



FACULTY PROFESSIONAL DEVELOPMENT POLICY AND PROCEDURE

ACADEMIC SUPPORT | 400.418

Last Evaluation

1/2/2024

Executive Staff Approval

1/8/2024

Board Approval

1/17/2024

1. Policy Purpose

To maintain teaching excellence, Mountainland Technical College (MTECH) faculty must stay current in their industry and in teaching pedagogy. This policy outlines requirements and procedures for professional development of all faculty.

2. Policy Statement

Faculty must complete required hours of professional development, which are based on their full or part-time work status.

3. Definitions

Pedagogy – The method and practice of teaching. Pedagogy or instruction specific training improves the ability of the teacher to teach effectively.

Professional Development – Improvement of teaching skills, by instructors, to better meet the needs of their students.

4. Policy

Faculty are required to complete professional development hours each year to improve teaching, student success, and to stay current in their industry.

4.1 Specific Requirements

- 4.1.1 Full time faculty are required to complete 20 hours of professional development per academic year. Part time faculty are required to complete 10 hours.

5. Procedure

5.1 Hours Required

- 5.1.1 Approximately half of professional development hours should be focused on pedagogy.
 - 5.1.1.1 This can include webinars, conferences, Bridge courses, outside training, university courses, faculty meetings, UEN online courses, USBE Microcredential, approved readings, etc. The goal is to improve the ability of the teacher to teach and ensure student success. University courses approved by the Program Director will earn 30 hours of professional development for each credit hour.
 - 5.1.1.2 Subjects include curriculum development, assessment writing, creating rubrics, classroom management, special needs students, working with accommodations, copyright rules, etc.
 - 5.1.2 The other half of professional development hours should be spent on training specific to the instructor's program area of expertise.
 - 5.1.2.1 This includes earning points for required licenses, doing "teacher in business" training or work-based learning experiences. It can include online courses and conferences.
 - 5.1.3 Professional development for anything besides what is offered by the Office of Teaching and Learning should be approved by the applicable Program Director.
- 5.2 Campus and Department meetings do NOT count as professional development. These meetings cover policies and updates for faculty, and are not focused specifically on teacher training.
 - 5.3 Faculty members should plan out their professional development for the year and submit their plan to their Program Director in July, prior to the start of the school year.
 - 5.3.1 At the end of the school year, faculty are required to upload their list of completed professional development hours into Bridge. This is due by June 30th.

6. Evaluation History

Last Evaluation	Executive Staff Approval	Board Approval
5/8/2023	5/15/2023	5/17/2023
1/2/2024	1/8/2024	1/17/2024