

MANUAL OF PROCEDURE

PROCEDURE NUMBER: 2220

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PROCEDURE TITLE: Determining Professional Development Credit for Internal Training Programs

STATUTORY REFERENCE: FLORIDA STATUTE 1001.64

BASED ON POLICY: II-76 All Personnel: Professional Development

EFFECTIVE DATE: November 6, 1980

LAST REVISION DATE: September 13, 2005

LAST REVIEW DATE: September 13, 2005

I. PURPOSE

To establish a system for determining professional development credit for certain college-sponsored training programs and professional growth activities in order to encourage faculty involvement and participation in activities, which will ultimately enhance the instructional process. Professional development credit may be awarded for college sponsored workshops or seminars that meet the following criteria:

- A. The activity is related to College/campus goals, objectives, and/or priorities.
- B. The activity will contribute to the professional growth and successful functioning of the individual participant by providing new skills or new knowledge that have been deemed essential or necessary for achieving College goals and objectives or for responding to College needs.

Professional development credit may not be awarded for routine activities that can be considered part of a person's normal work assignments, for attendance at professional conferences or conventions, or for participation in activities for which other academic credit is earned.


II. PROCEDURE

- A. A written proposal must be developed which contains the following information concerning the professional growth activity:
 - 1. Rationale statement for offering professional development credit for the particular activity, including a reference to the specific College/campus goals, objectives, or priorities being served.

2. A detailed description of the activity, objectives or expected learning outcomes for the participants
 3. List the number of hours of training involved (face-to-face as well as development work outside of the workshop)
 4. A plan for evaluating the work of the participant(s) to determine whether objectives have been achieved and credit should be awarded. This should include some form of documentation of how the participant will demonstrate or apply the new skill or knowledge.
 5. The minimum credentials or qualifications of the individual(s) conducting the training.
- B. Written proposals requesting professional development credit for a workshop activity should have the review of the College-wide Director of CTD to assure all essential components are included before being submitted to the Academic Deans' Council for final approval.
- C. College Training and Development (CTD) is expected to verify that all proposals are complete and consistent with the guidelines established by this Procedure. All workshops that have been approved for professional development credit will be identified on the CTD Web Page. For professional development credit to be awarded for new workshops, approval must be requested in advance of the activity.

Professional development credit shall be awarded according to the Following guidelines:

1. Professional Development Credit for Faculty is awarded based on conditions outlined in Article 3, Section A of the Agreement between UFMDC and MDC.
2. The person responsible for the activity must directly certify successful completion by each participant.
3. When professional development credit is awarded for a CTD workshop, the certificate certifying successful completion is sent to the faculty member who is responsible for sending a copy to Human Resources and to his/her department chairperson.

	
9/13/05	
PRESIDENT	DATE