



Personal Professional Plan Guidelines

Instructional competencies (Guideline: Growth in 3-4 areas per year minimum with all areas (a through i) being addressed over a 4 year period. This list will be reviewed annually by the Professional Development Committee.)

Instructional staff members are expected to be competent in the following areas and the activities below are some **suggested** ways to increase competencies in those areas as defined in the Professional Development Plan.

- a. **Student learning**
- b. **Diverse learning**
- c. **Instructional planning**
- d. **Instructional strategies**
- e. **Learning environment/Classroom management**
- f. **Communication**
- g. **Assessment**
- h. **Collaboration, Ethics, and Relationships**
- i. **Technology related to instruction**

Sample Activity	Instructional competencies (varies by example)	Sample Documentation
New Teacher Workshop	a, b, c, d, h	Attendance
Curriculum Development	c, d,	Completion as appropriate
Community College teaching course	a, b, e, f, g	Grade/Transcript
Syllabus, course development at orientation	c, d	Attendance
Technology for program learned	i, e	Conference/Meeting
New instructional staff participation in mentoring program	e, h	Participation
Mentoring participation as mentor	e, h,	Participation
Presentation/communication skills workshop	d,e,f	Event completion
Other		



Personal Professional Plan Guidelines

Professional development areas (Guideline: Growth in 3-4 areas per year with areas (a through g) addressed over a 4 years. This list will be reviewed annually by the Professional Development Committee for completeness.)

Instructional staff members are expected to show growth in the following areas and the activities below are some **suggested** ways to increase professional growth as defined in the Professional Development Plan.

- a. Reflection/Assessment of professional growth
- b. Contribution to the college
- c. Instructional competencies
- d. Continuous quality improvement
- e. Collegiality
- f. Subject/Technical area growth
- g. Community College Structure/Financing/Mission/History

Sample Activity	Professional objective (varies by example)	Sample Documentation
Mentor	a, b, d, e	Participation
New instructional staff orientation/mentoring process	a, c	Participation
Peer or team teaching	a, c, d,	Class Designation
Conferences and reports	a, b, c, f	Attendance
Training of colleagues	b, c, e	Recorded event
Committee chair	b, d, e	Minutes, meetings
Team building activity	a, d, e,	Recorded event
Portfolio creation	a, c, d,	Portfolio
Technology/software program update	b, c, d, f	Workshop/Report
Publishing or Refereeing	e, f	Summary report
Graduate work toward degree	a, b, c, f	Grade/Transcript
Program certification/professional standing	a, b, c, d	Copy of certification
Student assessment activity and report	a, b, d,	Activity Report
State/National organization leadership	b, e, f	Minutes/Notification
Exhibitions/Presentations/Performances of work	e	Recorded event
Presentation skills updated/contributed	b, c, d, e	Presentation event
Sabbatical	a, d, f	HR documentation
AQIP team involvement/contribution	b, d,	Minutes, attendance
Human Relations course/experience	e	Grade/Transcript
Community College history/mission/financing/structure	j	Grade/Transcript
Related Work Experience (vocational-technical)	d, f	Work documentation