

Procedure Manual



Title: Professional Development	Number: A6Hx2-4.28
Policy Number: 6Hx2-4.28	Page: 1 of 3

Center for Teaching Excellence and Learning

Professional Development at Broward College is led by the Center for Teaching Excellence and Learning (CTEL). CTEL’s mission is to cultivate excellence in teaching, learning, and service by supporting the professional and personal growth of all employees. CTEL offers research-based programs that foster inclusivity to meet the learning needs of the College community resulting in the enhanced experience and academic success of our students.

The CTEL team is a collection of diverse experts with a passion for learning and a commitment to service. CTEL’s offerings are curated, designed, facilitated, evaluated, and revised to meet the needs of all stakeholders –full-time faculty, adjunct faculty, PTS employees, and administration. CTEL is committed to continually assess the offerings, the services, the effectiveness, and the responsiveness to stakeholder’s needs and to ensure continuous alignment to the College’s mission, strategic goals, and priorities.

Individualized Professional Development Plans

CTEL team members are available, as consultants, to assist employees with the creation/revision of their individualized professional development plan. The plan should support the individual’s development within the position they are currently working as well as prepare them for potential opportunities and alternate experiences within the College. The plan should be responsive to the feedback given to the employee during their annual evaluation/review and the continued feedback provided by the employee’s supervisor and peers.

Staff and Program Development Funds



In support of professional development, all full-time faculty, adjunct faculty, and full-time, regular PTS employees shall have access to the programs the College provides for professional development purposes through the Staff and Program Development funds of the College, as described in policy A6Hx2-2.13.

Professional Development Day

Each year, the College identifies a non-instructional duty day to host and facilitate an entire day of professional development. All full-time and part-time employees (administrators, faculty, and PTS employees) are encouraged to attend.

Professional Development Records

Using the College’s professional development learning management system, CTEL will record professional development hours for all administrators, full-time faculty, adjunct faculty, and Professional Technical Staff employees who complete internal professional development workshops/sessions/courses/programs. The professional development hours will be captured on the employee’s learning transcript.

Recommending Officer’s Signature 	Date: 4/27/2021	President’s Signature 	Date: 4/27/2021
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Procedure Manual



Title: Professional Development	Number: A6Hx2-4.28
Policy Number: 6Hx2-4.28	Page: 2 of 3

Full-time faculty and administrators, with required professional development cycles, will be able to monitor and track their cycle status and progress in the College's professional development learning management system.

Administrator Professional Development Cycles

Administrators in the last two years of the FRS DROP Program are exempt from the terms and conditions of the policy. All administrators who are on administrative leave from the faculty while they serve in an administrative capacity are relieved of all obligations relative to full-time faculty in *Article 7.40 Professional Development* in the *Collective Bargaining Agreement between the Board of Trustees of Broward College and the United Faculty of Florida*, for the duration of their administrative leave, and must satisfy the provisions of this policy governing the professional development for administrators.

Failure to achieve the minimum requirement during the three-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 the three years for an individual employee. Such extensions shall be for a specified period of time, not to exceed one year.

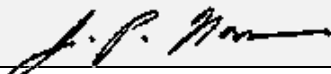

External Professional Development Opportunities

To have external activities/professional development opportunities (e.g., a graduate or undergraduate course, a conference, a webinar) recorded for professional development, the requesting administrator, adjunct faculty, or PTS employee must complete the *Professional Development Application* and submit it to their supervisor for approval. The approved application must then be forwarded to the Center for Teaching Excellence and Learning for recording in the College's professional development learning management system. **Collaboration and Consultancy**

The CTEL team members are rich in diversity of experience and expertise. CTEL also relies on internal experts to share their experience and knowledge with the College community on identified topics of need and interest. CTEL refers to these internal colleagues as Subject Matter Experts (SMEs).

To offer robust and diverse professional development opportunities, CTEL approaches workshop and program development using a three-level system of collaboration and consultancy. These levels are -

1. A functional area/department (or SME) contacts CTEL with a topic and provides context. A CTEL team member then creates, facilitates, and assesses the course/series of courses.
2. A functional area/department (or SME) contacts CTEL with a topic and provides context. The functional area/department (or SME) works with a CTEL team member to create, facilitate, and assess the course/series of courses.
3. A functional area/department (or SME) contacts CTEL with a topic, provides context, and agrees to create, facilitate, and assess the course/series of courses. CTEL serves as logistical support only.

Recommending Officer's Signature	Date:	President's Signature	Date:
	4/27/2021		4/27/2021

Procedure Manual

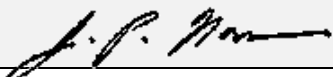



Title: Professional Development	Number: A6Hx2-4.28
Policy Number: 6Hx2-4.28	Page: 3 of 3

All three levels of workshops and program development will be supported and promoted through CTTEL. The registration, attendance, and completion will be tracked in the professional development learning management system. Completed workshops and programs will be included in the employee's learning transcript.

Full-time faculty - Applicable procedures for full-time faculty 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*.

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 (SEIU) Florida Public Services Union*.

Recommending Officer's Signature	Date:	President's Signature	Date:
	4/27/2021		4/27/2021