

ADMINISTRATIVE PROCEDURES

Title: FACULTY, STAFF, AND PROGRAM DEVELOPMENT	Identification: 1.09
	Page: 1 of 3
	Effective Date: 7/10/01
Authority: SBE 6A-14.029 FS 240.325; 229.053(1) HCC Rule 6HX-10-4.006	Signature/Approval: Gwendolyn W. Stephenson, Ph.D.

PURPOSE

This procedure outlines the process for coordinating Faculty, Staff, and Program Development (FSPD) funds.

PROCEDURE

On an annual basis, Hillsborough Community College will develop a plan to expend the state allocation for faculty, staff, and program development (FSPD). Faculty and staff development is the improvement of faculty and staff performance through activities that update or upgrade competence specified for present or planned positions, and includes appropriate travel. Program development is the evaluation and improvement of existing programs as well as the designing of new programs. It is not the maintenance or expansion of programs. Program development includes researching, planning, designing, and evaluating; salary payment; and purchasing equipment for program initiation. Any person awarded FSPD funding must provide an evaluation of his/her project or participation in a staff development event, and he or she is expected to share the benefits of the development experience with the College community. The College President and Cabinet will approve an annual plan for spending the allocation, and an annual report will be prepared that evaluates the plan.

1. ANNUAL PLAN

On a yearly basis, a plan will be prepared that identifies the expenditure goals for the FSPD allocation. The plan typically includes the following elements:

- A. Major college initiatives for the improvement of existing programs or development of new programs as identified by the College President and Cabinet.
- B. Group or individual projects for the improvement of existing programs, development of new programs, or development of faculty and staff. Such projects must be presented as a Faculty and Staff Development Proposal (Form 0-0-025). These projects will have either a collegewide or campus impact ("campus" includes the District Administrative Offices building in this instance).
- C. Faculty and staff participation in workshops, conferences, and other staff development events, for which the College President and Cabinet will allocate funds for the District Building and each campus location.

ADMINISTRATIVE PROCEDURES

Identification: 1.09	Page: 2 of 3	Effective Date: 7/10/01
--------------------------------	------------------------	-----------------------------------

2. ORGANIZATION AND IMPLEMENTATION OF THE PLAN

A. Major College Initiatives

Each college initiative will be associated with a college employee responsible for administration and implementation of the funds allocated to that initiative. Responsibilities include developing and implementing a plan for the initiative expenditures.

B. FSPD Requests Requiring Submission of an FSPD Proposal

The following requests require the submission of an FSPD proposal. Failure to complete the proposal, including the completion of the evaluation and the submission of supporting documentation, may exclude the initiator from further consideration for FSPD requests.

(1) Group or Individual Projects

Approved projects in each of these categories will be assigned an FSPD project account number.

- a. Collegewide Impact - The FSPD Collegewide Coordinator or designee(s) will evaluate group or individual projects with a collegewide impact for funding.
- b. Campus/District Building Impact
 - i. Campus President Discretionary Funds - The Campus Presidents will evaluate group or individual projects with a campus impact for funding.
 - ii. Campus/District Committee Funds – The Campus Committees or District Committee may also evaluate group or individual projects with a campus or district building impact for funding. However, typically, these committees oversee requests for participation in conferences or workshops.

(2) Faculty and staff participation in workshops, conferences, and other staff development events.

- a. Collegewide Impact - The FSPD Collegewide Coordinator or designee(s) will evaluate workshop and conference participation requests with a collegewide impact for funding.
- b. Campus/District Building Impact

ADMINISTRATIVE PROCEDURES

Identification: 1.09	Page: 3 of 3	Effective Date: 7/10/01
--------------------------------	------------------------	-----------------------------------

- i. Campus President Discretionary Funds - The Campus Presidents may approve funding for faculty and staff participation in workshops or conferences.
- ii. Campus/District Committee Funds - The primary function of the Campus Committees and DAO Committee is to evaluate requests from faculty and staff from their respective units for participation in workshops or conferences.

2. ANNUAL EVALUATION

The college employee responsible for administering and implementing each FSPD allocation as described above must maintain records of the numbers of participants using FSPD funds, the number of activities funded by FSPD monies, descriptions of programs improved and initiated, and evaluations of the programs and activities funded by FSPD monies.

The College President and Cabinet will approve the annual FSPD report, which will provide the overall FSPD evaluation. The report will include the following:

- A. The total number of participants and activities in faculty and staff development;
- B. A description of programs improved and initiated;
- C. An evaluation of the effectiveness of faculty, staff, and program development expenditures relative to college policies.