

FACULTY PROFESSIONAL DEVELOPMENT PLANS

POLICY**Authority**

This policy is written in accordance with [Minnesota State Board Policy 3.32 - Faculty Qualifications](#) and [Minnesota State System Procedure 3.32.1 - College Faculty Qualifications](#), primarily reference in part 9 which states, "each college shall establish consistent standards to implement the continuing development of faculty members."

Purpose

This policy applies to faculty in unlimited positions. Per The purpose of a professional development plan is to identify activities and/or strategies to be used by a 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 annually. Plans will be developed in consultation with the faculty member's supervising dean and shall address specific objectives and outcomes in up to six component areas of development. 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 faculty member's supervising dean on an annual basis to ensure progress and relevancy to the faculty member's credential field and level of teaching experience.

Definitions**College Faculty Member:**

Individuals teaching credit-based courses, or a counselor or librarian at community, technical, and consolidated (two-year) colleges.

- 1) Unlimited Faculty - College faculty members employed by a college in unlimited full-time position as defined in the master agreement between the board and the Minnesota State College Faculty.

College Faculty Professional Development:

Professional development includes continuing improvement in: teaching and learning skills and methods, discipline and program content, student interactions, service to the college and the greater community, and personal growth related to the faculty member's employment responsibilities.

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Individual Professional Development Plan:

A plan developed by the faculty member in consultation with the faculty member's supervising dean addressing specific objectives and expected outcomes with respect to the following components, as appropriate to the faculty member's needs:

1. Content knowledge and skill in the discipline/program.
2. Teaching methods and instructional strategies.
3. Related work experience.
4. Study appropriate to the higher education environment.
5. Service to the college and the greater community.
6. Other components, as appropriate.

History:

09.26.12 Adopted

01.30.23 Proposed – Reviewed for equity compliance.

08.30.23 Revised

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PROCEDURES

1. Faculty will complete the [Faculty Professional Development Plan Form](#) and submit the plan to their supervising dean for review by May 1st to be effective the beginning of the following academic year.
2. If, after meaningful discussion, the faculty member and the supervising dean do not reach agreement regarding the content of the plan, the faculty member's supervising dean will provide written rationale to the faculty member. Following that feedback, both parties will meet to finalize the plan.
3. Professional Development Plan progress will be evaluated annually by the faculty member's supervising dean through a meeting with the faculty member. Progress status or plan completion will be documented on the Development Plan Form. The evaluation process will be completed by May 1st.
4. Completion of the Professional Development Plan will require signatures by both parties. A copy of the completed Development Plan will be maintained on file in the Human Resources Department.

*History:**09.26.12 Adopted**01.30.23 Proposed – Reviewed for equity compliance.**08.30.23 Revised*