

Revision Responsibility: Executive Vice President – Provost
Responsible Executive Officer: Executive Vice President - Provost

Source/Reference: [TBR Policy No. 5:02:01:05](#)

PURPOSE

To designate responsibility for faculty professional development and establish the role of the college in supporting that development.

POLICY

- I. Faculty are expected to take the initiative in promoting their own growth in their respective disciplines. The College supports these efforts through its leave and travel policies, and, to the extent permitted by available monies, funding.
- II. As part of the evaluation process, all faculty are expected to develop goals related to their job performance and professional growth and development for the coming year. These goals must:
 - A. Be agreed to by the division dean,
 - B. Be clearly related to the individual's teaching or other assigned responsibilities,
 - C. Address, as appropriate, any development needs identified during the faculty member's previous evaluation, and
 - D. Take into consideration, when appropriate, College and department/division priorities.
- III. Evaluation of progress on the goals will be a part of each individual's annual faculty evaluation. If circumstances necessitate a change over the course of the year, the goals must be renegotiated with the division dean.

PROCEDURES

- I. Goals for the coming year will be identified by the faculty member and negotiated with the division dean during the faculty member's annual evaluation conference.
- II. Deans prioritize Requests for Approval for Travel involving proposed professional development based on available funding with consideration of potential for contribution to professional growth, instructional ability and ability to perform assigned duties. Deans/coordinators determine how information gained will be shared with colleagues.

- III. Deans, as budget managers, collaborate with program directors/coordinators to allocate available funds. Requests may require approval by executive vice president-provost and/or president depending upto to total expense and if location is out of state. Recommendations for funding will be based on the following criteria:
- A. Participation in professional organizations as an officer, committee member, or presenter.
 - B. Participation in activities or attendance at conferences that will directly contribute to achievement of (1) Institution, (2) instructional area, or (3) division/ department priorities, in that order.
 - C. Attendance at professional conferences, workshops, etc. which will enhance the faculty member's ability to perform his or her assigned duties.