

College Operating Procedures (COP)



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| Procedure Title: | Faculty Professional Development (FPD) Travel Fund |
| Procedure Number: | 03-1112 |
| Originating Department: | Provost |
| <u>Specific Authority:</u> | |
| Board Policy | n/a |
| Florida Statute | n/a |
| Florida Administrative Code | n/a |
| Procedure Actions: | Adopted: 06/01/10; 02/15/11; 07/01/15; 05/10/18 |
| Purpose Statement: | Travel funds are awarded to encourage faculty members to pursue opportunities to continue professional development. |

Guidelines:

Full-time faculty within the academic unit may be awarded Professional Development funds (FPD) for travel that aligns with the College'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 "FPD Travel Funding Request Form" and the "FPD Travel Funding Request Worksheet." If your request is approved, please note:

Before Travel: All travel arrangements are made by the traveler. Please contact your department staff assistant to prepare a Travel Authorization form.

After Travel: Submit original receipts and official program/brochure to your staff assistant to prepare a Travel Reimbursement form.

Items that cannot be used for Professional Development

Florida SouthWestern State College (FSW) will not approve the use of Faculty 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.

**Meals will be reimbursed according to the travel procedures established in COP 04-0102.*

Eligibility criteria

Who may apply for an award?

Full-time FSW faculty who work for the academic unit may apply for an award from the Faculty 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. It is recognized that there may be additional types of expenditures appropriate for the use of Faculty Professional Development funds.

What is expected of an award recipient?

Award recipients are expected to make a contribution to the intellectual climate of the school by using their professional development opportunity to fuel the development of new curriculum or course materials, provide a workshop/community of practice in the Teaching and Learning Center, or inform participation in a community outreach event.

Is there a specific timeframe or deadline for applying?

Applications will be reviewed at three points during the year. In order to ensure adequate time for review and decision-making, applications for travel during the fall semester must be submitted for consideration no later than the second Friday in September. The deadline for applications for spring travel is the second Friday in November, and the deadline for applications for summer travel is the second Friday in March. Receipts for summer travel must be submitted by June 30th. Award determinations will be made by the Professional Development Committee at its meeting in September (distribution of awards for fall travel), November (distribution of awards for spring travel), and March (distribution of awards for summer travel), and notification of award will be sent promptly thereafter by the Faculty Professional Development Committee Chair.

How often may an individual apply?

Individuals may apply as often as they wish, and by the published deadlines. However, an individual can receive no more than a total of \$3,000 per year.

What is the maximum award amount?

The maximum amount that will be awarded to an individual for all travel within the budget year (July 1 – June 30) is \$3,000.

To be considered, applicants must submit the following:

The FPD Travel Funding Request form with supporting documentation, and the FPD Travel Funding Request Worksheet. Both of these are available on the Document Manager under Vice President, Academic Affairs, FPD Travel Request Information, Faculty Professional Development Fund Application Guidelines and Forms. Applications must be approved by the faculty member's department chair and Dean, and then must be submitted to the Director, Professional Development and Training. All completed applications will be shared with the

Faculty Professional Development committee for review. Faculty members are encouraged to seek prior approval before purchasing airline tickets or agreeing to participate in activities, to ensure FPD can be used.

Applications must be submitted to:

Director, Professional Development and Training

Application Review Process:

The annual budget for FPD will be divided into three separate funds according to the following percentages: 40% of the budget will be used to fund travel during the fall semester, 40% of the budget will be used to fund travel during the spring semester, and 20% of the budget will be used to fund summer travel. Any unused money from one semester will automatically roll over to the next semester. When selecting applications to be funded, the Professional Development Committee will rank applications based on the rubric included in the Travel Funding Request form.