

## Professional Development Plan

The professional Development Plan outlined below is formulated to offer you the benefit of specific goals and time lines for you to achieve during your five year probationary period as faculty member at New York City Technical College. These objectives, coupled with the criteria for reappointment and tenure stated in the University's *Statement on Academic Personnel Practice* (see Instructional Staff Handbook ), will serve as the standards against which you will be measured by your departmental committee on appointments, the College Personnel and Budget Committee and the president as you stand for reappointment each year and progress toward tenure. The aims set forth reflect your development as a faculty member and should be looked at each year so that they accurately reflect any changes in your professional goals and the needs of the department. During your probationary period, you can expect to be called before the College Committee on Personnel and Budget's *Subcommittee on Reappointment and Tenure* for a formal review as you approach your fourth and sixth (tenure) appointments.

Your annual evaluation by your department chair at the end of each academic year will serve as the vehicle to officially apprise you of your progress in meeting the college's expectations for tenure. Formal classroom observations, student opinion reports, student advisement, relationships with your colleagues, service to your department, the college and the community as well as professional activities including research and publication are some of the major elements that are usually included in the annual evaluation. In addition, your academic dean, your department chair and the senior faculty members of your department may offer you informal advice from time to time that should further serve to guide you in the process.

## TEMPLATE

### New York City College of Technology The City University of New York

Department of \_\_\_\_\_

### PROFESSIONAL DEVELOPMENT PLAN

**FOR:** \_\_\_\_\_

The objectives listed below are based upon the university's *Statement on Academic Personnel Practices* (Instructional Staff Handbook pp.51-52). In setting these goals all parties are aware that this is a developmental exercise, subject to reevaluation each year as the individual progresses towards tenure.

In an effort to meet these objectives, Professor \_\_\_\_\_ will engage in the following activities:

#### Year 1

1. Attain teaching excellence
  - *Establish and maintain a teaching portfolio*
  - *Achieve a rating of \_\_\_\_\_ on student evaluations, annual evaluations, classroom observations*
2. Provide service to the department
  - *Serve on the departmental curriculum committee*
  - *Serve as the coordinator for the \_\_\_\_\_ course*
3. Provide service to the college/university/community
  - *Serve on the School of \_\_\_\_\_ Grants & Research Committee*
  - *Participate in student open houses*
4. Achieve significant professional development, as related to the specific Discipline, through the following activities
  - *Apply for a grant*
  - *Make a presentation at \_\_\_\_\_*

**Year 2  
(repeat)**

**Year 3  
(repeat)**

**Year 4  
(repeat)**

**Year 5  
(repeat)**

**Signatures**

**Faculty Member**\_\_\_\_\_ **Date**\_\_\_\_\_

**Chair**\_\_\_\_\_ **Date**\_\_\_\_\_

**Academic Dean**\_\_\_\_\_ **Date**\_\_\_\_\_

***Approved by the Personnel & Budget Committee  
September 13, 2001***