

IMPORTANT ELEMENTS OF THE PROFESSIONAL DEVELOPMENT PLAN (PDP)

Your new plan shall include measurable goals for each of the five criteria, as outlined in Article 22 of the contract. Guidelines and examples of evidence for the PDR associated to your PDP are given in Appendix G of the contract. A sample format for a PDP/PDR is given below that you may find as a useful template and give you some idea of what is expected. Alternative formats are acceptable.

Example:

Criterion I – Demonstrated Ability to Teach Effectively

This should not be your teaching load but rather the identity of course development, curriculum design, instructional innovations, and new ways of organizing and presenting knowledge.

Examples follow:

Goals

- (1) Develop instructional materials for new classes as assigned.
- (2) Develop new approach to teaching the X concept to improve student understanding and retention of this difficult concept
- (3) Include more real world examples in course X.

Expected Achievement

State the expected measurable level of achievement that you would expect, if successful. For example, increased student learning retention because of the use of applications to emphasize the theory; course materials open for review for department assessment; positive student course evaluations; personal and careful analysis of student performance in specific areas; student worksheets; laboratory exercises, etc.

Methods of Assessment

One must show evidence of goals accomplished. This could be quality lab manual, syllabus, or other instructional materials. Should include student evaluations and could include colleague assessment, CETL assessment, self-assessment, etc.

Report

I recommend that you leave an electronic space identified as REPORT to be completed at the end of your assessment period (or as an interim report). This will keep your goals and report together. If you wish, you could report for each goal or for each criterion. For Criterion 1, there should always be evidence that you have (1) sought feedback, (2) reflected on and analyzed that feedback, and (3) implemented changes based on your reflection/analysis.

Criterion II – Scholarly or Creative Achievement or Research

This criterion should have goals which would demonstrate originality/creativity through research. In this criterion, you are seeking new information.

Example:

Goals

- (1) Determine the toxicity levels of selenium in food supplements to rats
- (2) Metallic coating with heavy metals to reduce wear on moving parts

Expected Achievement

Professional journal publication; work in progress; presentation of refereed paper at professional meeting; patent; developed software, etc.

Methods of Assessment

Provide evidence of conference paper; peer reviewed paper

Report: The part added at the end of the year or evaluation period

Criterion III – Evidence of Continuing Preparation and Study

Example:

Goals

- (1) Workshop/seminar on new concepts in discipline
- (2) Attend professional conferences
- (3) Development of skill to incorporate active learning in lectures, etc.
- (4) Use research as a driving factor for intellectual development
- (5) CETL activities and mentoring to improve quality of instruction in the academy

Expected Achievement

Methods of Assessment

Self-assessment with convincing argument and other evidence of taking a course, workshop, etc.

Report: The part added at the end of the year or evaluation period

Criterion IV – Contribution to Student Growth and Development

Example:

Goals

- (1) Involve at least two students in my research project
- (2) Advise students in major
- (3) Sponsor student organization

Expected Achievement

Methods of Assessment

Report: The part added at the end of the year or evaluation period

Criterion V – Service to the University and Community

Example:

Goals

- (1) Serve as member of the curriculum committee in the department
- (2) Serve on the “x” committee of a professional organization
- (3) Serve on community boards/committees
- (4) Serve as a referee/editor for a professional journal.

Expected Achievement

Methods of Assessment

Report: The part added at the end of the year or evaluation period

Note: *It is very possible that some activities that you do can assist in meeting more than one goal.*