

DCTC Procedure 3.32.2 Faculty Professional Development Plans

Chapter 3 – Education/Instruction

Part 1. Purpose.

The purpose of the Faculty Professional Development Plan, as stated in Minnesota State Procedure 3.32.1, “is to identify activities and/or strategies to be used by the 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.”

Part 2. Applicability.

All faculty in unlimited positions will prepare a Faculty Professional Development Plan. Plans will be developed in consultation with the Academic Dean and shall address specific objectives and expected outcomes in up to six component areas of development. Those component areas are:

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.

Part 3. Plans and Timelines.

1. Each unlimited faculty member will complete a Faculty Professional Development Plan, and submit his or her plan to the appropriate Academic Dean for review no later than April 15th of the current academic year, to be effective at the beginning of the following academic year. The plan may cover a period of one or more academic years to a maximum of three years, dependent upon the nature of the faculty member’s appointment.
2. While the plan effective dates may vary, all plans will be reviewed by Academic Affairs on an annual basis to ensure progress and relevancy to the faculty member’s credential field(s) and level of teaching experience.
3. If the Academic Dean has recommendations for modification to a plan, a meeting may be convened with the faculty member to discuss these recommendations. The Academic Dean must indicate whether these recommendations are reflected in the faculty member’s final plan before signing. A completed Faculty Professional Development Plan requires signatures from both parties.
4. A copy of the completed plan will be maintained on file in the Human Resources Department.
5. Each faculty member will provide a brief progress report on plan completion to his or her Academic Dean at the conclusion of every academic year.

Related Documents:

- Minnesota State Procedure 3.32.1
- [Procedure](#)

Procedure History:

Date of Adoption:

Last Revision date: 05/30/2017

Date most recent policy revisions go into effect: 05/30/2017

Date and Subject of Revisions:

-05/30/2017 – Updated title and history and changed MNSCU reference to Minnesota State in Part 1