

CENTRAL TEXAS COLLEGE

Professional Development Plan

Suggested Timeline

MONTHLY

- consider Faculty Senate Meeting (third Friday, 9-10 a.m. or TBA)
- check and sign up for CTC's workshop offerings
- check and sign up for additional on-line workshop offerings (TBA)
- consider your field's professional organization(s) activities
- **submit all activities on the Record of Professional Development/Trip Report (FORM FE 1)**
- **note all activities on the Professional Development Required Areas Summary Sheet (FORM FE 2)**
- **submit any requests for non-CTC PD to department chair at least one month in advance or as requested by department**

AUGUST

- attend Faculty Preservice or work registration
- attend special departmental meetings
- arrange with one partner colleague for Faculty Peer Observation (sometime during Fall/Spring)**
- arrange with Department Chair for evaluation (sometime during Spring)**

SEPTEMBER

- consider community Labor Day activities

OCTOBER

- consider TCCTA's Leadership Conference (Austin)
- consider community Halloween activities
- consider United Way campus activities

NOVEMBER

- consider community Veteran's Day activities
- administer Student Evaluation (2 courses only); have students submit to department

DECEMBER

- consider community Holiday activities
- consider CTC Holiday event

JANUARY

- attend special departmental meetings
- consider community Martin Luther King's Birthday activities
- evaluate Professional Development progress (at least 7 hours should be recorded on FORM FE 2)
- **obtain 2 Student Evaluation results from department (add both results; record on FORM FE 6, line 5)**
- **complete Faculty Peer Observation FORM FE 4 (record 10 points on FORM FE 6, line 3)****

FEBRUARY

- consider TCCTA Convention
- consider community Presidents' Day activities
- re-evaluate Professional Development progress (should be nearing 14 hours on FORM FE 2)
- **complete Self-Assessment FORM FE 5 (record 10 points on FORM FE 6, line 4)****

MARCH

- consider community or campus-related Spring Break activities
- consider Peer Appreciate Banquet
- **record previous year's results on FORM FE 6, lines 3, 4, and 5 (during non-evaluation years)**
- **arrange for Department Chair Evaluation FORM FE 3 (record results on FORM FE 6, line 3)****

APRIL

- **BY APRIL 10: make sure FORM FE 6 is completely filled out (lines 1-5)**
- **BY APRIL 15: submit completed FORM FE 6 (and documentation if requested) to Department Chair**
- consider summer conventions/projects for next year's PD

MAY

- attend CTC graduation

****during evaluation year only [mandatory every 3 years; may be requested more frequently by faculty member and/or Department Chair/Campus Dean; previous year's results may be re-used during faculty member's non-evaluation year(s)]**