



FACULTY PROFESSIONAL DEVELOPMENT PROCEDURE

ACADEMIC SUPPORT | 400.418A

Last Evaluation

4/13/2026

Executive Staff Approval

05/04/2026

Faculty Evaluation

05/11/2026

1. Procedure Purpose

The purpose of this procedure is to define the processes and expectations for faculty professional development at Mountainland Technical College (MTECH). This procedure ensures that all faculty maintain current industry knowledge and effective teaching practices by completing required professional development hours based on their employment status. It establishes consistent guidelines for planning, documenting, and evaluating professional development activities in alignment with USHE, MTECH, and COE standards and criteria, thereby supporting ongoing instructional quality and student success.

2. Definitions

Council on Occupational Education (COE) - Mountainland Technical College's (MTECH) accrediting body.

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

Professional Development – Structured learning and growth activities that enable faculty to maintain and enhance their industry expertise, instructional skills, and effectiveness as educators. These activities may include training, certifications, industry engagement, educational coursework, collaboration, or other experiences that support high-quality teaching and student success.

3. References

Council on Occupational Education Handbook of Accreditation (2026 Edition),
Standard 8.B.9

4. Procedure

- 4.1 Full time faculty are required to complete 20 hours of professional development per academic year. Part time faculty are required to complete 10 hours.
- 4.2 Activities that count towards required professional development hours include:
 - 4.2.1 Approximately half of professional development hours should be focused on pedagogy.
 - 4.2.1.1 This can include webinars, conferences, Bridge courses, outside training, university courses, faculty meetings, UEN online courses, USBE Microcredentials, approved readings, etc. The goal is to improve the ability of the instructor to teach and ensure student success. University courses approved by the Program Director will earn 30 hours of professional development for each credit hour.
 - 4.2.1.2 Subjects include curriculum development, assessment writing, creating rubrics, classroom management, special needs students, working with accommodations, copyright rules, etc.
 - 4.2.2 The other half of professional development hours should be spent on training specific to the instructor's program area of expertise.
 - 4.2.2.1 This includes earning time for maintaining required licenses, doing "teacher in business" training, or work-based learning experiences. It can include online courses and conferences.
 - 4.2.3 Professional development for anything besides what is offered by the Office of Teaching and Learning should be approved by the applicable Program Director.
- 4.3 Activities that do not count as Professional Development
 - 4.3.1 Campus and Department meetings that cover policies and updates for faculty and are not focused specifically on teacher training.

- 4.4 Faculty members should set goals for their professional development for the year and discuss their plan with their Supervisor during their annual employee evaluation.
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5. Evaluation History

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4/13/2026	05/11/2026