

Polk State College Procedure

Subject	Reference	Date	Number
Staff and Program Development		5/25/10	7012

PURPOSE

The Purpose of this procedure is to provide guidelines for an effective Staff and Program Development process.

PROCEDURE

As part of the budgeting process, Polk State College shall allocate 2% of the budgeted revenue to support Staff and Program Development activities.

In years of budgetary shortfall, the percentage allocated may be less than 2% of the fiscal year budget as determined by the President. Staff and Program Development Activities are defined as:

- A. Staff development is the improvement of staff performance through activities which update and upgrade competence specified for present or planned positions. Staff includes all regular full-time and regular part-time employees.
- B. Program development is the evaluation and improvement of existing programs, including the design of evaluation instruments to establish bases for improvements, as well as the designing of new programs. SPD funds are intended for program initiation or improvement rather than maintenance or expansion. Projects are renewable up to three (3) years.

An SPD committee will be established as set forth in College Procedure 6002.

The funds for Staff and Program Development shall be allocated according to a budget developed and updated annually by the SPD committee.

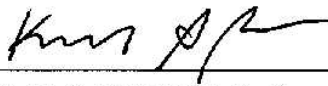
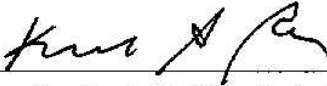
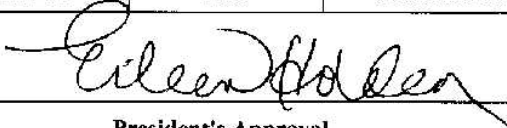
The President's Staff Representative to the SPD Committee shall submit a report to President's Staff on funds expended for Staff and Program Development each September. The report shall include information relating to:

1. The number of participants and activities benefitting from staff development funding.
2. A description of programs improved and initiated.
3. An evaluation of the effectiveness of staff and program development expenditures relative to College policies.

Documentation will be maintained for accountability purposes such as annual audits and accreditation requirements

History: Adopted: May 3, 2005
Revised: May 25, 2010

Distribution: All Holders of PSC Procedure Manual
All Faculty

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Executive Responsible for Procedure	Date	President's Staff Member's Approval	Date
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President's Approval			Date

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