

# SUNY Broome Community College

## Professional Development

### Workshop/Conference

## PDAP Guidelines & Application

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Teaching Resource Center  
[www.sunybroome.edu/prodev](http://www.sunybroome.edu/prodev)  
tch\_ctr@sunybroome.edu  
778 – 5611

The College's Professional Development Program contains three funding mechanisms. These are the College's budgeted travel funds, BCC Foundation Teaching Grant Program and the Professional Development Assistance Program (PDAP) also funded by the BCC Foundation and Faculty & Student Association. Employees may also be eligible for SUNY Broome and SUNY tuition waivers and for a waiver of Continuing Education fees.

The Professional Development Assistance Program (PDAP) is designed to offer partial or full funding for workshop/conference expenses, coursework, and other such professional growth endeavors. Guidelines for this program and an application are attached. Before funding can be awarded applicants must have either a copy of an approved Professional Development Plan (PDP) or Individual Professional Growth Plan (IPGP) on file with the secretary to the Chief Academic Officer (CAO) in W107.

### **Workshop/Conference PDAP Guidelines**

**Full-time regular employees** are eligible for a maximum of \$450 per academic year for travel. **Note:** The first request is limited to \$300 unless presenting at a conference which you can then request the full \$450.

	Eligible for
Conferences/Workshops	
First Request	\$300
First Request, If Presenting	\$450
Maximum Annual Award	\$450

**Full-time adjunct and full-time temporary employees** are eligible for funding based on the following:

Completion of Years	Eligible for
Less than 3 years continuous service	\$150
3 or more years of continuous service	\$300

**Part-time employees** are eligible for funding based on the following:

Completion of Years	Eligible for
Less than 5	\$100
5 or more but less than 10	\$150
10 or more	\$250

### **Summary Report**

Recipients are required to provide the Professional Development Steering Committee with a report on the benefits gained for themselves and for the College from the activity funded with Professional Development funds. These reports will serve to enhance the professional development activity and assist the Foundation in raising funds for professional development.

## **Considerations for the PDAP Selection Committee**

Awards are subject to the availability of funds and the number of applications for workshops/conferences and tuition/coursework received. The Professional Development Steering Committee utilizes the process and considerations described below in making decisions concerning the allocation of funds. When making decisions concerning the allocation of funds, the PDAP selection committee takes numerous factors into consideration, including, but not limited to, the following:

- Tuition for graduate level courses
- Individuals presenting at a conference
- Professional development directly in support of a current promotion or appointment effort
- Individuals not previously awarded PDAP funds this (or previous) academic year
- Departments in which no other individual has received PDAP funding for this request cycle
- Professional development directly in support of institutional or program accreditation

- Completed applications received by the secretary to the CAO by the *announced deadline* will receive full consideration

In general, funding is for workshop conference expenses, coursework, and other such professional growth endeavors. Therefore, efforts such as exam fees, stipends for self-study, certification or license fees, and professional memberships are not supported with PDAP funding.

The PDAP selection committee may choose to use the following strategies when allocating limited funds:

- Cap funding of conferences to no more than a percentage of total activity expense
- Reduce the maximum awarded to each individual
- Award each funded individual a set percentage of the total requested
- Fund selected initiatives based on the above and other considerations. This implies that not all initiatives may be funded.

**Send completed applications to the secretary to the CAO,**  
**Wales 107**

# SUNY Broome Community College

## PDAP Application for Conference/Workshop Reimbursement

Name: _____	Application Date: _____
Department: _____	

**Note:** Signature implies that the proposed activity is appropriate for the applicant's PDP or IPGP.

**Immediate Supervisor's Signature/Date:** \_\_\_\_\_

**Dean/Director's Signature/Date:** \_\_\_\_\_

<b>Employment Status:</b>	<b>Activity:</b> _____
<input type="checkbox"/> Full-time Regular	
<input type="checkbox"/> Full-time Adjunct	
<input type="checkbox"/> Part-time	
<b>Years of Service:</b> _____	<b>Date(s) of Activity:</b> _____

<b>This activity will meet requirements for:</b>
<input type="checkbox"/> Tenure
<input type="checkbox"/> Promotion
<input type="checkbox"/> Neither

We are attempting to broaden the number of campus members who can benefit from the generous support of the BCC Foundation and the F-SA. Therefore, we ask everyone who attends a conference or workshop to share the information gained by writing a report and by selecting at least one of the following additional options

**Summary Report and**

Offer a workshop through the TRC

Facilitate an informal discussion, such as a Brown Bag Discussion, through the TRC

Share the information within my Department

Presentation/Poster Session on Renewal Day

<b>In what capacity will you be participating at this conference/workshop?</b>
<input type="checkbox"/> Presenting (solo)
<input type="checkbox"/> Presenting (group) or (Poster Session)
<input type="checkbox"/> Roundtable Participant
<input type="checkbox"/> Attending

**Projected Cost Analysis:**

<b>Projected cost of activity:</b> (Taken from Section 1 of Travel Form)	\$ _____ (Line 1)
<b>Projected Costs covered by other sources</b> (e.g., conference scholarship, etc)	\$ _____ (Line 2)
<b>Current unfunded amount:</b> (Line 1 – Line 2 = Line 3)	\$ _____ (Line 3)
<b>Requested amount from PDAP:</b> (Based on PDAP eligibility, see above)	\$ _____
<b>Amount awarded by PDSC:</b> (Filled in by PDSC)	\$ _____

**How will this activity support your Professional Development Plan (PDP) or Individual Growth Plan (IPGP)? (Fill in the space below or attach a separate document.)**

**Note the following funding stipulations:**

**In order to be considered for conference /workshop reimbursement, you must attach:**

- a. A **COPY** of a BCC Travel Form with Section 1 completed.
- b. Literature describing the activity including the dates, locations, cost, etc., and
- c. A copy of your PDP or IPGP must be on file in the ExecVP/CAO's Office.

**If approved, in order to receive funding, you must:**

- a. Attend the activity,
- b. Submit a summary report to the Professional Development Coordinator of the TRC that summarizes the activity, describes what you learned, and projects how you will use this information in the future. (Reports may be published in the Focus.)