

FACULTY DEVELOPMENT PROGRAM

MILLIGAN COLLEGE

The purpose of the Faculty Development Program at Milligan College is to assist faculty members in the integrating of their teaching and other work at the College into its mission and objectives. To this end the program focuses both on the individual contributions of the Faculty as well as the corporate responsibilities of the College. This process includes three major areas:

1. **FORMATION** - The purpose of formation activities is to assist faculty in those activities which are necessary to the accomplishment of that part of the mission of the College which falls within the purview of the Faculty; goals are established which are consistent with the mission.
 - 1.1. Each new faculty member is assigned to a veteran faculty member, serving as "Faculty Mentor," who, along with the Dean, helps to orient the new member to the history, philosophy, and operational processes of college life. The *Faculty Handbook* serves as the organizing structure for this task. The new faculty normally meets with the Faculty Mentor and/or the Dean three times during each of the first two semesters. Other meetings may be scheduled as needed.
 - 1.2. The Faculty Mentor advises the untenured faculty member through application for tenure, assisting in the creation of a tenure portfolio.
 - 1.3. A preliminary three-year teaching schedule is established during the fall semester for new faculty and reviewed each fall for veteran faculty in consultation with the Area Chair and the Dean.
 - 1.4. A preliminary schedule is established identifying the general goals of the other areas to be evaluated in addition to teaching (scholarship, service to Milligan, professional activities, membership and leadership in professional organizations, community service, and church participation) according to the criteria for tenure and promotion in the *Faculty Handbook*.
 - 1.5. An annual plan articulating the above criteria is formalized and includes the schedule of assessment for those criteria.
2. **ASSESSMENT** - The purpose of assessment activities is to ensure that the goals established during the Formation phase of development are met.
 - 2.1. A number of assessments are made of faculty to help them know how they are accomplishing their goals and to help assess the overall strength of the academic program.
 - 2.2. Formal supervisory assessment is made for first-year faculty and during selected years thereafter. This assessment is based upon evaluation of syllabus, interview with new faculty members concerning self-evaluation of their goals, and interviews by the Area Chair with randomly selected students from the classes taught by the faculty member.

FACULTY DEVELOPMENT REPORT

MILLIGAN COLLEGE

Faculty Member _____

Area _____

Planning Period 19 ____ to 19 ____ (2 - 3 academic years)

This faculty development report is to be written in consultation with your area chair. It should describe an overall plan of activities for a period of two to three years. This plan will be revised and updated at the beginning of the fall semester each year and progress toward accomplishing the plan will be reported toward the end of the spring semester each year. **This process recognizes that the work of an academic professional in fulfilling the faculty role is continuous and developmental with bench mark achievements that are not always confined to an academic year time frame.**

This plan and its related report of accomplishments provide a way for directing faculty and administrative efforts toward the achievement of mutually accepted individual, area, and college goals and objectives. It identifies the variety and distribution of professional activities that you will pursue and upon which you will be evaluated at the end of each year of the plan.

The Faculty Development Report will become the basic document upon which your annual evaluation will be made. The evaluation of teaching (student, self, and supervisory) will focus upon the fall semester of the current academic year and the preceding spring semester. The documents also will provide a foundation for reporting your achievements in your promotion and tenure dossiers and will provide narrative information for area and college reports of annual accomplishments.

You should be sure you are familiar with the expectations for faculty members as described in the *Faculty Handbook*. This document provides specific criteria upon which the quality and quantity of your efforts will be evaluated.

DIRECTIONS:

For the purpose of this document, the faculty role is divided into the three major categories of **teaching, research, and service** *which are applicable to all faculty*. Furthermore, two other categories ("administrative service" and "other") are provided which are *applicable to some faculty but not all*. You are asked to respond to the appropriate categories by listing the specific activities you plan to undertake and/or the results you expect to achieve in each category.

I. TEACHING ACTIVITIES

Please comment on your long-range objectives related to teaching for the next two to three years.

Describe those activities which you plan to accomplish during the next year in relation to teaching. You may wish to comment on some of the following suggested areas of activity: development of new courses, revision of existing courses, development of new instructional methods and/or audiovisuals, contracts and grants related to teaching and instruction, development of new methods for evaluating student performance, continuing education courses, thesis supervision, and other teaching activities. Use the back side of the paper if necessary

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II. RESEARCH OR CREATIVE ACTIVITY

Please comment on your long-range objectives related to research or creative activities for the next two to three years.

Describe those activities which you plan to accomplish during the next year in relation to research. You may wish to comment on some of the following suggested areas of activity: on-going research or creative projects; new research or creative projects; anticipated publications (a) refereed journals, (b) non-refereed journals, (c) academic proceedings, (d) textbooks, (e) monographs, (f) service-oriented research projects, (g) other paper presentations at local, state, regional, and national professional association meetings; (h) contract and grant research; (i) book reviews; and (j) other research or creative activities.

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III. SERVICE ACTIVITIES

Please comment on your long-range objectives related to service for the next two to three years.

Describe those activities which you plan to accomplish during the next year in relation to service. You may wish to comment on some of the following suggested areas of activity: college committee assignments (include leadership roles and anticipated workloads on area or college committees); other college activities (e.g. student recruitment, public relations, student organizations, etc.); external activities (e.g., professional associations, community organizations related to your college role, governmental agencies, etc.); academic advisement; consulting activities; service related contracts and grants; and church activities and leadership.

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IV. ADMINISTRATIVE SERVICE

If you have an administrative component as part of your faculty assignment (i.e., area chair, discipline chair, or an administrative assignment for which you receive released time), what do you hope to accomplish in that effort?

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V. OTHER ACTIVITIES

What else would you like to mention in this plan, e.g., professional development plans, NEH Fellowship, Fulbright Scholarship, etc.?

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VI. ACTIVITIES PLAN SUMMARY

Please estimate the proportion of the total individual faculty effort devoted to teaching, research, and service activities for the forthcoming year. These percentages may not necessarily be identical with the faculty workload report, but they should reflect the mutually agreed-upon planned efforts toward each activity category described in this document.

TEACHING _____ %
RESEARCH/CREATIVE _____ %
SERVICE _____ %
ADMINISTRATIVE SERVICE _____ %
OTHER ACTIVITIES _____ %

VII. ENDORSEMENTS OF FDP/FDR

Faculty Member Date

Chair Date

Dean Date

COMMENTS: (Add additional sheets as needed.)