

Faculty Professional Development Guidelines

The employees at Tallahassee Community College are our most valuable resource. One of TCC's Strategic Initiatives is to hire, develop and retain the best talent for the present and future needs and diversity of the college. To ensure excellence in teaching and student success, TCC is committed to the continual development of all employees. An essential component to fostering excellence at a learning-centered College is attained through ongoing professional development.

Professional Development

Professional development is defined as activities that develop or enhance an individual's skills, knowledge, expertise and other characteristics in their profession. It is recognized that professional development may be accomplished in many ways, ranging from the formal to the informal and made available through internal or external means.

- External opportunities include, but are not limited to, active membership and participation in educational associations, professional organizations, continuance of education, concurrent related business experiences, academic research, and awareness and implementation of current teaching practices and standards. In addition, the attendance at seminars, conferences, field visits, vendor shows, equipment exhibits, etc., are excellent opportunities to gain enrichment, as well as remaining current in field of knowledge through literature, podcasts, webinars or other professional engagement. Professional writing or publication within the field of practice is also an example of professional development and growth.
- Internal opportunities include, but are not limited to participation in formal training, collaborative teams, workshops, professional learning communities, coaching/mentoring, employee orientation, formal forums and seminars, modification of courses to implement newly learned strategies, and specialized programming for skill development.

Participation in professional development enables each faculty member to become more effective in their practice, thereby making the institution more effective.

Planning Professional Development

Faculty develop individual professional goals annually in collaboration with their supervisors and should align professional development activities with these goals as closely as possible. Internal professional development activities are generally mapped to the faculty responsibilities and values with which we hire. Those responsibilities include instruction; curriculum; service and support of institutional effectiveness and success; and professional development. In addition, the faculty values are (1) a commitment to student retention, success and completion; (2) commitment to the continuous improvement of student learning; (3) ability to use of technology and innovative approaches to enhance teaching and learning, including online learning and alternative delivery systems; (4) a willingness to support a diverse population of learners inside and beyond

Faculty Professional Development Guidelines

the classroom; and (5) commitment to the mission and values of the comprehensive Community College and (6) ability to work in a collaborative, student-centered environment.

When planning professional development to support individual goals, faculty should take into consideration various areas of development. Diversifying professional development activities enriches the quality of overall development, however there may be times where faculty concentrate professional development efforts in one area for a specified purpose. Based on the faculty responsibilities and values, internal activities can be categorized as follows:

- Instructional Enrichment: designed to enhance knowledge, skills, and abilities related to pedagogy, student learning, student retention and success strategies, learning assessment techniques, use of technology and innovative approaches to enhance teaching and learning, and strategies to support a diverse population of learners inside and beyond the classroom.
- Curriculum/Discipline Enrichment: designed to develop the expertise of a faculty member in the content and skills of his/her chosen field, and enhance strategies to support a diverse population of learners inside and beyond the classroom
- Organizational Development (support of institutional effectiveness and success): designed to enhance organization-wide effectiveness and viability and skills to fulfill the mission of the College, and enhance the ability to work in a participatory and collegial setting
- Professional Development: designed to enhance *career and personal enrichment* to improve the quality of work and life; and *leadership development* to provide leaders and emerging leaders with opportunities to learn, grow, and change in order to develop knowledge, skills, and tools to function effectively within the organization.

Faculty Professional Development Guidelines

Faculty members are expected to remain current in their respective fields and are expected to participate in ongoing professional development on campus and in other venues (Article 13, Section 3.B.). On average, faculty should devote three (3) hours per week in professional development activities (Article 13, Section 3).

Estimating Professional Development (PD) Hours

While faculty are not required to “clock-in” for professional development responsibilities, general guidelines are provided for estimating time spent in professional development in terms of *professional development hours (PD hours)*. Faculty are expected to complete approximately 45 PD hours each semester (fall and spring).

	Attending	Facilitating
Workshop/Training <i>Short questionnaire responses required when participating in webinars</i>	15 PD hours <i>1 clock hour = 15 hours</i>	20 PD hours <i>1 clock hour = 20 hours</i>
National Conference	20 PD hours	25 PD hours
State Conference	20 PD hours	25 PD hours
Local Conference	15 PD hours	20 PD hours
Advancement of Academic Credential (credit course)	1 contact/credit hour = 15 PD hours <i>Use the published course contact hours to equate to the PD hours</i>	
Advancement of Academic Credential (non-credit course)	1 contact/clock hour = 30 PD hours <i>Published contact hours multiplied by 2</i>	
Deans pre-approved professional writing& publication as it relates to the discipline or profession; writing and publishing a book; peer reviewed journal articles <i>Plan/timeline must be pre-approved by the Dean with expectation of sharing the research findings in a publicized open forum for colleagues</i>	45 PD hours	
Other pre-approved professional development	5 PD hours <i>1 clock hour = 5 PD hours</i>	

Additional professional development activities may be proposed by the faculty member or dean and is subject to approval of the Provost/VPAA.