaining records of professional development hours awarded and on an annual basis notifies faculty and administrators of their status.

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VIOLATION OF POLICY.
Violations and appeals to this policy by administrators will be considered by the Vice President for Human Resources and Equity. Violations and appeals to this policy by faculty will be considered by the Vice President for Academic Affairs. 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 Chapter, Article 7.40.