

Policy and Procedure

Policy Number: 227 R

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Division/Department: Academic Affairs

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Subject: Faculty Development Plan

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

Purpose:

This policy applies to faculty in unlimited positions. The purpose of the professional development plan, as stated in system Procedure 3.321, *'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 in unlimited positions will prepare a faculty professional development plan. Temporary Part-time and Adjunct Faculty are encouraged to complete the professional development plan as well. Plans will be developed in consultation with the faculty's supervisor and shall address specific objectives and expected outcomes in up to six component areas of development.

- Chief Academic Officer: Librarian; Faculty in Business, Computer Technology & Human Services Division; Faculty in Industrial Technology Division; and Faculty in Math, Science, and Liberal Arts Division
- Chief Student Affairs Officer: Counselor
- Director of Nursing and Health Sciences: Faculty in Nursing and Health Sciences Division

The development plan may cover a period of one or more academic years, dependent upon the nature of the activities to be completed. While the plan effective dates may vary, all plans will be reviewed by the supervisor on an annual basis to ensure progress and relevancy to the faculty member's credential field and level of teaching experience.

Procedure:

1. Faculty members will complete the Faculty Development Plan Form (Appendix A) and submit the plan to the supervisor for review and approval at an annual meeting held with each faculty member.

2. Development Plan progress will be evaluated annually by the supervisor through a meeting with the faculty member. Progress status or plan completion will be documented on the Development Plan form.
3. Completion of the Development Plan will require signatures by both parties. A copy of the completed plan will be maintained on file in the Human Resources Department.
4. Should the faculty member and the supervisor disagree at any point regarding what constitutes “satisfactory progress” and be unable to reach a compromise, the college president (or designated representative) and the union chapter president (or designated representative) will meet with the supervisor and faculty member to resolve the situation.

Responsibilities:

Academic Affairs is responsible for implementation of this policy in compliance with Board Policy 3.32 and System Procedure 3.321

Dissemination:

Each Division Chair will be responsible for disseminating the policy to Program Faculty in his/her division. Copies will be posted on the Pine Technical College website.

Reviewed by Campus Roundtable: 4/17/06; 1/14/13

Reviewed by Faculty Shared Governance: 5/9/06; 1/16/13

Reviewed by Managers Meeting:

Approved: 1/16/2013

Approved by: _____ **Date:** _____
Robert L. Musgrove, Ph. D., President