

# North Hennepin Community College

## Policy/Procedure Information

**Number:** 4.10.1

**Name:** Individualized Professional Development Plan Procedure

**Author:** Policy Committee

**Custodian:** Policy Committee

**Effective Date:** August 25, 2014

**Next Review Date:** AY2018-2019

**Regulatory Authority:**

- MnSCU Board Policy 3.32, [College Faculty Credentialing](#)
  - MnSCU Board Procedure 3.32.1, [College Faculty Credentialing](#)
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## Part 1. Procedure for Individual Professional Development Plan for Unlimited Faculty

### Subpart A. Process

The faculty member will meet during each academic year with his/her supervising Dean/Director. The timing of this meeting will be at the discretion of the supervisor. At this meeting the faculty member will submit his/her professional development plan for the year. The faculty member will also submit an annual report of accomplishments. It shall be general practice for submission of the annual report of accomplishments to occur in conjunction with the submission of the next academic year's plan.

### Subpart B. Individual Professional Development Plan

The purpose of the individual professional development plan is to determine activities and a schedule to foster professional growth. The plan may include activities based on faculty self-evaluation and formal college evaluation.

The plan should be highly individualized and faculty-driven in collaboration with the supervising dean. The plan may include activities relevant to the following areas:

1. Content knowledge in the discipline (e.g. coursework, conference attendance, sabbatical leave, readings, publications, workshops, other, etc.)
2. Teaching methods and instructional strategies (e.g. CTL participation, curriculum studies/development, seminars, online peer review, sabbatical leave, research, publications, workshops, other, etc.)
3. Related work experience (e.g. continuing education credits/courses, writing/publications, conference attendance/presentations, readings/gallery presentations, research, outside employment in the field, job shadowing in field, research in field, other, etc.)

4. Study appropriate to higher education (e.g. coursework, conference attendance, sabbatical leave, CTL Participation, other, etc.)
5. Service to the college and greater community (e.g. committee service, civic involvement, volunteer work, travel exchanges, other, etc.)
6. Other, please explain (e.g. student interactions, personal growth as related to position responsibilities, publications, classroom research, AQIP Projects, MnSCU/College/Department Work Projects, other, etc.)

**Subpart C. Annual Reports of Accomplishments**

The faculty member will submit an annual report of accomplishments.

The annual report will include name of the faculty member, credential field(s), date of submission, a brief statement of completed activities from the original plan (if the faculty member was able to accomplish all that he/she had planned, all that is needed is a simple statement such as “I accomplished all parts of my professional development plan”), and a reflective summary of how the completed activities contributed to the faculty member’s professional growth , with a specific emphasis on teaching and student learning..

<b>Review Action</b>	<b>Date(s)</b>
Campus Community Review Period	March 17 – 31, 2014
Shared Governance Council Review	April 18, 2014
Labor/Management Meetings Review	AFSCME: April 11, 2014 MAPE: April 11, 2014 MMA: April 11, 2014
Student Senate Review	April 17, 2014
President Approval	May 5, 2014
Campus Community Dissemination	June 2, 2014

**History**

- NH III.02.17.01 approved 10-25-06; revised 11-28-08

## Sample Professional Development Plan and Report

Faculty Name:

Plan year:

Date Plan Filed:

Date Final Report Completed:

**Directions:** This form is an example that may be used to prepare the professional development plan. It can be used as both a plan and reflective document (journal). Plans need not include activities for each area below.

### **1. Content knowledge in the discipline:**

Goal/Objective(s):

*Report of Actual Accomplishments:*

### **2. Teaching methods and instructional strategies:**

Goal/Objective(s):

*Report of Actual Accomplishments:*

### **3. Related work experience:**

Goal/Objective(s):

*Report of Actual Accomplishments:*

### **4. Study appropriate to higher education**

Goal/Objective(s):

*Report of Actual Accomplishments:*

### **5. Service to college and greater community:**

Goal/Objective(s):

*Report of Actual Accomplishments:*

Faculty signature:

Supervisor signature: