

Program of Professional Development

(Required of all Assistant Professors seeking promotion to Associate Professor)

An Assistant Professor (full-time or part-time) seeking promotion to Associate Professor must complete a “program of professional development as set forth in the *Criteria for Promotion and Reappointment* issued in November 2000” agreed to by the Union and Employer (See Faculty Contract Agreement, Article XVIII, clauses B(2) and E(2).)

The program of professional development must be completed prior to the submission of your promotion dossier. Most programs of professional development require approximately one year to complete. Consequently, allow sufficient lead time for the planning, Department Chair consultation and approval, Division Dean approval, and completion of the program.

- **Program Proposal**

The attached Program of Professional Development-Proposal guidelines (on page 2) delineate the information you must provide in your program proposal. The program of professional development must be approved by your Department Chair and Division Dean prior to the start of the program. Your Department Chair and Division Dean indicate approval of your program proposal by signing in the TOP BOX on the yellow *Program of Professional Development – Proposal Approval & Program Completion Documentation* form.

Examples of Department Chair approved programs of professional development are delineated in the Attachment E specific to your division in the *Memorandum of Understanding - Criteria for Promotion and Reappointment* issued in November 2000.

- **Changes to the Approved Program**

If you need to change your approved program, you must submit a revised program proposal to your Department Chair for approval. The Change to Approved Program of Professional Development guidelines (on page 3) specifies the information you must provide in your revised proposal. Your Department Chair indicates approval of the revised program by signing in the MIDDLE BOX on the yellow *Program of Professional Development – Proposal Approval & Program Completion Documentation* form.

- **Completion of the Program**

The program of professional development must be completed prior to the submission of your promotion application and dossier, which are due on October 15. Once you have completed your program, submit the necessary documentation to your Department Chair and secure his/her signature in the BOTTOM BOX of the yellow *Program of Professional Development – Proposal Approval & Program Completion Documentation* form.

The yellow *Program of Professional Development – Proposal Approval & Program Completion Documentation* form – containing your Department Chair's signatures indicating approval of the proposal(s) and satisfactory completion of the program – is to be inserted in Section Two of the Application for Promotion Materials (Part I) binder of your promotion dossier.

Please create your proposal(s) using a word processing program. Should you desire to obtain an electronic copy of the Program of Professional Development - Proposal guidelines (on page 2) or the Change to Approved Program of Professional Development guidelines (page 3; both of which will be sent as an e-mail attachment), please contact your Department Chair or the Office of Academic Affairs.

Program of Professional Development - Proposal

(required of all Assistant Professors seeking promotion to Associate Professor)

Please create your proposal using a word processing program. Should you desire to obtain an electronic copy of this form (which will be sent as an e-mail attachment), please contact your Department Chair or the Office of Academic Affairs.

Your proposal must contain all of the following information:

Your Name

Department

Date of Appointment to Assistant Professor

1. Describe your proposed program.
2. Which of the examples in your division's Attachment E of the agreed upon *Criteria for Promotion and Reappointment* issued in November 2000 does your proposed program satisfy? If it does not satisfy one of the examples, please explain how it will qualify as a program of professional development.
3. When will your project be completed? If there are different components or steps, please list all relevant dates.
4. What documentation will you submit demonstrating completion of the program (e.g., written report, CD(s), sample chapters, grade report, etc.)?

PLEASE NOTE:

A consultation with your Department Chair is recommended. Department Chair and Division Dean approval of your program proposal is required prior to starting the program. Your Department Chair and Division Dean indicate approval by signing in the appropriate space in the TOP box (Approval of Program Proposal) on the yellow *Program of Professional Development – Proposal Approval & Program Completion Documentation* form.

Change to Approved Program of Professional Development

Should changes to any aspect of your approved program of professional development be necessary, please submit a revised program proposal to your Department Chair for approval.

Please create your revised proposal using a word processing program. Should you desire to obtain an electronic copy of this form (which will be sent as an e-mail attachment), please contact your Department Chair or the Office of Academic Affairs.

Your revised program proposal must contain of the following information:

Your Name
Department
Date of Appointment to Assistant Professor

1. Describe the changes to your original program. Please also attach a photo-copy of the original proposal.
2. Will these changes affect your program's ability to qualify as an approved program of professional development or meet your initially approved program goals? If so, how do you plan to modify the program so that it does qualify as an approved program of professional development?
3. Delineate any changes in the timeline(s) of your program.

PLEASE NOTE:

A consultation with your Department Chair is recommended. Department Chair approval of the changes in your previously approved program is required before the program is continued. Your Department Chair indicates approval of the program changes by signing in the appropriate space in the MIDDLE box (Approval of Revised Program) on the yellow *Program of Professional Development – Proposal Approval & Program Completion Documentation* form.

Completion of Approved Program of Professional Development

Upon completion of your program of professional development, submit the necessary documentation to your Department Chair and secure his/her signature in the BOTTOM BOX (Completion of Program) on the yellow *Program of Professional Development – Proposal Approval & Program Completion Documentation* form.

The yellow *Program of Professional Development – Proposal Approval & Program Completion Documentation* form containing your Department Chair's signatures indicating approval of your proposal(s) and satisfactory completion of the program is to be inserted in Section Two of the Application for Promotion Materials (Part I) binder of your promotion dossier.

**Program of Professional Development –
Proposal Approval & Program Completion Documentation**

Faculty Name: _____ Department: _____

Date of Appointment to Assistant Professor: _____

Approval of Program Proposal

I have submitted my proposed program of professional development to my Department Chair.

Faculty signature _____ Date _____

The proposed program of professional development is approved.

Department Chair signature _____ Date _____

Division Dean signature _____ Date _____

Approval of Revised Program

I have submitted the revisions to my approved program of professional development to my Department Chair.

Faculty signature _____ Date _____

The revised program of professional development is approved.

Department Chair signature _____ Date _____

Completion of Program

I have completed my approved program of professional development and submitted all necessary documentation to my Department Chair.

Faculty signature _____ Date _____

The program of professional development has been satisfactorily completed.

Department Chair signature _____ Date _____

PLEASE NOTE: This form containing your Department Chair's Division Dean's signatures indicating approval of your proposal(s) and satisfactory completion of the program is to be inserted in Section Two of the Application for Promotion Materials (Part I) binder of your promotion dossier.