

**DIN: 4020-1-02**  
**Title of Policy Faculty Professional Development**

**Policy**

NTC faculty are committed to continual improvement in teaching and learning skills and methods, discipline and program content, learner interactions, service to the college and the greater community, and personal growth related to their employment responsibilities. To assure continuing improvement, unlimited faculty will develop professional growth plans, in consultation with their supervisor, which will address specific objectives and expected outcomes with respect to the following components, as appropriate to the individual faculty member's needs:

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; and
6. other components, as appropriate.

Plans will be developed during the first semester subsequent to the implementation of this policy, and thereafter during the first semester of employment for unlimited faculty, and reviewed with the individual's supervisor annually for probationary faculty and every three years for tenured faculty. The review rotation schedule for unlimited faculty employed at the time this policy was implemented was established mutually between the Dean and the MSCF president and thereafter review rotation is determined by year of hire. Plans will be documented using the College's approved Faculty Professional Development Plan form (4020-4-02). As part of the review, faculty will provide documentation of activities and accomplishments toward the achievement of expected outcomes. Use of eFolio for this purpose is encouraged.

**Purpose**

To assure continual improvement of faculty knowledge and skills.

**Responsibility**

The table below describes responsibilities for this policy:

| <b>Group/Individual</b> | <b>Responsibility</b>   |
|-------------------------|---|
| Dean and MSCF President | Establish initial professional development rotation list  |
| Faculty                 | Develop Professional Development Plan. Implement activities toward the completion of the goals and expected outcomes specified in the plan. Review progress/update plan with supervisor in accordance with review schedule. |
| Dean (or supervisor)    | Review plans with individual unlimited faculty members. Provide suggestions and feedback, as appropriate, for objectives, activities, and expected outcomes.  |

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| The most current documentation is electronic; therefore, please discard printed copy after 24 hours. This does not apply to completed forms which are records. |               |  | Print Date: 03/22/07 4:04 PM     |
| Document Number:4020-1-02  | Rev.          | Page 1 of 2  | Level #1                         |
| Title: Faculty Professional Development Plans  |               |  | Implementation Date: spring 2007 |
| Approved: Dr. Quistgaard   | Date: 3-20-07 | Check here if policy should appear in student handbook: <input type="checkbox"/> |                                  |

**Supporting References**

Listed below are college document(s) that support this policy:  
Process 4020-2-01 Faculty Professional Development Plan Development and Review Process  
Form 4020-4-02 Faculty Professional Development Plan

**Compliance References:**

Listed below are references to compliance requirements (e.g. MnSCU policy, federal regulations).  
MnSCU [Policy 32.2](#) College Faculty Credentialing  
MnSCU [Procedure 32.2.1](#) College Faculty Credentialing (Part 8)

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