FACULTY EVALUATION WORKSHEET • PROFESSIONAL DEVELOPMENT

Definition of Professional Development

Professional development consists of activities which lead to the acquisition and enhancement of skills and knowledge that benefit personal and professional competency or contribute to the growth of the discipline. Faculty should track their activities and provide as much documentation as necessary to verify the activity. Faculty should only include Professional Development activities that were completed within the last four (4) years

Specific Components of Professional Development

Directions: Check box for activities in which you have participated. Describe the activity below and attach documentation when possible.

Master and update content knowledge

- ☐ 1. Attend a full-day conference
- ☐ 2. Attend classes, workshops, and seminars
- ☐ 3. Attend faculty development seminars, in-service training or other related staff development activities
- ☐ 4. Complete a graduate degree at an accredited institution
- ☐ 5. Earn CEUs or NCCs related to discipline, expertise, technology, etc.
- ☐ 6. Immunizations/CPR update
- ☐ 7. Maintain credentials (e.g., certification, licensing)
- ☐ 8. Maintain professional relationships
    - a. Community partnerships
    - b. International outreach/international student requirement updates
    - c. Local, state, and national professional organizations (committee or task force member)
    - d. Local, state, and national professional organizations (member)
    - e. Local, state, and national professional organizations (officer)
    - f. Network
- ☐ 9. Read journals, books, textbooks, and/or professional literature

Update skills

- ☐ 10. Alternative teaching methods/deliveries (e.g., online, hybrid ,OE/OE); alternative counseling, distance counseling
- ☐ 11. Multimedia proficiency
- ☐ 12. New/updated technology, e.g., electronic/print sources related to library function of Colleague updates
- ☐ 13. Organization skills
- ☐ 14. Self-assessment of teaching using peer sit-in or video tape evaluated with a rubric
- ☐ 15. Software
- ☐ 16. Word processing

Employ skills in work setting/Service learning

- ☐ 17. Employ skills in work setting
- ☐ 18. Service learning

Produce and disseminate

- ☐ 19. Conduct research and/or development
- ☐ 20. Grant writing— external
- ☐ 21. Grant writing— internal (e.g., Foundation Grant)
- ☐ 22. Present at conferences, seminars, workshops
- ☐ 23. Publish
- ☐ 24. Share new information with peers
- ☐ 25. Textbook chapter or journal review
- ☐ 26 Write scholarly works

In the area below write the activity number in the first column, the date or date range in the second, and a description of your professional development activity.
* Attach additional sheets if needed.

Item #	Date(s)	Description