SUNY Broome Community College
Professional Development
Tuition/Coursework
PDAP Guidelines & Application

Teaching Resource Center
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.

Tuition/Coursework Reimbursement PDAP Guidelines

Full-time regular employees are eligible for a maximum of $600 per academic year for tuition reimbursement.

	Eligible for
Tuition/Coursework	$600

SUNY Tuition Waiver

It is recommended that full-time regular faculty and administrators seeking tuition assistance also apply for a SUNY Tuition Waiver. (Application forms are available in the Office of the Executive Vice-President, Chief Academic Officer, located in W-107.)

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 Tuition/Coursework 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: _____

Employment Status:　　　　　　　　　　　**Activity:** _____
- ☐ Full-time Regular
- ☐ Full-time Adjunct
- ☐ Part-time

Years of Service: _____　　　　　　　　**Date(s) of Activity:** _____

This activity will meet requirements for:
- ☐ Tenure
- ☐ Promotion
- ☐ Both
- ☐ Neither

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

Projected Cost Analysis:

       Projected cost of activity: **$** _____ (Line 1)

       Projected Costs covered by other sources   **$**_____ (Line 2)
        (e.g., scholarship, etc)

       Current unfunded amount: **$**_____ (Line 3)
        (Line 1 – Line 2 = Line 3)

       Requested amount from PDAP: **$**_____
        (Based on PDAP eligibility, see above)

       Amount awarded by PDSC: **$**_____

        (Filled in by PDSC)

Note the following funding stipulations:

In order to be considered for tuition/coursework reimbursement, you must attach:

        A Name of the College where the course is being offered.
        b.A copy of the catalog course description, and
        c. A copy of your PDP must be on file in the ExecVP/CAO's Office.

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

        a. Complete the course,
        b. Submit notice of payment
        c. Submit evidence of a passing grade.