

FACULTY PROFESSIONAL DEVELOPMENT PLAN

Faculty who opt to maintain or must maintain a Professional Development Plan annually are provided this document/template/form as a suggested template to complete this task. They are in no way required to use this document.

Relevant sections of the Collective Agreement drawn upon or for further information:

12.2 Faculty Professional Development

The College Board and the Faculty Association jointly recognize the need for faculty to continually upgrade individual job skills and professional competencies, which will contribute to the faculty member's effectiveness in the classroom, enhance expertise in the member's respective discipline or specialization, and promote the faculty member's personal growth. Faculty members are responsible for developing and annually maintaining a professional development plan in consultation with their Dean. The professional development plan will outline the faculty member's professional development short- and long-term goals in accordance with program needs, collaborative degree institution requirements, and the College mission and mandate statements. The professional development plan is the primary document in the approval of applications for sabbaticals, short-term study leaves, or other professional development activities as sponsored by the College.

12.3 Professional Development Criteria

It is recognized that professional development funds are to provide for professional leaves, short-term professional development programs, research, and other activities, which are deemed to be of a professional development nature for the faculty member and of value to the discipline, school, and College. Receipts verifying the expenditures associated with these activities are required for auditing purposes.

Movement on the grade, as a result of the professional development activities, must be approved in writing and in advance of the activity by the Vice President Academic. Unless such written approval is obtained, movement on the grade will not occur.

Full-time temporary faculty hired on a twelve (12) month contract are eligible for the individual professional development allotment during the academic year of the employment contract.

See 12.4 for what may or may not be purchased with funds for full-time temporary and full-time regular faculty who have an annual individual allotment.

See 12.5 and 12.6 for Professional Leaves and Short-Term Study Reassignments that faculty may apply for as part of their plans.

INDIVIDUAL PROFESSIONAL DEVELOPMENT PLAN

Name:

Program:

School:

Faculty status: Full-time Regular
 Full-time Temporary
 Full-time Term-Certain
 Part-time (Optional)

Professional Development (PD)

Goal:	
Tentative Activity:	TimeLine:
Goal:	
Tentative Activity:	TimeLine:
Goal:	
Tentative Activity:	TimeLine:

Please feel free to copy and paste the table above as many times as necessary.

YEARLY RECORD OF ACTIVITIES COMPLETED (July 1-June 30 of Previous Year)

DATE	ACTIVITY

Please feel free to add as many cells to the table above as necessary.