



Hennepin Technical College™

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## Chapter 3: Educational Policies

### Faculty Individual Professional Development Plan Policy Policy 3HTC.4

Adoption: 12/7/05  
Revised: 1/19/2021  
Last Reviewed: 3/10/2021(AASC)  
President Approved: 3/24/2021  
Next Review Date: 3/22/2026  
Authority: [MinnState Board Policy 3.32](#)  
Custodian of Policy: Vice President of Academic Affairs

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#### POLICY STATEMENT

This policy is written in accordance with MinnState Board Policy 3.32 and System Procedure 3.32.1 regarding Faculty Credentialing. The professional development plan process will be administered by the Academic Affairs Division.

#### **Purpose:**

This policy applies to \*faculty in unlimited full-time and part-time positions. The purpose of the professional development plan, as stated in System Procedure 3.32.1, *“is to identify activities and/or strategies to be used by the faculty member to maintain currency in the faculty member’s credential field(s) and in teaching and learning skills and may include activities that go beyond maintaining currency...”*

#### **Policy:**

All faculty in unlimited full-time and part-time positions will prepare a faculty professional development plan. Plans will be developed in consultation with the Dean and shall address specific objectives and expected outcomes in up to six component areas of development. The development plan will cover a period of one to three academic years, dependent upon the nature of the activities to be completed. While the plan effective dates may vary, plans will be reviewed by the Dean on an annual basis to ensure progress and relevancy to the faculty member’s credential field and level of teaching experience.

\*This language includes counselors and librarians.