

WORKSHEET TEMPLATE FOR PROFESSIONAL DEVELOPMENT PLANS

Name: _____

Date Developed: _____

Revised: _____

Potential Areas to Develop/ Enhance/Explore (Research, Scholarship, or Development)	Goals:	Method/Activity/ Resources to Achieve Goal	Target Date	Date Completed	Outcomes/ Revisions
Teaching					
Professional Development					
Service					
Scholarship					

Components of the Professional Development Plan

[This form is optional and could be used in departments that don't already have their own IAS annual evaluation instrument in place.]

Information on this form will address:

- Specific goals for the upcoming year in performance areas of teaching, as well as professional development, service, and/or scholarship. (Note: These goals shall be consistent with programmatic goals.)
- Strategies to be used to meet these goals.
- Resources needed (time, money, equipment, continuing education, reduced teaching load, etc.).
- Expectations of the program/department in order to meet its goals/objectives.
- Methods for measuring accomplishments.

After the professional development plan has been reviewed and approved by the program director and the IAS member, both will sign the **IAS Position Description**.

Signed copies of the IAS Position Description would be sent to Human Resources, filed in the department and given to the IAS member. This step is necessary regardless of which evaluation instrument is used. Copies of the Worksheet (or other instrument) would stay on file in the department and with the IAS member.