

# MINNESOTA STATE COLLEGE SOUTHEAST POLICY & PROCEDURE

## SUBJECT: FACULTY PROFESSIONAL DEVELOPMENT PLANS

**Authorities:**This policy is written in accordance with Minnesota State Board Policy 3.32 and System Procedure 3.321 regarding Faculty Credentialing. The professional development plan process will be administered by the Academic Affairs Office.

**Purpose:**This policy applies to all faculty positions at MSC Southeast. The purpose of the professional development plan, as stated in System Procedure 3.32.1, *“is to identify activities and/or strategies to be used by the faculty member to maintain currency in the faculty member’s credential field(s) and in teaching and learning skills and may include activities that go beyond maintaining currency...”*

**Policy:**All faculty are responsible to prepare and carry out a faculty professional development plan. Plans will be developed in consultation with the Academic Dean and shall address specific objectives and expected outcomes in all six component areas of development. The Professional Development Plan must cover a period of five academic years for unlimited faculty but one to three academic years for probationary, temporary and adjunct faculty unless there are extenuating circumstances dependent upon the nature of the activities to be completed. While the plan effective dates may vary, the faculty will be required to annually complete a College Faculty Professional Development Plan Progress Form provided to them by the Academic Affairs Office each fall semester to ensure progress and relevancy to the faculty member’s credential field and level of teaching experience.

### Procedures:

1. Faculty will complete the College Faculty Professional Development Plan Form (attached to this policy) and submit the plan to their Academic Dean for review and approval by November 1st to be effective the current academic year. Progress will be reported annually by the faculty member completing a College Faculty Professional Development Plan Progress. The form will be sent out by the Academic Affairs Office at the beginning of fall semester each year via the email system as an attachment. Faculty will be required to return the completed form to their Academic Dean by November 1. The form will be reviewed by the Academic Dean and attached to their current Professional Development Plan
2. Completion of a College Faculty Professional Development Plan will require signatures by both parties and the development of a new plan. A copy of the completed plan will be maintained on file in the Human Resources Department. If the plan is not approved, the Academic Dean will provide written rationale to the faculty member. Both parties will meet to resolve and finalize the plan.

**Responsibilities & Dissemination:**The Academic Affairs Office is responsible for implementation of this policy in compliance with Board Policy 3.32 and System Procedure 3.32.1. This policy is to be reviewed prior to June 30,

## COLLEGE FACULTY PROFESSIONAL DEVELOPMENT PLAN

All Faculty - Minnesota State College Southeast

This professional development plan is to identify activities and/or strategies I will use in maintaining currency in my credential field and in teaching and learning skills. This plan may include activities that go beyond maintaining currency. This plan is being submitted in accordance with the timelines and criteria specified in the college faculty professional development policy.

My plan addresses specific objectives and expected outcomes with respect to the following components:

**1. Content knowledge and skill in the discipline/program to include a description of your current position at the college with years of experience, employment status, department/division and so on.**

*Example: Learning new technology or methodologies; computer software training, writing skills workshop, communication/interpersonal relations skills training, attain professional certifications/licenses.*

**2. Teaching methods and instructional strategies to include your philosophy of teaching and learning.** *Example: Classroom management, curriculum development, learning styles, on-line delivery, cultural and diversity enrichment.*

**3. Related work experience to include a summary of your experience as a part of your department/division.**

*Example: Business/industry internships, relevant summer employment, observation or special project(s) with employers.*

**4. Study appropriate to the higher education environment to include your ideas and goals as they pertain to your position.**

*Example: Advancement of academic credentials, researching, publishing, grant writing.*

**5. Service to the college and the greater community.**

*Example: Active participation in Rotary, Chamber of Commerce groups, leadership in professional organizations, leadership in college committees, working with youth in academic skills development.*

**6. Other components, as appropriate to include your role in your program’s Assessment Plan.**

### DESCRIBE THE OBJECTIVES AND EXPECTED OUTCOMES FOR EACH COMPONENT ABOVE:

*(ADD ADDITIONAL PAGES AS NECESSARY)*

1. Content knowledge and skill in the discipline/program to include a description of your current position at the college with years of experience, employment status, department/division and so on:

Faculty Member Name \_\_\_\_\_ Credential Field \* \_\_\_\_\_

My plan covers \_\_\_\_\_ academic year(s). Period from \_\_\_\_\_ to \_\_\_\_\_

2. Teaching methods and instructional strategies to include your philosophy of teaching and learning:
3. Related work experience to include a summary of your experience as a part of your department/division:
4. Study appropriate to the higher education environment to include your ideas and goals as they pertain to your position:
5. Service to the college and the greater community:

Other components, as appropriate to include your role in your program's Assessment Plan:

Faculty Member's Signature \_\_\_\_\_ Date \_\_\_\_\_

Consultation with Supervising Administrator on \_\_\_\_\_

Supervising Administrator's Signature \_\_\_\_\_ Date \_\_\_\_\_

The above professional development plan This plan does include the suggestions discussed during consultation.

This plan does not include the suggestions discussed during consultation.

Comments and/or additional consultation meetings \_\_\_\_\_

\_\_\_\_\_

Date of Professional Development Plan Completion: \_\_\_\_\_

Faculty Signature: \_\_\_\_\_ Administration Signature: \_\_\_\_\_

*(Check one)*

**FOR USE OF FORMER UTCE FACULTY MEMBERS ONLY**

*(For column movement I to II and III for faculty members of ALL appointment types)*

The above professional development plan is submitted to meet the criteria for column movement in accordance with the five-year service requirement (a.k.a. five-yr. license renewal) as described in the March 22, 2006, Memorandum of Agreement between M and MSCF.

Faculty Member's Signature \_\_\_\_\_ Date \_\_\_\_\_

The above professional development plan is approved for purposes of column movement:

Supervising Administrator's Signature \_\_\_\_\_ Date \_\_\_\_\_

## COLLEGE FACULTY PROFESSIONAL DEVELOPMENT PLAN PROGRESS FORM

This form is to be completed annually and submitted to the Academic Dean. This form is where you will document the completion of the various Professional Development Plan activities completed within the past academic year. This form will be reviewed by the Academic Dean and attached to your current Professional Development Plan. Verification forms for activities you have attended should be attached.

1. Content knowledge and skill in the discipline/program to include changes in your current position at the college with years of experience, employment status, department/division and so on:
2. Teaching methods and instructional strategies to include changes or additions to your philosophy of teaching and learning:
3. Related work experience to include changes in your experience as a part of your department/division:
4. Study appropriate to the higher education environment to include changes in your ideas and goals as they pertain to your position:
5. Service to the college and the greater community:
6. Other components, as appropriate to include changes in your role in your program's Assessment Plan:

Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dean's Signature: \_\_\_\_\_ Date: \_\_\_\_\_