

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 3

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 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 and Student Services. This policy will operate in conjunction with Policy 6Hx2-2.13 Staff and Program Development.

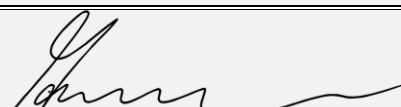
All employees are required, by the College, to complete the designated compliance training within their probationary period and then renewed as deemed appropriate by the College. In addition to the compliance trainings required for all employees, employees designated as Campus Security Authorities (CSA)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

Professional Development for Administrators

All full-time regular administrators shall strive to improve their skills and continue their professional development. 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 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 should give priority to

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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. In order to earn professional development credit, administrators must receive approval from their supervisor for the activity.

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 (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 and Student Services has responsibility for oversight of this policy and development of college-wide professional development programs. Specific approval for professional development plans for administrators and professional technical staff is administered through the College Provost and Senior Vice President for Academic Affairs and Student Services or his/her designee 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 the appropriate supervisor(s). The Center for Teaching Excellence and Learning is responsible for maintaining records of professional development hours awarded and administrators, faculty, and professional technical staff are able to monitor their status in the college's professional learning management system.

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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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