

Policy Manual



Title: Professional Development	Number: 6Hx2-4.28
Legal Authority: <i>Fla. St. Bd. of Ed. Admin. Rules 2004; 6A-14.060 (3)</i>	Page: 1 of 2

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, and strengthen workplace competencies. College-sponsored professional development workshops, activities, trainings, and events are assessed to evaluate their effectiveness and will be modified when necessary.

THE POLICY and THE FACULTY AND STAFF.

The College's professional development programs support the mission and core values of the institution. 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 created and administered through the College Provost and Senior Vice President for Academic Affairs. This policy will operate in conjunction with Policy 6Hx2-2.13 Staff and Program Development.

All full-time and part-time employees are required, by the College, to complete the designated compliance training within their probationary period and then renewed as deemed appropriate by the College. In addition to the compliance trainings required for all employees, employees designated as Campus Security Authorities (CSA) are required to complete the Clery Act tutorial.

Professional Development for Administrators

All administrators shall strive to improve their skills and continue their professional development. To achieve this goal, each administrator will complete a minimum of 36 hours of professional development activities every three years.

Professional Development for Full-time Faculty

The requirements and obligations regarding professional development for full-time 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 Adjunct Faculty

The requirements and obligations for adjunct faculty are outlined in the Collective Bargaining Agreement between the Board of Trustees of Broward College and the Service Employees International Union Florida Public Services Union.

History: *Issued on May 21, 1997; revised 06/22/2005; revised October 25, 2006; revised August 28, 2009; revised May 2010; revised January 25, 2011; revised and re-numbered December 11, 2012; revised February 25, 2020; revised May 18, 2021*

**Approved by the
Board of Trustees**

Date:
5/18/2021

President's Signature

Date:
5/18/2021

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

Where applicable, this policy is subject to the terms of employees' collective bargaining agreements.

IMPLEMENTATION and OVERSIGHT

The College Provost and Senior Vice President for Academic Affairs has responsibility for oversight of this policy and development of college-wide professional development programs. 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 for full-time faculty are approved by the appropriate supervisor(s). The Center for Teaching Excellence and Learning is responsible for maintaining records of the professional development hours awarded and administrators, full-time and adjunct faculty, and PTS employees.

DEFINITIONS

Professional Development – workshops, activities, trainings, events, and equivalent educational experiences that are customized based on the specific learning needs of the audience. College-sponsored workshops, activities, trainings, and events are grounded in the principles of adult learning theory and are sustained and supported with coaching and/or follow-up when requested by participant(s).

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Date:
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President's Signature

A handwritten signature in black ink, appearing to be "John" followed by a stylized flourish.

Date:
5/18/2021