

**DIN:** 4020-2-01  
**Name of Process:** Developing/Reviewing Faculty Professional Development Plans

**Purpose**

The purpose of this policy is to assure that qualified individuals perform faculty work in the Minnesota colleges through system-established faculty minimum qualifications

**Scope**

This process applies to NTC unlimited full-time and unlimited part-time faculty and to other individuals assigned to perform faculty work, such as adjunct faculty, who intend to meet minimum qualifications for hire (within the 2 year period). An individual offered employment as a college faculty member or any individual assigned to perform faculty work shall meet system-established faculty minimum qualifications for the appropriate field except as provided for in Procedure 3.32.1. (MnSCU 3.32)

**Definitions**

The following is a list of key definitions:

Term/Phrase	Definition
Unlimited full-time faculty	A faculty member with a full-time assignment for an academic year that carries the assumption that such employment will continue on a full-time basis in subsequent years.
Unlimited part-time faculty	A faculty member with a part-time assignment between 40% and 80% for an academic year that carries the assumption that such employment will continue on a part-time basis in subsequent years.
Temporary full-time faculty	A faculty member who has been hired for a full-time assignment for an academic year.
Temporary part-time faculty	A faculty member who has been hired for a part-time assignment of five (5) or more credits in a semester or summer session.
Adjunct	Faculty who work fewer than five (5) credits in a term. Such faculty do not accrue seniority and are not probationary.
Faculty Professional Development Plan	Plan outlined on form 4020-4-02. This is a 3-year plan.

**Process**

The table below describes responsibilities for this process:

*(Write the stages, who does each, and what the stage entails. Typically a new stage starts when the policy changes hands.)*

Stage	Who	Description
1	College faculty and current adjuncts	Complete Faculty PDP 4020-4-02 and submit to Dean by October 31.
2	Academic Dean and faculty	Faculty schedule appointment with Dean to review PDP. Signatures and agreed upon revisions will be made at the meeting. The meeting shall occur by mid- November.

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3	College faculty	Review and revise, if necessary, PDP annually. No changes are required during the 3-year currency of the PDP. At the end of the 3-year time frame, faculty will begin the process again.
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**Supporting references**

Listed below are college documents that support this process:

- 4020-1-02 Faculty Professional Development Plan policy
- 4020-4-02 Faculty Professional Development Plan form
  
- MSCF 2005-2007 Master Agreement

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