PROFESSIONAL DEVELOPMENT REQUIRED AREAS SUMMARY SHEET
(FORM FE 2)

1. **This chart corresponds to the activities documented on the Record of Professional Development/Trip Report (Form FE-1).**
2. **Full-time faculty must earn 14 total hours per year, corresponding their activities with the required hours per area. After 14 hours have been met, the faculty member no longer needs to categorize additional hours in specific areas below.**
3. **Department Chair may request copy of this completed form (optional).**
4. **Completion of the 14 Hours earns 25 points in the overall evaluation, Form FE-6, Item 1.**

Faculty Member: _____ Academic Year: _____ Total Hours: 0

CAMPUS REQUIREMENTS
(2 hours*)

- EEOC Training
- Fall Pre-service
- New Employee/QEP Training
- Graduation
- Department Meetings
- QEP Training

Activity Name/ Number of hours:

TOTAL HOURS: 0

INSTRUCTIONAL AREAS
(6 hours*)

- Content Area Conf./Workshops
- Technology Training
- Methodologies/Instructional Training
- QEP Meetings

Activity Name/ Number of hours:

TOTAL HOURS: 0

PIC (Prof.Org/Institutional & Community Involvement)
(6 hours*)

- CTC Committee Work
- Faculty Senate
- TCCTA
- Prof. Organizations
- Community Organizations

Activity Name/ Number of hours:

TOTAL HOURS: 0

TOTAL POINTS [Post to Form FE6, Item 1] _____

- All activities earn one hour for each hour of participation.

*** Full-Time Faculty Only**

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