

## College Operating Procedures (COP)



<b>Procedure Title:</b>	Staff and Professional Development (SPD) Travel Fund
<b>Procedure Number:</b>	03-1112
<b>Originating Department:</b>	Provost/Vice President of Academic Affairs
<b><u>Specific Authority:</u></b>	
Board Policy	n/a
Florida Statute	n/a
Florida Administrative Code	n/a
<b>Procedure Actions:</b>	Adopted: 06/01/10; 02/15/11
<b>Purpose Statement:</b>	Travel funds are awarded to encourage faculty members to pursue opportunities to continue professional development.

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### **Guidelines:**

Faculty and staff may be awarded Staff and Professional Development funds (SPD) for travel to professional meetings and conferences that align with the College's or department's mission, priorities and goals.

### **Procedures:**

#### Documentation for travel

The appropriate documentation should accompany the application that is forwarded for approval. It must be submitted with the "Request for SPD Travel Funding Form" and the "Travel Worksheet." It is recognized that there may be additional types of expenditures appropriate for the use of Staff and Professional Development funds. Faculty and staff members are encouraged to seek prior approval before purchasing airline tickets or agreeing to participate in activities, to ensure SPD can be used.

#### Items that cannot be used for Professional Development

Florida SouthWestern State College (College) will not approve the use of Staff and Professional Development Funds for food and entertainment, gifts, personal items for the office, reimbursement for student expenses, and items that neither enhance the classroom experience nor provide professional experience for the instructor. Ineligible expenses also include services for work that cannot be separated from personal use, such as cell phones and/or cell phone plans and internet services at home.

## ELIGIBILITY CRITERIA

***Who may apply for an award?*** The College faculty or staff members who are in good standing, and who are not currently serving on the selection committee may apply for an award from the Staff and Professional Development fund.

***What may an award be used for?*** Successful applicants may use an award to cover participation in conferences, workshops and seminars; in-service training, consulting in one's area of expertise, presentation of art or music, serving on juries or as a judge for professional organizations, travel expenses, and/or any other direct costs associated with the approved training or professional development activity.

***What is expected of an award recipient?*** Award recipients are expected to write a summary briefing about the training or provide a summary briefing at a session in the Teaching and Learning Center.

***Is there a specific timeframe or deadline for applying?*** In order to ensure adequate time for review and decision-making, applications must be submitted for consideration no later than the last Friday in September or the last Friday in January. A response from the selection committee will be delivered directly after these meetings.

***How often may an individual apply?*** Individuals may apply as often as they wish. However, an individual can receive no more than a total of \$5,000.00 per year.

***What is the maximum award amount?*** The maximum amount that will be awarded to an individual is \$5,000.00.

To be considered, applicants must submit the following:

A completed ***SPD Travel Funding Request Form***, including a description of the proposed activity with sufficient detail to enable the Selection Committee to determine that it is provided by a reliable source and that it is consistent with the vision, purpose, goals, and objectives of the College. It must be accompanied by "***SPD Travel Funding Request Worksheet***." Both are available on the Document Manager under Vice President, Academic Affairs.

***Applications must be submitted to:***  
Vice President, Academic Affairs,  
Campus President or Center Provost, or  
Senior Vice President, Operations.