



North Hennepin Community College

Procedure Information

Number: 4.10.1

Name: Individualized Professional Development Plan Procedure

Author: Policy Committee

Effective Date: January 2020

Next Review Date: Fall 2023

Regulatory Authority:

- Minnesota State Board Policy 3.32, [College Faculty Credentialing](#)
- Minnesota State System Procedure 3.32.1, [College Faculty Credentialing](#)

Part 1. Procedure for Individual Professional Development Plan for Unlimited Faculty.

Subpart A. Process

The faculty member will meet during each academic year with their supervising dean/director. The faculty and dean/director will collaborate to schedule this meeting. At this meeting the faculty member will submit their 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, work toward college strategic plan, other, etc.)
6. Other, please explain (e.g. student interactions, personal growth as related to position responsibilities, publications, classroom research, AQIP Projects, MinnState/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.

Part 2: Campus Review.

Review Action

Date(s)

Diversity, Equity, and Inclusion Committee Review:	October 7, 2019—October 18, 2019
Campus Community Review Period:	October 21, 2019–November 4, 2019
AFSCME Review:	December 4, 2019
MAPE Review:	December 4, 2019
MMA Review:	December 4, 2019
Shared Governance Council Review:	December 22, 2019
Student Senate Review:	December 5, 2019
Interim President Jeffrey Williamson Approval:	February 27, 2020
Campus Community Dissemination:	September 22, 2020

History

- NH III.02.17.01 approved 25 October 2006
- Revised –28 November 2008
- Revised – 2 June 2014
- Revised – Fall 2019

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). Please note that this is a sample format, not a required format. Plans do not need to include activities for every 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 (e.g. connection to strategic plan, institutional impact):

Goal/Objective(s):

Report of Actual Accomplishments:

Faculty signature:

Supervisor signature: