



## SPD MANUAL

Florida Gateway College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the baccalaureate and associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Florida Gateway College. The Commission is to be contacted only if there is evidence that appears to support an institution's significant non-compliance with requirement or standard.

The mission of Florida Gateway College is to provide superior instruction, nurture individual development, and enrich the community through quality higher education programs and lifelong learning opportunities.

Florida Gateway College will adhere to all applicable federal, state and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. Students may obtain further assistance and information by calling Janice Irwin, coordinator of disability services, at (386) 754-4215. The Disability Services Office is located in Building 017, Room 021, 149 SE College Place, Lake City, FL 32025.

Florida Gateway College does not discriminate in education or employment related decisions on the basis of race, color, religion, national origin, gender, age, disability, marital status, genetic information, or any other legally protected status in accordance with the law. The Equity Officer is Sharon Best, executive director of human resources, located in Building 001, Room 116, 149 SE College Place, Lake City, FL 32025, and may be reached at (386)754-4313.

Revised 1/8/13

## INTRODUCTION

### STAFF AND PROGRAM DEVELOPMENT IN FLORIDA COMMUNITY COLLEGES

In 1968 the Florida State Legislature provided the initial legislation for funding Staff and Program Development (SPD) activities in Florida Community Colleges. Additional direction for administering the SPD program was provided by State Board of Education rules and administrative directives from the Division of Community Colleges. Funding is now at the rate of two percent of the Community College Program Fund.

The primary purpose of Staff and Program Development is to help the institution in its growth and change. One aspect of this is the improvement of staff performance through activities which update or upgrade competence specified for present or planned positions. Staff includes all college employees. The other portion of the SPD program is program development.

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. It is program initiation or improvement rather than maintenance or expansion. Development may be in any of the community college functions: instruction, organized research, public service, academic support, student support, institutional support, physical plant operations and maintenance, and student financial assistance. Program development includes researching, planning, designing, and evaluating; salary payment; and purchasing of equipment for program initiation.<sup>1</sup> Various restrictions are also placed on the use of these funds.

<sup>1</sup>State Board of Education Rule 6A-14.029

## **RESTRICTIONS FOR USE OF SPD FUNDS:**

SPD funds are not to be used for normal operating expenses of the college. The funds are not to be used to help finance the staff salaries and benefits package. The direct benefit of SPD funded activities is to be to the college rather than the staff members personally and is to be documented in each instance.

1. Salaries: Funding new positions in whole or in part with SPD funds is limited to positions solely for designing and initiating new programs. The payment of salaries for such positions from SPD funds is limited to a maximum of three (3) years. Funding existing positions in whole or in part with SPD money is limited to designing, initiating, and studying which contributes directly and primarily to program development. SPD money may be used to support salaries and materials to operate an office of a staff and program developer.
2. Equipment: Purchasing equipment with SPD funds is limited to instructional equipment for program initiation. Equipment purchased with SPD funds must not exceed fifteen percent (15%) of the SPD allocation of the college for the year of purchase.
3. Self-Study: SPD funds may not be used to pay the costs of meeting Southern Association or other accrediting agency self- study requirements.
4. Travel: Travel outside the United States for staff development must be approved by the President or his/her designee and the board Of Trustees. This use requires the documentation of the direct contribution and benefit of the travel to areas emphasized by SPD.

**DEFINITIONS:**

**Goal:** A goal is the end toward which effort is directed. SPD goals are those goals within the overall goals of the college, which are expressions of the mission or purpose toward which SPD efforts are directed.

**Objective:** An objective is the specification of what is to be achieved within a given time to reach the goal. An important characteristic of an objective is its statement in terms that are measurable, such that its accomplishment is observable and verifiable.

**Activity:** Activity is the action taken by the College toward achieving an SPD objective.

**THE GOALS OF THE SPD PROGRAM AT FGC ARE AS FOLLOWS:**

1. Improve services to students, both enrolled and potential, to aid them in preparing for their career objectives.
2. Encourage and fund activities, which support goals and objectives, which are consistent with the College's philosophy, mission, and long-range goals.
3. Improve the quality and quantity of continuing education and community service activities offered in each of the five counties served based on ongoing needs assessment.
4. Improve the quality and quantity of staff development activities for instructional and non-instructional personnel.
5. Evaluate and improve existing programs and design new courses and programs to better meet the needs of our constituency.
6. Encourage a concerted effort by all people in the areas of recruitment of new students and retention of students.

## **Part I: PROJECT PROPOSALS**

Any person requesting SPD funds will be required to provide a detailed project proposal and list methods of evaluation to be used. The evaluation techniques should have the ability to be measured in some capacity, such as record keeping, statistical study, or questionnaire results. The director of a project will be required to submit a written report on the project in January (**Form G**) and July (**Form H**) of each year. These reports will be reviewed by the appropriate SPD budget custodian, who may ask for an oral report on the project. A project director will be given two weeks notice before having to present an oral report.

Any project proposal (**Form A**) with appropriate signatures must be submitted to the appropriate SPD budget custodian.

It will be necessary for the person submitting the proposal to be available to discuss it with the budget custodian. When an individual is not available to discuss his/her proposal, then the proposal may be denied.

After a proposal is approved/disapproved, the budget custodian will inform the project proposal originator of the final decision.

Any purchase requisitions or payroll reports must be approved by the appropriate budget custodian (or the designee) before they will be processed by the business office. Every effort will be made to assure these documents are processed as quickly as possible.

Any projects involving salary, employment of an individual, or purchase of materials must follow the procedures/policies of the personnel office, the purchasing office, and the business office. When a proposal has gone through all the appropriate steps, the proposal will have a budget/account number assigned. This number should be used on all purchase requisitions and other forms relating to the project.

**The following criteria will be used for evaluation of project proposals:**

1. Need and Purpose of Project: What institutional needs will be served? Provide specific back-up data. Is there a relationship to overall College plans?
2. Objectives: How will stated objectives meet needs? Are objectives sharply focused?
3. Procedures: Provide a clear and detailed description of the process to meet objectives/courses, release time, equipment needed.
4. Evaluation: Specify follow-up procedures to measure impact, including specific examples or means.
5. Staff/Consultants: State the qualifications for planning and implementing a successful program.
6. Target Group: Is there evidence of effective communication with students, faculty, and administration?
7. Innovation: Does the proposed program offer high promise for improvement over past practices? If so, how?
8. Budget: Are all of the funds requested really needed to successfully implement the program?
9. Summary Evaluation: Using the above items, an overall rating will be given to the proposed project.

## **PART II: TUITION REIMBURSEMENT**

### Graduate and undergraduate tuition reimbursement

Tuition reimbursement will be provided to eligible employees for graduate and undergraduate courses. Employees participating in this program will be required to attend those institutions which have earned full accreditation through a regional accreditation agency. Only permanent full-time employees and permanent part-time-employees will be eligible for participation in this program. Participation by permanent part-time employees will be limited to course work or training requested by the supervising administrator to facilitate the permanent part-time employee's performance of required job duties. Employees must be employed by FGC for at least one year before participating in this program. To ensure availability of funds, the completed Graduate/Undergraduate Course Application (**Forms B, C, and D** for each course) must be submitted to the Vice President for Student Services at least two (2) weeks prior to the deadline for payment of fees.

To qualify for funding, employees will demonstrate how a course relates to their area of employment. Tuition reimbursement is dependent on availability of funding and relevance to job expectations. Please be sure to acquire all appropriate signatures of approval for tuition reimbursement. No reimbursement will be made for courses taken without prior approval. Courses or degrees not directly related to the employee's area will not be acceptable without written approval by the President or his designee. Eligible employees will be reimbursed in an amount not to exceed \$2500.00 per fiscal year in tuition only. Fees for insurance, general books, parking, lab, and all fees other than tuition, are not eligible for reimbursement.

Travel to and from course locations will not be covered and therefore not be reimbursed.

Reimbursement of dissertation hours shall be limited to the lower limit of dissertation hours recommended or required by the university program (request must be accompanied by a photocopy of the university requirements) and shall not extend beyond a period of five (5) years.



The five-year period for reimbursement shall begin on the date of first application for approval of the dissertation hours. The employee requesting reimbursement must submit to the Vice President for Student Services the following: a copy of the validated receipt for tuition payment and a copy of the college/university grade report or transcript indicating a grade of "C" or better on undergraduate courses or grade of "B" or better on graduate courses. The vice president will then authorize reimbursement of tuition up to a FY maximum of \$2500.

The reimbursement will occur as a part of the employee's regular payroll check.

#### Tuition reimbursement for classes at Florida Gateway College and St. Leo University

A limited number of Saint Leo University tuition vouchers are available for Florida Gateway College full and permanent part-time employees. If you are interested in receiving this voucher, please see the Executive Director of Human Resources for more information. Availability is limited to available funding, and is subject to change.

All employees at Florida Gateway College and their dependents are eligible for fee scholarships for classes taken at FGC according to the guidelines established in policy 6Hx12:6-04. The FGC fee scholarship form must have all appropriate approvals completed prior to the start of the class/classes that are being requested for waiver. Please consult policy 6Hx12:6-04 for more information on this benefit.

### **PART III: REIMBURSEMENT FOR TRAVEL TO WORKSHOPS, MEETINGS, CONFERENCES, AND RELATED ACTIVITIES**

An individual<sup>2</sup> requesting reimbursement to attend a meeting, conference, workshop, or related activity will submit an original proposal with appropriate signatures (**Form E**) to the appropriate SPD budget custodian. Any brochures or information about the conference or workshop must be attached to each proposal. Before submitting a proposal, the individual should determine the most

economical method of travel (college vehicle, airplane, or other). You must be able to provide documentation on the various alternatives.

Travel expenses and transportation will follow the standard procedures/policies of FGC. All purchase requisitions, travel vouchers for reimbursement of expenses, and related forms must be signed by the appropriate budget custodian before the business office will process them. Please keep in mind that travel funds are limited. If a meeting/conference is one that is a yearly activity of your department, then the funds should be in the department budget. The meeting/conference must be one that will benefit FGC, and the individual submitting the proposal must be able to give evidence of such benefits. This is not attempting to discourage travel, but rather to encourage activities that will help the institution to advance and improve. The cooperation of all individuals is imperative in these matters.

Revised 2/12/80, 8/12/80, 12/8/81, 10/14/98, 8/28/02, 1/27/11, 8/31/11, 12/11/12

<sup>2</sup>Only permanent full-time employees are normally eligible to receive these funds. Exceptions may be made for permanent part-time employees, but these exceptions are subject to approval/disapproval by the President.

## **Part IV: SABBATICAL LEAVE**

An important benefit for full-time employees at Florida Gateway College is the Sabbatical Leave Program. The program is designed to encourage professional improvement (e.g., completion of education or degrees, post degree study, foreign teaching, travel, creative endeavors, and investigation of special projects, etc.). Requests for Sabbatical Leave must be submitted to the Vice President for Student Services on or before March 1 for leave which will be taken in the next fiscal year. The original request with the appropriate signatures (**Form I**) must be submitted.

The vice president will review the requests following the submission deadline and recommend approval or disapproval within 30 days. Factors involved in making the recommendation will include, but not be limited to, the following: (1) Staff and Program Development budget, (2) previous sabbatical leave, (3) length of service to FGC, (4) probable benefit to College and students, (5) purpose of leave, and (6) possible effect upon College and students. The vice president will then present the recommendation to the President for final action. The vice president will receive from the President, as expeditiously as possible, notification of his/her action on the recommendation, and will send a copy to the applicant.

### **Sabbatical Leave Eligibility**

An employee must complete a minimum of seven years of continuous full-time employment paid out of Current Funds Unrestricted (Fund 1) and be in good standing to be eligible for sabbatical leave. The term of eligibility shall be calculated by employment years from the first date of continuous full-time employment. If there is a break in full-time continuous employment (except for leave of absence, military leave, etc.), the eligible employee must count only his or her years of service since the break in employment towards the accumulation of sabbatical credit. In the event that the break in full-time employment came as the result of a reduction in force for an employee

otherwise in good standing, who is later restored, the President shall allow, at his discretion, the years prior to the break in service to be counted for sabbatical credit.

### **Leave Benefits**

The sabbatical leave shall have a duration not to exceed the two regular semesters (Fall and Spring) of the same academic year for faculty on 164 day term contracts; two regular semesters (Fall and Spring), or one regular semester and one summer A or B semester of the same academic year for faculty whose contract term is 194 days or more; and one employment year for other employees. Faculty salary for the sabbatical period shall be full pay for one semester or half pay for two regular semesters or one regular semester and one summer semester. Salary for other employees shall be full pay for six months or half pay for one year. Salary shall be prorated upon employee's base salary without supplements.

During the sabbatical leave period a person will continue to receive full insurance coverage, retirement benefits and social security benefits.

### **Priority**

Applicants who have never received sabbatical leave will be given priority, all other things being equal, over those who have previously received sabbatical leave.

The Administrative Council will, when the number of applicants exceeds the money budgeted or the percentage allowed, list applicants in recommended order based upon the above-mentioned criteria.

### **Limitations and Requirements**

1. Within the limits of budgeted funds, as many as one percent of College employees may be authorized to take sabbatical leave. The number obtained by applying the specified percentage shall be rounded off to the nearest whole number.
2. Any employee who receives any type of an additional salary supplement or fringe benefit will not receive any of this supplement or benefit if he or she is granted sabbatical leave.
3. The individual who is granted sabbatical leave may choose (subject to the other limitations outlined in the policy) to receive his or her salary according to one of the three plans below.

PLAN #1: Faculty on 164 day term contracts may take two regular semesters; faculty whose contract term is 194 days or longer, may take two regular semesters or one regular semester and one summer A or B semester within the same academic year; and other staff may take one year of earned sabbatical leave within the same fiscal year and receive fifty percent of his or her basic salary for the sabbatical period.

PLAN #2: Faculty on 164 day term contracts may take one regular semester; faculty whose contract term is 194 days or longer, may take one regular semester, or one summer A or B semester within the same academic year; and other staff may take six months of earned sabbatical leave and receive one hundred percent of his or her basic salary for the sabbatical period.

PLAN #3: Faculty on 164 day term contract may take up to a maximum of two regular semesters, faculty whose contract term is 194 days or longer, may take the full contract term, and other staff may take a maximum of one year within the same fiscal year as an unpaid sabbatical leave.

4. In no case shall the salary paid for the number of days worked plus the salary received for sabbatical leave exceed the salary paid for the individual's regular employment period.
5. The staff member who accepts sabbatical leave shall agree to serve the College at the conclusion of the leave period. Members of the faculty on 164-day term contract must serve for at least an additional 164-day term contract period per semester of sabbatical. Faculty whose contract term is 194 days or longer must serve for at least an additional two semesters for each semester of sabbatical. Other employees must serve for one year per each six months period of sabbatical leave. Sabbatical leave recipients will sign a non-interest-bearing note for the amount of the salary paid them while on sabbatical leave. The note may be repaid by one of the following methods:
  - A. By serving the required period following return from sabbatical leave.
  - B. By repayment of the amount of the note.
  - C. By serving part of the required period and repaying in cash the fractional amount of the note not met by service rendered.
6. The position on the salary schedule to which the applicant will return at the end of the sabbatical leave period shall be that position that he/she would have occupied if the sabbatical had not been taken. Time on the sabbatical leave period shall count as experience at the College and as continuous employment service.
7. The person who receives sabbatical leave must submit a one-page report of his or her activities monthly to the President during the sabbatical period. In cases in which the sabbatical leave was taken to attend school or college, official transcripts showing that he/she was a student also must be filed with the Human Resources office prior to the October 1<sup>st</sup> after return from sabbatical leave.

8. The maximum period of paid sabbatical leave to be taken by faculty on 164 day term contract is two regular semesters; for faculty whose contract term is 194 days or longer, two regular semesters or one regular semester and one summer A or B semester, and for other staff one employment year. The person must then return to service at Florida Gateway College for at least seven years of employment before he or she is eligible to apply for another sabbatical leave. The year of return is calculated toward earning additional sabbatical credit, but the period of sabbatical leave is not.

### Sabbatical Leave Summary

	<u><b>Paid Sabbatical Leave</b></u>	<u><b>Unpaid Sabbatical Leave (Extended Leave of Absence)</b></u>
<b>Total number of opportunities available each academic year:</b>	Up to 1% of full-time employees.	Up to individual circumstances and division/departmental needs and requirements (options should be available for job sharing and flexible schedules as appropriate for each situation.)
<b>Eligible employees and frequency/duration of eligibility:</b>	<p>Eligible employees must have been full-time for at least seven years, paid from Current Funds-Unrestricted (Fund 1).</p> <p>Duration of each paid leave for faculty on 164 day term contract shall not exceed the two regular semesters (Fall and Spring); for faculty whose contract term is 194 days or longer, shall not exceed two regular semesters (Fall and Spring) or one regular semester and one Summer A or B semester within the same academic year; or for other staff, one employment year of the same fiscal year.</p> <p>The term of eligibility shall be calculated by employment years from the first date of continuous employment and shall include all sick leave, annual, and professional duty leaves. If the employee resigns to leave the College and return again to a position, the term for eligibility shall begin from the date of the rehire.</p>	Same as paid sabbatical leave.

	<b><u>Paid Sabbatical Leave</u></b>	<b><u>Unpaid Sabbatical Leave</u></b>
<b>Description of the leave:</b>	Leave for faculty on 164 day term contract may be for a maximum of two regular semesters of the academic year at one-half pay or one semester at full pay. Leave for faculty whose contract term is 194 days or longer may be for a maximum of two regular semesters or one regular semester and one Summer A or B semester at one-half pay or one regular or one summer semester at full pay. For other staff leave may be for a maximum of twelve months at one-half pay or six months at full pay.	Up to one full contract or employment year. A second year may be approved by the division chairperson, or department chairperson, the appropriate vice president and the president in extraordinary circumstances.
<b>Types of activities to be accomplished on this leave:</b>	Advanced degree, furthering of education or major project of direct benefit to the College, course development, professional creative projects, or professional travel or research. Projects shall be reviewed and approved by the Staff and Program Development Committee, the department chairperson, division chair, appropriate vice president and president.	Same as paid sabbatical leave.
<b>Ownership of products developed or created on this leave:</b>	Ownership of the products or intellectual properties created on this leave shall be subject to an agreement prior to this leave. Some products shall be owned by the College with royalties to the employee as agreed by the College and the employee, others shall remain the employee's property.	Ownership of the products or intellectual properties created during this leave shall be the property of the employee.



<p><b>Effect on salary, sick leave, annual leave and years of service/retirement:</b></p>	<p><b><u>Paid Sabbatical Leave</u></b></p> <p>Years of service continue to be credited. Sick leave will continue to be accumulated, but annual leave will not be accumulated during the sabbatical leave. Insurance, retirement, etc. will be paid as if working. Credit toward the next sabbatical will not be accumulated during the leave.</p>	<p><b><u>Unpaid Sabbatical Leave</u></b></p> <p>Years of service will be granted according to Extended Leave Procedures. Sick leave will only be accumulated while on salary. Insurance premiums paid by the College will be prorated, based on time on salary.</p>
<p><b>Obligation to the College:</b></p>	<p>1) If the employee doesn't return to the College, he/she must pay back the actual costs at the discretion of the College. 2) Upon return, faculty on 164 day term contract must serve the College at least one additional 164 day contract period per semester of sabbatical leave; faculty whose contract term is 194 days or longer must serve for at least an additional two semesters for each semester of sabbatical leave; and other employees will be required to serve one employment year per each six months of sabbatical leave, unless otherwise agreed by mutual consent of both parties.</p>	<p>None</p>

**FORM A**

**STAFF AND PROGRAM DEVELOPMENT PROJECT PROPOSAL**

PROJECT SHORT TITLE: \_\_\_\_\_

PROJECT DIRECTOR: \_\_\_\_\_

ACTIVITY PLAN

July 1, 20\_\_\_ - June 30, 20\_\_\_

1. BRIEF DESCRIPTION OF ACTIVITY:
  
  
  
  
  
  
  
  
  
  
2. ACTIVITY RELATES TO FGC and SPD GOALS:
  
  
  
  
  
  
  
  
  
  
3. SPECIFIC OBJECTIVES (stated in performance terms) OF THE ACTIVITY ARE:
  
  
  
  
  
  
  
  
  
  
4. PROCEDURE TO BE FOLLOWED TO ACHIEVE THE OBJECTIVES:
  
  
  
  
  
  
  
  
  
  
5. METHODS TO BE USED TO EVALUATE THE ACTIVITY:  
(Explain in detail) Questionnaire, statistical study, peer consensus, other (identify).

6. JUSTIFICATION: (Why can't this come out of departmental budget?)
7. BUDGET OF THE ACTIVITY IS: (Explain in full detail, i.e., itemized cost of equipment, hourly rates, fringe benefits, etc.)

A. Equipment:

(1)

(2)

(3)

B. Salaries:

C. Travel:

D. Other:

E. Total budget for the activity is:

8. APPROVAL: Division Chairperson\_\_\_\_\_

Date\_\_\_\_\_

9. Staff and Program Development Budget Custodian Action:

Approval\_\_\_\_\_ Funds Available\_\_\_\_\_

Disapproval\_\_\_\_\_

Date\_\_\_\_\_

Reason for Disapproval\_\_\_\_\_

Budget Number \_\_\_\_\_

**STAFF AND PROGRAM DEVELOPMENT  
GRADUATE/UNDERGRADUATE COURSE APPLICATION**

**DIRECTIONS:**

1. Read the rules, regulations, and conditions section on Graduate/Undergraduate Courses in the SPD Procedures Manual.
2. To assure availability of funding, this Application must be completed, signed by the appropriate individuals, and submitted to the Vice President for Student Services at least two weeks prior to deadline of fees. There is no assurance of funding for applications submitted after this deadline.
3. Staff and Program Development will reimburse eligible employees in an amount not to exceed \$2500.00 per fiscal year in tuition only.
4. At the completion of the course, submit to the Vice President for Student Services the following: a copy of the college/university grade report or transcript and a copy of the validated receipt for tuition payment.

FORM B  
STAFF AND PROGRAM DEVELOPMENT  
REQUEST FOR TUITION REIMBURSEMENT

NAME : \_\_\_\_\_  
Last / First / Middle/ College ID Number

\_\_\_\_\_  
Department / Position Date

EMPLOYEE STATUS: Part Time \_\_\_\_\_ Full Time \_\_\_\_\_

Institution Offering Course \_\_\_\_\_

Course Title and Number of Course \_\_\_\_\_

Time of Day Offered \_\_\_\_\_

Quarter Hours \_\_\_\_\_ Beginning Date \_\_\_\_\_ Completion Date \_\_\_\_\_

Semester Hours \_\_\_\_\_ Beginning Date \_\_\_\_\_ Completion Date \_\_\_\_\_

Course Description: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tuition \$ \_\_\_\_\_ (limited to a total of \$2500.00 per fiscal year in tuition only)

Tuition Due Date \_\_\_\_\_

FORM C

STAFF AND PROGRAM DEVELOPMENT  
REQUEST FOR TUITION REIMBURSEMENT

This course is: (check one)

\_\_\_\_\_ 1. one course in a planned program (planned program refers to an associate, bachelor's, master's, MA + program plan, doctoral degree, or certification in a new area).

\_\_\_\_\_ 2. a course toward certification/recertification.

\_\_\_\_\_ 3. a course that is not part of a planned program.

The content and objectives of this course are related to: (check one)

\_\_\_\_\_ 1. my present job description.

\_\_\_\_\_ 2. a position in the College for which I am training or for which I aspire.

Please indicate title of position \_\_\_\_\_

Please note: indicating the intent to enroll in a course related to your present job or to another position in the College is not intended to be used as grounds for approval or disapproval of this plan.

Using a description of your present job or the description of the job for which you are training, explain how taking this course will benefit Florida Gateway College. (Please be specific, do not use general statements.)

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FORM D

STAFF AND PROGRAM DEVELOPMENT  
REQUEST FOR TUITION REIMBURSEMENT

As the person who will be responsible for the completion of this Program, I have read the SPD procedures concerning the appropriate type of program and agree to adhere to the rules, regulations, and conditions stated therein.

Print Employee Name: \_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_  
Employee Signature Date

As an administrator involved in this program, I have read this application and agree that this program is worthwhile and recommend that it be funded. I agree to provide the necessary support to assure successful completion of this program.

1. \_\_\_\_\_/\_\_\_\_\_  
Immediate Supervisor Date Approved

Disapproved, with reason \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

2. This applicant has been employed by FGC for at least one year and is a permanent full-time or permanent part-time employee.

Approved: \_\_\_\_\_/\_\_\_\_\_  
Human Resources Department Date

3. \_\_\_\_\_/\_\_\_\_\_  
Vice President for Student Services Date Approved  
Chairperson of the SPD Tuition Reimbursement Committee

Disapproved, with reason \_\_\_\_\_

\_\_\_\_\_

**FORM E**

**REQUEST FOR SUPPORT  
FROM STAFF AND PROGRAM DEVELOPMENT FUNDS  
(Workshop/Conference Travel)**

NAME \_\_\_\_\_ POSITION \_\_\_\_\_

DATE OF REQUEST \_\_\_\_\_

TITLE AND DESCRIPTION OF WORKSHOP/CONFERENCE/ACTIVITY  
(Attach a copy of the workshop agenda or brochure):

**NEED FOR THE PROGRAM:** Describe the institutional/division/  
departmental need and goals for the program. Please be specific. Be sure to specifically state the benefit to  
the College.

**SPECIFIC PARTICIPANT COMPETENCIES:** State in measurable terms, what product, process or skill  
will be developed as a result of this program. Include characteristics or criteria that will be used to determine  
an acceptable performance level.



Location of activity: \_\_\_\_\_

Date/time leaving FGC: \_\_\_\_\_

Day/time returning to FGC: \_\_\_\_\_

Date/time activity is to begin: \_\_\_\_\_

Date/time activity is to end: \_\_\_\_\_

Estimated cost of the activity:

A. Travel \_\_\_\_\_

B. Per Diem \_\_\_\_\_

C. Release Time \_\_\_\_\_

D. Professional Materials \_\_\_\_\_

E. Registration Fee \_\_\_\_\_

F. Other (specify) \_\_\_\_\_

G. Total \_\_\_\_\_

APPROVAL: Division Chairperson \_\_\_\_\_ DATE \_\_\_\_\_

Staff and Program Development Budget Custodian Action:

Approval \_\_\_\_\_ Date \_\_\_\_\_

Disapproval \_\_\_\_\_ Amount \_\_\_\_\_

Reason for Disapproval \_\_\_\_\_

\_\_\_\_\_

Budget Number \_\_\_\_\_

**FORM F**

**MEETING REPORT**

TITLE OF CONVENTION, WORKSHOP, OR SEMINAR ATTENDED: \_\_\_\_\_  
\_\_\_\_\_

PLACE OF CONVENTION, WORKSHOP OR SEMINAR ATTENDED: \_\_\_\_\_  
\_\_\_\_\_

DATE: \_\_\_\_\_

INFORMATION OF INTEREST TO DEPARTMENT OR PROGRAM: \_\_\_\_\_

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INFORMATION OF VALUE TO COLLEGE: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

WOULD YOU RECOMMEND ATTENDING A SIMILAR MEETING IN THE FUTURE? YES \_\_\_\_\_ or  
NO \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF ATTENDEE

**FORM G**

**TO: DIRECTORS OF SPD PROJECTS**

**FROM: SPD Budget Custodian**

**REFERENCE: Mid-Year Review of Projects**

In order to better utilize the funds available and also to serve you better, I am making a mid-year review of SPD funded projects. Please fill out the questionnaire below and return it to me by January 31.

NAME \_\_\_\_\_

PROJECT NAME \_\_\_\_\_

PROJECT BUDGET NUMBER \_\_\_\_\_

AMOUNT FUNDED \_\_\_\_\_

AMOUNT SPENT \_\_\_\_\_ AS OF (DATE) \_\_\_\_\_

BALANCE \_\_\_\_\_

PROJECTED NEEDS FOR REMAINDER OF YEAR \_\_\_\_\_

How would you judge the success of the project in terms of its original goals? (Please respond in detail on this question.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How many consecutive years has this project (or similar one) been funded (include this year)? \_\_\_\_\_

Is this project valuable enough to fund again next year? (If so, give specific reasons.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# FORM H

## YEAR-END REPORT ON SPD PROJECT

TITLE OF PROJECT \_\_\_\_\_

PROJECT DIRECTOR \_\_\_\_\_

BUDGETED AMOUNT \$ \_\_\_\_\_ AMOUNT SPENT \$ \_\_\_\_\_

This report will be reviewed by various individuals. Please take the time to write a detailed report about your project. Attach additional pages as needed.

1. How did this project benefit FGC? (be specific)
  
2. What methods were used to achieve the objectives and goals of the project?
  
3. In reference to the objectives of the project, what evidence can you provide to show that the objectives were accomplished? Attach a copy of statistical studies, materials produced, written evaluations, questionnaires, or other related materials.
  
4. Do you feel there is a need to fund a project such as this one again? Give your reasons.

**FORM I**

**SABBATICAL LEAVE REQUEST**

TO BE COMPLETED BY EMPLOYEE

1. EMPLOYEE requesting sabbatical \_\_\_\_\_
2. Length of present contract \_\_\_\_ 164 day; \_\_\_\_ 194 day or more; \_\_\_\_ 12 month; \_\_\_\_ non-contract employee \_\_ work year.
3. When did you begin working full-time at Florida Gateway College? \_\_\_\_\_
4. How many years have you been employed full-time from Fund 1 at FGC? \_\_\_\_\_
5. Have you ever taken a sabbatical before? \_\_\_\_\_ If yes, when \_\_\_\_\_
6. This is a request for paid \_\_ or unpaid \_\_ sabbatical leave.
7. Date sabbatical will begin \_\_\_\_\_
8. Date sabbatical will end \_\_\_\_\_
9. Nature of sabbatical: (be specific) (Attach additional sheets as needed.)
  
10. Objectives of the sabbatical are: (Attach additional sheets as needed.)
  
11. Specific procedures to be followed to achieve the objective are:

12. Methods to be used to evaluate the sabbatical are: (Questionnaire, statistical study, expert opinion, peer consensus, completion of program, other)
  
13. How does this sabbatical relate to the overall goals and objectives of the College and your division or department?
  
14. Will you need a replacement to assume your regular duties during your absence? \_\_\_\_\_
  
15. If yes, what arrangements have been made for a replacement?
  
16. Estimated salary for the year \_\_\_\_\_. Estimated salary for the sabbatical \_\_\_\_\_
17. Division Chair's or Department Head's Approval \_\_\_\_\_ Date \_\_\_\_\_
18. Vice-president's Approval \_\_\_\_\_ Date \_\_\_\_\_
19. Cost of sabbatical (as determined by the Human Resources office) \_\_\_\_\_
20. Action of the president \_\_\_\_\_ Date \_\_\_\_\_

Attach copies of any supporting documents. Submit original to VP for Instruction and Student Services.



**SABBATICAL LEAVE NON-INTEREST NOTE**

**COMMITMENT OF SERVICE TO FLORIDA GATEWAY COLLEGE  
(Instructional)**

<b>NAME:</b> _____	<b>AMOUNT OF COMPENSATION</b>
Present Position: _____	Salary: _____
Position to Which Returning: _____	Retirement: _____
Period of Sabbatical Approved: _____	ID Number: _____
Number of Duty Days: _____	Insurance: _____
Source of Funding: _____	<b>TOTAL:</b> _____

**PLEDGE OF SERVICE:**

I agree to serve Florida Gateway College at least one year after returning to position (date \_\_\_\_\_). Should I, for any reason, be unable to fulfill this commitment by teaching (or administering) full-time, I agree to reimburse the College in cash at the (appropriate basic) rate of pay for any fractional amount of contract period remaining.

_____	_____	_____
Witness (Sabbatical Committee)	Applicant's Signature	Date

**COLLEGE PLEDGE OF SERVICE:**

Florida Gateway College pledges to employ \_\_\_\_\_ at the rate of \_\_\_\_\_ for the position \_\_\_\_\_ at the date \_\_\_\_\_ for the academic year \_\_\_\_\_ return from sabbatical.

\_\_\_\_\_  
President's Signature

Dated: \_\_\_\_\_



**SABBATICAL LEAVE NON-INTEREST NOTE**

**COMMITMENT OF SERVICE TO FLORIDA GATEWAY COLLEGE  
(Non-Instructional)**

<b>NAME:</b> _____	<b>AMOUNT OF COMPENSATION</b>
Present Position: _____	Salary: _____
Position to Which Returning: _____	Retirement: _____
Period of Sabbatical Approved: _____	ID Number: _____
Number of Duty Days: _____	Insurance: _____
Source of Funding: _____	TOTAL: _____

**PLEDGE OF SERVICE:**

I agree to serve Florida Gateway College at least one year after returning to position (date \_\_\_\_\_). Should I, for any reason, be unable to fulfill this commitment by working full-time, I agree to reimburse the College in cash at the (appropriate basic) rate of pay for any fractional amount of the year remaining.

\_\_\_\_\_  
Witness (Sabbatical Committee)                      Applicant's Signature                      Date

**COLLEGE PLEDGE OF SERVICE:**

Florida Gateway College pledges to employ \_\_\_\_\_  
at the rate of \_\_\_\_\_ for the position \_\_\_\_\_ at the will of the College  
upon return from sabbatical.

\_\_\_\_\_  
President's Signature

Dated: \_\_\_\_\_