

Procedure Manual



Title: Professional Development	Number: A6Hx2-4.28
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Administrators - The Center for Teaching Excellence and Learning (CTEL) will record professional development credit hours in the college’s learning management system for all administrators who successfully complete internal professional development workshops/sessions/courses/programs.

Approval for Group Workshops/Activities - Any college employee or group planning to sponsor an in- house, non-credit workshop/activity for administrator professional development credit must receive approval from the immediate supervisor. The sponsor must send a description of the program/activity (expected learning outcomes, activities, assessments, presenter, date, time, location, and duration) to the Center for Teaching Excellence and Learning. CTEL will assess the program/activity and approve the number of hours to be awarded for programs that meet the professional development credit criteria. Upon approval, the Center for Teaching Excellence and Learning will contact the sponsor with all relevant information that needs to be included on flyers or announcements. In order to get professional development credit, the participating administrators must register, sign-in, and complete the workshop/program/activity assessment.

Approval for Outside Activities/College Courses - In order to have external programs/activities and college courses recorded for professional development, the requesting administrator must complete the *Administrator Professional Development Pre-Approval/Certification* form and submit it to his/her supervisor. The supervisor who reviews this form will return it to the originator to indicate whether the activity has been pre-approved. After the activity has been completed, the originator will sign the certification of completion section of the form. The immediate supervisor will then certify that credit should be awarded for that activity. The professional development form is then forwarded to the Center for Teaching Excellence and Learning for entry into the learning management system. Exceptions to the professional development requirement may be made for administrators in interim assignments.

Professional/Technical Staff - The Center for Teaching Excellence and Learning will record professional development activity hours into the college’s learning management system for all professional/technical staff whom successfully complete professional development workshops/programs/activities.

Faculty - Applicable procedures for 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*.

Recommending Officer’s Signature 	Date: 1/6/2020	President’s Signature 	Date: 1/6/2020
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