

## College Operating Procedures (COP)



<b>Procedure Title:</b>	Faculty Professional Development (FPD) Travel Fund
<b>Procedure Number:</b>	03-1112
<b>Originating Department:</b>	Provost
<b><u>Specific Authority:</u></b>	
Board Policy:	6Hx6:3.05
Florida Statute:	1001.64 (18)
Florida Administrative Code:	6A-14.029; 6A-14.0411(3)
<b>Procedure Actions:</b>	Adopted: 06/01/2010; 02/15/2011; 07/01/2015; 05/10/2018; 02/17/2020
<b>Purpose Statement:</b>	Travel funds are awarded to encourage faculty members to pursue opportunities to continue professional development.

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### 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 must accompany the "FPD Travel Funding Request Form". 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 within 7 working days upon return from travel. All travel will be reimbursed in accordance with travel procedures established in [COP 04-0102](#).

#### 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 quarterly and late applications will not be considered.

#### Applications are due by the following deadlines:

First Quarter (July 1 - September 30): last Friday in March\*

Second Quarter (October 1 - December 31): last Friday in August

Third Quarter (January 1 - March 31): last Friday in November

Fourth Quarter (April 1 - June 30): last Friday in February

Faculty members should wait to receive approval from the Chair, Professional Development Committee agreeing to participate in activities to ensure FPD funds can be used. Travel arrangements may be made once the authorization form has been approved.

\*Note: Applications for travel between July 1 and September 30 may be submitted at any time before the third Friday in June. Those applications submitted by the March deadline will be reviewed in early April and will be given priority over later applications. Those applications submitted after the March deadline will be reviewed by the end of June.

### **How often may an individual apply?**

Individuals may apply as often as they wish.

### **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 \$2,000. Recipients of FPD travel funds may not request payment for expenses that exceed the amount awarded. Any expenses incurred in excess of the awarded amount must be paid by the individual or another college funding source.

**Application Procedure:**

Applicants must download and fill in the FPD Travel Funding Request Form, which is available on the Document Manager under Vice President, Academic Affairs. Once filled in, the form should be saved, then emailed to the applicant's Department Chair and Dean for e-signatures. The form must be accompanied by any supporting documentation that is specified in the rubric. The signed form, along with the supporting documentation, must then be submitted electronically to the Teaching and Learning Center, [tlc@fsw.edu](mailto:tlc@fsw.edu). Only applications submitted by electronic mail will be considered.

**Application Review Process:**

The annual budget for FPD will be divided into four: 25% of the budget will be allocated to each quarter. All funding is subject to college budget approval and availability. Any unused money from one quarter will automatically roll over to the next. When selecting applications to be funded, the Professional Development Committee will rank applications based on the rubric included in the Travel Funding Request form. Any monies left after requests are fulfilled at the end of the budget year will be used to fund travel for a group of new faculty to attend a national conference on teaching and learning.