

Professional Development Plan (PDP) for Classified and Unclassified Staff

A Professional Development Plan (PDP) can include courses, conferences, shadowing, training, coaching/mentoring, research activities, broad participation in relevant activities. These activities will assist the staff person in achieving professional goals, enhancing his/her value to the University, and, if warranted, correcting performance deficits. This PDP must be developed in partnership between the staff person and supervisor and completed annually along with the performance evaluation.

Name of Employee:

Banner ID Number:

Employee
Unique ID

Job Title:

Department:

Employee Signature

Supervisor Signature

Supervisor
Unique ID

Reviewer Signature

Professional Development Plan Process

1. A PDP is an essential part of an employee's annual performance review. Every unclassified employee shall have as part of their annual review a PDP.
2. There are two essential elements of an effective PDP- the employee's professional goals and his/her development activities that strengthen the employee's current performance and align with future growth and professional goals.
3. It is recommended that the employee prepare a draft professional development plan prior to meeting with the reviewer.
4. The reviewer, after reviewing the draft plan, should refine the employee's draft plan and meet with the employee to discuss the draft plan prepared by the reviewer.
5. Following the discussion between the reviewer and the employee, the plan is finalized by the reviewer, signed and submitted to the employee for his/her signature.
6. A signed copy of the plan is given to the employee.
7. The original is submitted to the Department of Human Resources or Academic Personnel Services

Goal State and Activities

Employee's Career Goal Statement

Reviewer's Professional Development Objectives for Employee for Next Year

1. TARGETED AREA FOR GROWTH IN THE PROPOSED DEVELOPMENT ACTIVITIES

a. Growth Opportunity

b. Action Plan

c. Expected Outcome/Measurement

d. Timeline

2. TARGETED AREA FOR GROWTH IN THE PROPOSED DEVELOPMENT ACTIVITIES

a. Growth Opportunity

b. Action Plan

c. Expected Outcome/Measurement

d. Timeline

3. TARGETED AREA FOR GROWTH IN THE PROPOSED DEVELOPMENT ACTIVITIES

a. Growth Opportunity

b. Action Plan

c. Expected Outcome/Measurement

d. Timeline

4. TARGETED AREA FOR GROWTH IN THE PROPOSED DEVELOPMENT ACTIVITIES

a. Growth Opportunity

b. Action Plan

c. Expected Outcome/Measurement

d. Timeline

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