

Professional Development Plans

Purpose:

The purpose of the Professional Development Plan (PDP) in the new Faculty Development model is to document the professional needs and career plans of the individual faculty member. This plan should outline specific behaviors, skills, and knowledge necessary for the faculty to achieve the expectations of the university for their position. In addition, it should clearly communicate the professional goals and career aspirations of the faculty member in the areas of teaching, service, and scholarship.

The PDP and the faculty member's accomplishment of the indicated objectives for the current year will be part of the annual review process and periodic reviews for promotion, tenure, and contracts. As such, they will be made available to the Promotion and Tenure committee, Deans, and the Office of the Provost.

In addition, the Office of the Provost will use the submitted PDPs to inform the professional development offerings and resources made available to faculty.

Process:

The faculty member should meet with their primary evaluator, mentors, and/or university leadership to discuss their strengths and development areas in terms of their current position and future professional goals.

The faculty member should reflect on this information and develop a plan consisting of goals for the next year and future years. This plan should be documented using the following template and reviewed with their primary evaluator before submission in the annual evaluation process.

The PDP will be revisited and revised each year during the annual evaluation process.

Instructions for Template:

1. Access the Professional Development Plan template on the in the Faculty Success system at <https://www.digitalmeasures.com/login/marian/faculty/>. It is located at the bottom of the Activities screen in the Administrative Data section.
2. For each area of Teaching, Scholarship, and Service, complete the following:
 - a. Based on the input gathered from your conversations, develop a concise statement that clearly reflects your professional goals and aspirations in each area and enter it in the **Long-Term Aspirations** field. This statement should describe what you would like to achieve in each area over the course of time with enough detail that someone outside your area can understand what you are trying to achieve. This aspiration should be something that will take time (four to six years) to accomplish and will roll forward each year. Although, you will have the opportunity to update it as needed.
 - b. Once your professional aspiration is stated, identify one to three goals you want to accomplish in the next academic year that will help move you towards achieving your stated aspirations. These outcomes should be measurable and have a completion date. Your completion of these outcomes will be part of your annual evaluation process.

- c. Identify one to three future developmental resources or areas of support that could help you achieve your professional goal in each area. Specificity is helpful.

These will be used by the leadership of the program and the Office of the Provost to plan for future support and resources.

3. An extra section is provided should the faculty member have another area where they want to document their professional goals and aspirations. A faculty member may also use this section to describe plans for improvement in areas identified by the primary evaluator.
4. Faculty should discuss their PDP with their primary evaluator prior to the annual evaluation process and make any necessary revisions.
5. The final PDP will be uploaded into the electronic workflow process as part of the annual evaluation process.