

SUNY Broome Community College
Professional Development Assistance Program (PDAP)
Professional Development – www.sunybroome.edu/prodev
607-778-5611

PDAP GUIDELINES AND APPLICATION FOR TUITION REIMBURSEMENT

Background: SUNY Broome’s PDAP is comprised of three funding mechanisms – 1. The SUNY Broome budgeted travel funds, 2. The BCC Foundation Teaching Grant Program, and 3. The PDAP. The three areas are funded by the BCC Foundation and the Faculty and Student Association (FSA).

Information on PDAP: The PDAP is designed to offer partial or full funding for workshop/conference expenses and tuition reimbursement (coursework). Guidelines for this program and an application are available online. While the application can be submitted electronically, the cover sheet must be submitted in hard copy, as the cover sheet must contain signatures. Once the application is complete and submitted, the Professional Development Steering Committee (PDSC) will review each application using rubrics. Those applications meeting the PDAP criteria will be funded as available funding allows. Before funding can be awarded, applicants must have a copy of either an approved Professional Development Plan (PDP) or an Individual Professional Growth Plan (IPGP) on file in the Professional Development Center.

Funding Eligibility: Funding eligibility is based on your position and length of service to the campus. Please see below.

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

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 Wales 107.

PDSC Considerations: PDAP funding is subject to the availability of funds and the total number of applications received. Further, the PDSC takes into account the following considerations when making decisions concerning the allocation of PDAP funds:

1. Tuition for graduate level coursework
2. Coursework (professional development activity) that directly supports appointment and promotion efforts
3. Coursework (professional development activity) that directly supports institutional or programmatic accreditation
4. Coursework (professional development activity) that directly supports learning outcomes
5. Individuals not previously awarded PDAP funds from the current or previous academic years

6. Applicants who do not have other colleagues from the same area requesting funding
7. Applications that are completed fully (not missing any information) and submitted on time

Limited Funds: In the event funding is limited, the PDSC may choose to exercise the following strategies when allocating limited funds:

1. Cap funding for tuition to no more than a percentage of the total activity expense
2. Reduce the maximum eligibility amount
3. Award each applicant a set percentage of the total required
4. Award selected initiatives based on the above considerations; therefore, some initiatives may not be funded

In general, funding is for coursework/tuition reimbursement. Therefore, efforts such as exam fees, stipends for self-study, certification or license fees, and professional continuing education/memberships are not supported with PDAP funding.

Review of Applications: The PDSC will review PDAP applications for tuition/coursework reimbursement. This review will include evaluation with a rubric that aligns with the information in the application. Please make sure responses are complete in the application. The rubric used by the PDSC can be found on the professional development website (www.sunybroome.edu/prodev).

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PDAP Application for Tuition Reimbursement
PART I: COVER SHEET – MUST BE SUBMITTED IN HARD COPY

APPLICANT NAME: _____ **APPLICATION DATE:** _____

NOTE: Signature confirms that the proposed professional development activity is appropriate for the applicant's PDP or IPGP.

Immediate Supervisor or Chairperson's Signature: _____

Date: _____

Dean/Director's Signature: _____ **Date:** _____

Employment Status: _____ **Completed Years of Service:** _____

- Full-time Regular Employee
- Full-time Adjunct/Full-time Temporary Employee
- Part-time Employee

Activity Meets Requirements for: Appointment (tenure) Promotion Both Neither

Activity/Course Title: _____

Date(s) of Activity/Course: _____

PART II: APPLICATION FOR TUITION/COURSEWORK REIMBURSEMENT (TO BE COMPLETED AND SUBMITTED ELECTRONICALLY)

1. **PDP/IPGP:** Please provide specific information demonstrating how this professional development activity aligns with and supports your PDP/IPGP.

Projected Cost of Course/Tuition:

Projected costs of activity: \$ _____ **(Line 1)**

Projected costs covered by other sources: \$ _____ **(Line 2)**
(e.g., scholarship, award, etc.)

Current unfunded amount: \$ _____ **(Line 3)**
(Line 1 minus Line 2 equals Line 3)

Requested amount from PDAP: \$ _____
(Based on PDAP Eligibility)

Amount awarded by PDSC: \$ _____
(completed by PDSC)

PLEASE NOTE: If order to be considered for tuition/coursework reimbursement, you must attach the following:

- Name of the college/university offering the course
- A copy of the course description from the college/university catalog
- Official documentation detailing the tuition expense (NOTE: institutional proof of payment will be required by Accounts Payable in order to be reimbursed the awarded amount)
- A copy of the PDP (if not on file with the Teaching Resource Center)

If approved for tuition/coursework reimbursement, you must:

- Complete the course successfully
- Submit notice of payment
- Submit evidence of a passing grade and institutional proof of payment to Accounts Payable