

# Procedure Manual



<b>Title: Staff and Program Development</b>	<b>Number:</b> A6Hx2-2.13
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Each spring, the Professional Development and Planning Committee ( PDPC ) reviews the following year's college wide goals to develop priorities for awarding Staff and Program Development (SPD) travel and program funds for the following academic year. The PDPC is a collegewide standing committee comprised of faculty, administrators, and professional technical staff. The PDPC meets monthly, during the academic year, and reviews SPD travel and program proposals and supports the strategic direction of professional development at the institution.

The PDPC publishes the SPD operating guidelines and priorities for funding for college employees to use in preparing proposals for consideration. The PDPC is empowered to adopt its own operating procedures including but not limited to proposal deadlines, maximum funding amounts, and priority funding schedules.

As long as SPD travel funds are available, priority will be given to those full-time regular employees who are presenting, chairing a panel, or organizing a conference. Faculty members and administrators will also be given priority when their travel proposal is being submitted to meet their professional development requirement as set forth in Policy 4.28 Professional Development for administrators and through Article 7.40 of the Collective Bargaining Agreement between The Board of Trustees of Broward College and United Faculty of Florida, Broward College Chapter for Faculty.

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 PDPC, and the College Provost and Senior Vice President of Academic Affairs and Student Services. SPD travel proposals that are approved must adhere to the college's travel and traveling expenses policy (6Hx2-6.21) and procedure (A6Hx2-6.21).

SPD program proposals must be submitted, reviewed and approved prior to the development of the program. The proposed program must be submitted by a full-time regular employee and align to the college's mission, core values, and strategic goals.

<b>Recommending Officer's</b> <b>Signature:</b> 	<b>Date:</b> 2/3/2020	<b>President's Signature:</b> 	<b>Date:</b> 2/3/2020
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