

New Faculty Development Program

Customized Professional Development Plan

1. New Instructor Information

Directions: Please complete the information section below.

- Name:
- Campus/Office Location:
- Email:
- Office Phone:
- Department:
- Department Chairperson:
- Date of Hire:
- Courses Taught:
- Anticipated NFDL Completion Date:

2. Mentor Information

Directions: Please complete the information section below. (Mentor will be approved by your Dean)

- Name:
- Campus/Office Location:
- Email:
- Office Phone:
- Department:

Directions: Please outline/create a tentative meeting plan.

- *Meeting Info (date and time)*
- *Meeting Info (date and time)*

3. Complete your Self-Evaluation Goal Setting Worksheet

Directions: Complete your Self-Evaluation Goal Setting Worksheet. Based on that process, list your strengths and your opportunities for improvement.

My Strengths as an Instructor are:

1. List strength here
2. List strength here
3. List strength here
4. List strength here
5. List strength here

I will work on improving the following:

1. List Opportunities for Improvement here
2. List Opportunities for Improvement here
3. List Opportunities for Improvement here
4. List Opportunities for Improvement here
5. List Opportunities for Improvement here

4. New Faculty Member Goal Setting

Directions: Based on your answers from section three, set 3 - 5 goals. For each goal, include a list of actionable steps to achieve your goal with an expected completion date for each step. Model your own goals after the following example:

EXAMPLE GOAL

Goal: Create lectures that are more engaging and interactive for students.

- Action plan for completing this goal (with expected completion dates)
 - Observe 3 other instructors who are strong lecturers **(March 2017)**
 - Identify 5 of my lectures most in need of revision **(March 2017)**
 - Work with a member of CCIT to revise 1 lecture using engaging strategies and technologies **(April 2017)**
 - Revise my remaining 4 lectures **(June 2017)**

Goal 001:

- Action plan for completing this goal (with expected completion dates)
 -

Goal 002:

- Action plan for completing this goal (with expected completion dates)
 -

Goal 003:

- Action plan for completing this goal (with expected completion dates)
 -

Goal 004:

- Action plan for completing this goal (with expected completion dates)
 -

Goal 005:

- Action plan for completing this goal (with expected completion dates)
 -

5. Program Details

Semester of Hire:

- Attend NFDP Information Session
- Complete Customized Professional Development Plan
- Tour campus with Department Chair or Mentor

Program Completion:

- Final Presentation

6. Course Participation

Directions: Listed below are the courses all new instructors are required to take. Each of these courses will be offered each semester. Please estimate when you plan to take each course. Successful completion of 8 IDT credits is a requirement of the New Faculty Development Program.

To see the current course schedule, visit: <https://ccit.dtcc.edu/facultystaff/idt-courses/course-schedule/>

Required IDT Courses

- IDT G10 Foundations of Effective Teaching (3 credits) – estimated semester of completion (example Fall of 2018)
- IDT G20 Essentials of Distance Education (3 credits) – estimated semester of completion (example Fall of 2018)
- Elective IDT Course(s) (2 credits) – estimated semester of completion (example Fall of 2018)

7. Submitting this Document for Approval

Upon completion of this document, ask your mentor and department chairperson to review it. Once your chair has approved, they will forward the document to the Dean of Instruction for approval.