



**RIVERLAND COMMUNITY COLLEGE
FACULTY PROFESSIONAL DEVELOPMENT PLAN
POLICY & PROCEDURES**

Faculty Name:

Program/Dept:

Credentialed Field:

This Development Plan covers the 3 year period from _____ to _____.

PROCEDURES

This professional development plan (PDP) is to identify activities and/or strategies used in maintaining currency in credential field(s) and in teaching and learning skills. This plan may include activities that go beyond maintaining currency.

- Arrange for a meeting with the supervisor.
- Submit in accordance with timelines and criteria specified in the college professional development policy – due date **December 15, 2006**.
- Complete the plan keeping one copy of the plan for your records and one will be maintained on file with the supervisor and Human Resources.

Professional Development Plans may be amended.

- Arrange for a meeting with the supervisor.
- Clearly define the amendments on the plan.
- Keep one copy for your records and one will be maintained on file with the supervisor and Human Resources.

Former UTCE members on columns I and II of the salary schedule with the intention to receive column movement should carefully complete that section of the PDP.

- ◆ Please list the licensure expiration date and attach a copy of your last license.

Additional Information:

Faculty professional development funds and faculty internship funds as provided by the MSCF Collective Bargaining Agreement can be used to complete some areas of components A-F on the PDP.

INDIVIDUAL COLLEGE PROFESSIONAL DEVELOPMENT POLICY

Purpose of the Professional Development Plan

The ultimate purpose of the plan is to “identify activities and/or strategies ... to maintain currency in the faculty member’s credential field(s) and in teaching and learning skills.” However, faculty “may include activities that go beyond maintaining currency.”

Faculty who hold more than one credential field that they wish to keep active need to identify activities they will perform for each field to keep current and to maintain recency. This plan is in compliance with **MnSCU Board Policy 3.32 and Procedure 3.32.1 Part 8, Subpart A. College Policy.** (Board policies may be accessed on the MnSCU website.)

Implementation of the Individual Professional Development Plan

For the 06-07 academic year, unlimited full-time faculty will have until December 15, 2006 to complete the plan. Probationary faculty will have until the beginning of the sixth week of the term in which they are hired to complete the development plan process. The plan may initially cover up to a three year period, but will be renewable tri-annually in accordance with an unlimited three-year evaluation cycle. (Note: Failure to complete the plan is not to be considered cause for negative evaluation.)

If you have more than one credentialed field in which you choose to keep active, you must develop a plan for each field.

**This plan identifies how I will maintain currency in: _____
(credential field).**

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

(Check all that apply;
not all six need to be addressed)

A. Content knowledge and skill in the discipline/program.

Examples: *Learning new technology or methodologies;*
computer software training, writing skills workshop,

communication/interpersonal relations skills training, attain professional certifications/licenses.

B. Teaching methods and instructional strategies.

Examples: *Classroom management, curriculum development, learning styles, on-line delivery, cultural and diversity enrichment.*

C. Related work experience.

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

D. Study appropriate to the higher education environment.

Examples: *Advancement of academic credentials, researching, publishing, etc.)*

E. 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.*

F. Other components, as appropriate:_____

Directions: From your plan above, place each of the objectives and outcomes in the appropriate category of the list that follows. NOTE: You need address ONLY the areas that are appropriate for your plan, you DO NOT need to address each category.

Content knowledge and skill in the discipline/program (Examples: Learning new technology or methodologies; Computer/Software Training, Writing Skills Workshop, Communication/Interpersonal Relations Skills Training, etc.):

Objective:

Outcome:

Anticipated completion timeline:_____

Teaching methods and instructional strategies (Examples: Classroom Management, Curriculum Development, Learning Styles, On-line Delivery, etc.)

Objective:

Outcome:

Anticipated completion timeline:_____

Related work experience (Examples: business/industry internship experience, summer employment, observation/special project(s) with employers, etc.):

Objective:

Outcome:

Anticipated completion timeline:_____

Study appropriate to the higher education environment (i.e. advancement of academic credentials):

Objective:

Outcome:

Anticipated completion timeline: _____

Service to the college and the greater community (Examples: Active Participation in Rotary, Chamber of Commerce Groups, Leadership in Professional Organizations, Leadership of College Committees, Working with Youth in Academic/Skills Development, etc.):

Objective:

Outcome:

Anticipated completion timeline: _____

Other components, as appropriate/needed:

Objective:

Outcome:

Anticipated completion timeline: _____

Faculty Member's Signature: _____

Date: _____

Consultation with Supervising Administrator on:

Please retain a copy of your completed plan for your records, and give one copy of the completed plan to your supervisor. If you choose to amend the plan, consultation with the supervisor to amend is also necessary. Please record any amendments on the following page.

Date of amendment:

This plan was amended by (faculty signature) _____

in consultation with _____.

PDP Amendment(s):

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 MnSCU and MSCF.

Faculty Member's Signature _____

Date _____

Licensure Renewal Date _____

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

Supervising Administrator's Signature _____

Date _____