



# Faculty Annual Review and Professional Development Plan

FY 2023-2024

## Faculty and Division Director Instructions:

**Step 1:** Faculty complete Section 1, self-reflection areas of Sections 2, 3, 4, and faculty portions of Section 5. If applicable, complete Section 6. Submit to Division Director via email.

**Step 2:** Division Director completes Director Feedback areas for Sections 2, 3, 4, and director portions of Section 5. If applicable, complete Section 6. Return to faculty via email.

**Step 3:** Faculty and Division Director discuss Director's comments and suggested goals. When in agreement, both parties sign in Section 7. Division Director will email signed version to Dean of Instruction.

SECTION 1: FACULTY				
Name	Rank	Tenured	Years of Service	Division

SECTION 2: INSTRUCTION
<b>Faculty Self-Reflection on Instruction</b>
<p><b>Use this area (next page) to address the FLPTC faculty duties of Teaching, SLOA, and Curriculum Development. Be sure to address both accomplishments and challenges. Suggested topics are:</b></p> <ul style="list-style-type: none"> <li>• What improvements and/or adaptations did you make in your teaching this year?</li> <li>• What curriculum changes did you implement, and what was the impact of those changes?</li> <li>• How will you use your COG data, classroom observation feedback, and/or SEOF results in your teaching practices in the next year?</li> <li>• Did you encounter any Instruction-related obstacles this year? If so, how did you handle them?</li> </ul>

**SECTION 2: INSTRUCTION (continued)**

**Division Director Feedback on Instruction**

**Dean of Instruction Feedback on Instruction**

## SECTION 3: SERVICE

### Faculty Self-Reflection on Service

**Use this area to address the FLPTC faculty duties of Advising, Student Advocacy, Recruitment, Shared Governance, College Service, and Community Service. Be sure to address both accomplishments and challenges. Suggested topics are:**

- What strides did you make in the areas of Advising, Student Advocacy, and Recruitment this year?
- If you participated in Shared Governance this past year, reflect on your experience.
- Describe how any college or community service helped you grow.
- Did you encounter any Service-related obstacles this year? If so, how did you handle them?

**Division Director Feedback on Service**

**Dean of Instruction Feedback on Service**

## SECTION 4: PROFESSIONAL DEVELOPMENT

### Faculty Self-Reflection on Professional Development

**Use this area to address the FLPTC faculty duty of Professional Development. Suggested topics are:**

- What professional development did you participate in this year and how did it help your teaching or service?
- What professional development opportunities would you like to see the college offer in the next year?
- If you identified any obstacles in the Instruction or Service sections, do you have any recommendations for tools, training, etc. that would help other instructors avoid those same issues?

**Division Director Feedback on Professional Development**

**Dean of Instruction Feedback on Professional Development**

**SECTION 5: GOALS**

**Faculty Summary of Previous Year's Goals**

**Use this area to address your goals from last year. Specifically, what goals have been completed and what outcomes reached? Describe progress made on any ongoing goals. If any goals were not started, explain why?**



**Division Director Feedback on Previous Year's Goals**

**Goals for Next Year**

- **Faculty-identified goals for next year** (related to development and professional growth)

- **Division Director-identified goals for next year** (related to Academic Affairs Strategic Plan or division goals)

**Dean of Instruction Feedback on Previous and New Goals**

**SECTION 6: PROMOTION/TENURE PLANNING**

**Do you plan on applying for promotion or tenure within the next 3 years?**

**If you answered YES, the following may be completed:**

**Faculty Questions for Administrators About Progress Towards Promotion or Tenure**

**Division Director Feedback on Faculty's Progress Towards Promotion or Tenure**

**Dean of Instruction Feedback on Faculty's Progress Towards Promotion or Tenure**

**VPAASS Feedback on Faculty's Progress Towards Promotion or Tenure**

**SECTION 7: SIGNATURES**

<b>Participant</b>	<b>Signature</b>	<b>Date</b>
Faculty		
Division Director		
Dean of Instruction		
VPAASS		
President		

**SECTION 8: VPAASS'S COMMENTS**

**SECTION 9: PRESIDENT'S COMMENTS**