

## **Frequently Asked Questions (FAQs) about the Professional Development Plan**

- What is the purpose of the plan?

The goal of the plan is develop a systematic way to record the professional activities in which we, the faculty, are involved. The plan will encourage each of us to assess our strengths and weaknesses in professional development. It will also demonstrate to the administration and community that we are an active, learning body of academics and instructors who are constantly seeking challenges and improvement. Instituting the plan will also place us on par with many other Texas community colleges which have professional development plans already in place.

- How much paperwork will I have to do?

To record your PD hours, submit an online Record of Professional Development/Trip Report (Form FE-1). Keep a copy of each report on disk. Then once a year (by May 1), fill out the Professional Development Summary Sheet (Form FE-2 *optional*) to categorize your professional development activities. Note: Once you have categorized your fourteen hours to show that your activities fit the required areas, you no longer have to categorize them. In other words, extra PD hours (above the required 14) can be received in any one or all of the required fields. However, you should still submit trip reports (Form FE-1) in order to demonstrate your hours for the purpose of title promotion. **Note: You may consolidate related activities on one Form FE-1. For example, you may record all your Faculty Senate meetings on one Form FE-1 at the end of the year instead of submitting 8 separate forms.**

Also once a year (by **May 1**), you will need to fill out Final Evaluation Report (Form FE-6). The other forms (Department Chair Evaluation, Faculty Peer Observation, and Self-Assessment) must be filled out once every three years. You may choose to stagger these activities or do them all in the same year.

- What does the Professional Development Summary Sheet say about me?

The Professional Development Summary Sheet (Form FE-2) will show that you have completed 14 hours of professional development activities throughout the academic year (May 2 – May 1 of the following year). It shows that your activities are well rounded in each of the **three** required areas.

- What if I don't have enough hours in each area?

If you have not participated in 14 hours of professional development, you will not earn the full points on the final evaluation report (Form FE-6).

- What happens if I don't earn the full points on the final evaluation report?

You will work with your Department Chair concerning any recommendations. Department Chair may use Form FE-7 to document recommendations.

- How is this plan beneficial to me?

The benefits to each of us are numerous. Most importantly, there is a proven correlation between faculty professional development and improved student outcomes. In addition to this and our own self-improvement, the plan provides concrete rewards. In order to free up time during the week to participate in professional development activities and corresponding record keeping, posted office hours can be reduced, as appropriate, with the approval of the respective Department Chair.

- What if I have been unfairly evaluated?

You may/should follow the Grievance procedures as established in existing policy (see HRM Operating Policies and Procedure Manual, Policy 210 available online at <http://www.ctcd.edu/hrman/tab2/210.pdf> or Faculty Handbook, Section 1.7).

- Where do I find the forms?

The forms are available online at <http://www.ctcd.edu/facsen.htm>.

- Who is available to answer my questions about this plan?

Your Department Chair and/or appropriate Campus Dean will assist you with any questions you may have.