St. Cloud Technical & Community College
Policies and Procedures
Chapter S3 – Educational Policies

S3.9 Faculty Professional Development Plan Policy

This policy reflects MnSCU Board Policy 3.32 College Faculty Credentialing and System Procedure 3.32.1, Part 8, Subpart A, B.

Update Revision Responsibility: Vice President of Academic Affairs

All faculty in unlimited and temporary positions will prepare an annual faculty professional development plan. The purpose of the professional development plan is to identify activities and/or strategies to be used by faculty members to maintain currency in the faculty member's credential field.

Professional development may include continuing improvement in: teaching and learning skills and methods, discipline and program content, student interactions, service to the college and the greater community, personal growth related to the faculty member's employment responsibilities, and activities that go beyond maintaining currency.

Faculty will prepare an individual professional development plan annually; however, the effective dates of the goals in the plan may vary based on the faculty member. The plan shall be developed by the faculty member and shall address specific objectives and expected outcomes with respect to the following components, as appropriate to the faculty member's goals:

1. content knowledge and skill in the discipline/program;
2. teaching methods and instructional strategies;
3. related work experience;
4. study appropriate to the higher education environment;
5. service to the college and the greater community; and
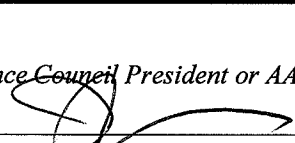6. other components, as appropriate.

Faculty Shared Governance Council President or AASC Chair Review: _____ *Date:* 10/31/12

College President: _____ *Date:* 10/31/12

Date of Adoption: _____

Date of Implementation: _____

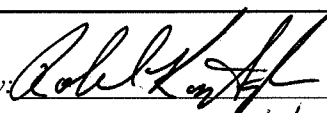*Date repealed or replaced:* _____

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St. Cloud Technical & Community College
Policies and Procedures
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S3.9.1 Faculty Professional Development Plan Procedure

The faculty professional development procedure at SCTCC is designed to provide a systematic process for faculty to complete their individual professional development plan. This procedure is designed to enhance professional performance, support continued professional growth and development, and ensure process and relevancy to the faculty member's credential field and level of teaching experience. This procedure will not restrict academic rights as defined in the Minnesota State College Faculty (MSCF) contract.
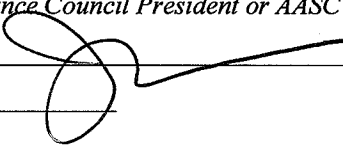
1. Faculty will use the form to report on the previous year's progress and to outline new goals for the upcoming academic year in the following areas:
   a. Content knowledge and skill in the discipline/program;
   b. Teaching methods and instructional strategies;
   c. Related work experience;
   d. Study appropriate to the higher education environment;
   e. Service to the college and the greater community; and
   f. Other components, as appropriate.

2. Faculty will complete the Professional Development Plan Form and schedule a meeting with their supervisor to review prior to the completion of the fiscal year.

3. Completion of the Professional Development Plan will require signatures by the faculty member and their supervisor. A copy of the completed plan will be given to the faculty member and the original maintained on file in the Human Resources Department.

Faculty Shared Governance Council President or AASC Chair Review: _____ Date: 10/31/12
College President: _____ Date: 10/31/12
Date of Adoption:_____
Date of Implementation: _____
Date repealed or replaced: _____
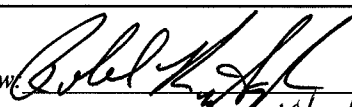
Name:		Department:		Date:
Category:	**Objective:**	**Action:**	**Timeline**	**Results**
Content knowledge and skill in the discipline/program. *(Examples: Learning new technology or methodologies; computer software training, writing workshop, communication/interpersonal relations skills training, attain professional certifications/licenses.*				
Teaching methods and instructional strategies. Example: *Classroom management, curriculum development, learning styles, on-line delivery, cultural and diversity enrichment.*				
Related work experience. Example: *Business/industry internships, relevant summer employment, observation or special project(s) with employers.*				
Study appropriate to the higher education environment Example: *Advancement of academic credentials, researching, publishing, grant writing*				

Service to the college and the greater community. Example: *Active participation in leadership in professional organizations, leadership in college committees, working with youth in academic skills development*				
Other components, as appropriate.				

Faculty:_____ Date_____

Academic Dean:_____ Date_____