

Faculty Professional Development Plan

for Faculty required to complete Prof-Tech Certification



Instructions: Use the form below to enter your Professional Development Plan (PDP) Activities. For Initial Certification, enter a minimum of 1 activity per year for 3 years. For Standard or Renewal Certification, enter a minimum of 1 activity per year for 5 years. For both Initial or Standard/Renewal Certification, you must select at least one Key Activity from each of the following categories: A, B, and D. Once your Dean/Director has approved your plan, you and your Dean/Director will sign using DocuSign. Then, after each completed task and/or for your annual evaluation, enter the Completion Date, and re-submit through DocuSign to your Dean/Director for approval. Once approved, a copy will be sent to Human Resources for Increment Documentation. The Admins can assist you with DocuSign as needed.
[Click here for a full copy of the Skills Standards.](#)

Faculty Name: _____

Date: _____

ACTIVITY 1:

Key Activity (select one from the drop down menu):	PDP Activity:	Assessment:	Proposed Completion Date:	Completion Date:	Notes:

Employee Signature: _____

Date: _____

Supervisor Signature Approving Plan: _____

Date: _____

Supervisor Signature Verifying Completion: _____

Date: _____

ACTIVITY 2:

Key Activity (select one from the drop down menu):	PDP Activity:	Assessment:	Proposed Completion Date:	Completion Date:	Notes:

Employee Signature: _____

Date: _____

Supervisor Signature Approving Plan: _____

Date: _____

Supervisor Signature Verifying Completion: _____

Date: _____

ACTIVITY 3:

Key Activity (select one from the drop down menu):	PDP Activity:	Assessment:	Proposed Completion Date:	Completion Date:	Notes:

Employee Signature: _____ Date: _____

Supervisor Signature Approving Plan: _____ Date: _____

Supervisor Signature Verifying Completion: _____ Date: _____

ACTIVITY 4: (for Standard or Renewal only)

Key Activity (select one from the drop down menu):	PDP Activity:	Assessment:	Proposed Completion Date:	Completion Date:	Notes:

Employee Signature: _____ Date: _____

Supervisor Signature Approving Plan: _____ Date: _____

Supervisor Signature Verifying Completion: _____ Date: _____

ACTIVITY 5: (for Standard or Renewal only)

Key Activity (select one from the drop down menu):	PDP Activity:	Assessment:	Proposed Completion Date:	Completion Date:	Notes:

Employee Signature: _____ Date: _____

Supervisor Signature Approving Plan: _____ Date: _____

Supervisor Signature Verifying Completion: _____ Date: _____

A1: Research, evaluate and obtain required equipment, systems, tools, supplies, and materials
A2: Set up, maintain and repair instructional systems, equipment, and/or tools
A3: Develop a growth and replacement plan for systems, equipment and/or tools
A4: Lead students and supervise learning environments
A5: Research, select, evaluate and maintain off-campus learning environments
A6: Evaluate and monitor the safety of the instructional areas and practices
A7: Identify, evaluate, and implement new instructional strategies and technologies
B1: Identify, evaluate, and modify outcomes
B2: Create, evaluate, and modify curriculum
B3: Create, evaluate, and modify assessments
B4: Implement curriculum and assessments
B5: Integrate curriculum with other faculty in the department and in other instructional areas/ institutions
C1: Develop review, and update program course plan
C2: Recruit and work with advisory committee and employers to meet changing needs of the program and industry
C3: Identify, evaluate, and modify program outcomes and assessments
C4: Identify and develop core and support courses
C5: Maintain (or obtain) program accreditation
C6: Research, identify and evaluate trends and implement current industry standards
C7: Coordinate program development with other college programs and institutions
D1: Prepare and/or gather current instructional materials
D2: Provide individual and group instruction
D3: Initiate, develop, and implement student assessments
D4: Modify instructional material and methods based on student and industry assessments and feedback
D5: Promote professionalism in the learning environment
E1: Provide students with access to instructor
E2: Provide information or referrals to meet student needs
E3: Provide students with career advising and assist with job placement
E4: Provide academic advising
E5: Serve as student activity advisor as applicable
F1: Perform documentation and record keeping duties
F2: Lead and manage instructional and program assistants
F3: Mentor, orient, and support new and part-time faculty
F4: Develop criteria, recruit, and make recommendations regarding hiring of faculty
F5: Provide input for program, schedules, and college printed and electronic publications
F6: Develop and manage budgets
F7: Research and assist with writing and implementing grants and targeting financial resources
G1: Collaborate with college staff, faculty, and students and internship/ externship site personnel
G2: Work with program advisory committee
G3: Maintain current knowledge of the field
G4: Participate in professional networking
G5: Develop a professional development plan
H1: Participate in campus, high school, and community organization activities and educational partnerships
H2: Develop promotional plan
H3: Provide program information for prospective students
H4: Perform recruiting activities

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Faculty Professional Development Plan

For Academic Faculty and Faculty not required to complete Prof-Tech Certification



Instructions: Use the form below to enter your professional development activities for the upcoming academic year. The PDP form is required for two purposes: to meet LWTech's interest in ongoing professional development for all employees and to serve as evidence you are on track to meet the requirements for a salary increment. Your plan must be pre-approved during a discussion with your Dean/Director either summer or fall quarters, and this form should be signed by both you and your Dean/Director via DocuSign. Next, you should plan a second meeting with your Dean/Director during spring quarter to verify that your project has been completed. Then your Dean/Director will sign via DocuSign again, indicating project completion, the form will be automatically sent to Human Resources by August 1 for increment documentation.

Faculty Name: _____ **Date:** _____

Activity:	Measurable Outcomes:	Proposed Completion Date:	Completion Date:

Employee Signature: _____ **Date:** _____

Supervisor Signature Approving Plan: _____ **Date:** _____

Supervisor Signature Verifying Activity Completion: _____ **Date:** _____

Professional Development Plan (PDP) Uses

