

**3344-16-03 Faculty professional development.**

In addition to the professional responsibilities as described in rule 3344-16-02 of the Administrative Code, faculty are expected to continue their professional development. In order to assist in the process of faculty professional development within the context of the university's purpose and direction in the areas of teaching, research and service, the following procedures shall be employed:

(A) Faculty annual activities report.

- (1) The faculty annual activities report ("FAAR") shall be due on or before April thirtieth of each year. The FAAR shall report on faculty activities and achievements for the preceding period May first to April thirtieth. Not later than September thirtieth of each year faculty shall meet with their department chairs to discuss their professional plans for the current academic year. The chair and faculty member shall discuss the areas of teaching, scholarship/creative activities, and professional service, indicating what the faculty member hopes to accomplish in each of these areas. The chair shall comment on those plans in terms of the career interests of the faculty member, the academic purpose and direction of the department, and the professional service interests of the university and community. The purpose of faculty/chair discussions is to develop a plan for faculty professional development that takes into consideration both individual professional development and the purpose and direction of the department, the college and the university. The chair may also suggest alternate or additional opportunities for professional growth, and suggest possible sources of support to assist faculty.
- (2) The faculty member, based on the discussions with the chair, shall prepare a written statement describing their planned goals and objectives for the year. The faculty development plan statement shall be due on or before October fifteenth of each year. This statement shall be reviewed by the department chair and added to the faculty annual activities report (FAAR). The statement of goals

and objectives may be revised or amended to reflect new directions in a faculty member's professional development. The revised or amended statement shall be reviewed by the department chair and added to the FAAR.

- (3) Faculty members shall indicate on the FAAR the degree of progress toward achieving the goals and objectives articulated in the previous academic year's FAAR. For purposes of evaluating faculty, however, achievement shall be measured on the basis of tangible, objective evidence of progress towards stated goals, achievements that had not been anticipated at the time of the faculty member's statement of planned goals and objectives, and on the overall record of accomplishment for the year.
- (4) The college FAAR forms may be amended by agreement between the administration and the university faculty affairs committee.

(B) Faculty development plan.

Faculty development plans may include, but need not be limited to:

- (1) Teaching. New course development. Revising or sustaining instructional quality in existing courses. Development of methods for assessing courses and teaching effectiveness. Assumption of important curriculum responsibilities for department or college. Efforts to attract new students or to attract external funding for teaching innovation.
- (2) Scholarship/creative activities. New initiatives in research or creative activity, as well as continuation of ongoing projects. Problem-solving activities linked to specific aspects of university's mission to local community. Efforts to attract external funding.
- (3) Service. Assumption of responsibilities for a major task within the university or externally in professional or community organizations. Sustaining or increasing levels

of involvement in faculty governance, and/or other service activities.

- (C) The university will establish a program to encourage faculty in scholarly/creative activities and teaching innovation. In addition, the university will establish a clearinghouse function for circulating and sharing information on teaching effectiveness.

**Policy Name:** Faculty professional development.

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