

December 6, 2023

# Teaching, Clinical Professors and Lecturers: Professional Development Plan (PDP) Template

## 1. Definition

**1.1.** The professional development plan (PDP) shall be developed collaboratively by the TCPL faculty member and their department chair. The initial PDP should be submitted in the first semester of appointment as an assistant TCPL faculty member and revised at least annually thereafter. The PDP will be tailored to the specific professional expertise of the faculty member and the needs of the curriculum, program/department, division, and students.

**1.2.** The PDP plan is flexible and is open to revision only with the consent and approval of the TCPL faculty member. Any revisions may be appended to the original plan at the discretion of the TCPL faculty member.

**1.3.** Each PDP has a two-page maximum length.

## 2. Structure

Each TCPL PDP must contain the following sections in this order: Position Definition, Teaching & Advising, and Service. For Teaching & Advising and Service, the sections shall contain:

- Goals for the category
- Activities that will assist the TCPL faculty member in meeting the stated goals (including professional development, etc.)
- An assessment plan

### 2.1. Position Definition

This section of the PDP shall state what the TCPL faculty member is hired to do and shall include any revisions and updates (this could include a percentage breakdown of teaching/service and/or teaching load information).

- 35           **2.2. Teaching & Advising**  
36           Teaching & advising assignments for the year. The department chair will keep the  
37           teaching assignments relatively stable to the extent practicable. The annual PDP  
38           plan may be amended if there are changes.  
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- 40           **2.3. Service**  
41           The PDP will document the service plan for the TCPL faculty member and may  
42           be amended by the TCPL faculty member if there are changes.  
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- 44   **3.** Associate TCPL faculty who wish to pursue promotion must maintain a PDP for at least  
45   two full academic years (fall and spring semesters) prior to applying for promotion. Full  
46   TCPL faculty are not required to maintain a PDP.  
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- 48   **4.** The PDP (and any subsequent revisions) must be signed and dated by the TCPL faculty  
49   member, Department Chair, the Departmental and Divisional Promotion and Tenure  
50   committees, and the divisional dean.  
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- 52   **5.** Annual evaluation expectations shall be based upon the TCPL faculty member's PDP,  
53   which shall serve as an aid rather than a full substitute for the professional judgment of  
54   the candidate's colleagues. The TCPL faculty shall not be penalized during the evaluation  
55   and/or promotion process based upon criteria not stated within the approved PDP.