

Professional Development Plan AY 2011 – 2014  
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Criteria 1: Teaching

Demonstrated ability to teach effectively.

1. Successfully complete teaching assignments. Documented by:
  - a. MSU course schedule
  - b. MSU reports on student credit-hour production
2. Student evaluations show at least a 3 on a 5-point scale.
  - a. Composite student evaluations for each year from MSU Institutional Research
  - b. Reflection on feedback from observation by faculty peer
3. Re-design courses based on student evaluation and feedback.
  - a. Ongoing course preparation and revision documented by old and new course syllabi, powerpoint presentations, reflection paper
  - b. Annual submission of assessment data for courses taught and field experiences supervised

## Criteria 2: Research and Scholarly Effort

Demonstrated ability to contribute to one's special field of knowledge through scholarly or creative achievement or research.

1. Renew my appointment to the Research Graduate Faculty.
  - a. Application materials
  - b. Letter of appointment
2. Make presentations to a minimum of two international, national, or regional conferences
  - a. Conference proposals
  - b. Conference presentations
3. Prepare or publish a minimum of two chapters in books or articles in peer-reviewed articles
  - a. Proposals
  - b. Manuscripts
  - c. Publications
4. Mentor at least four undergraduates on research teams
  - a. Conference program
  - b. Letter from GRS Dean
  - c. Photo of undergraduate students on research team

### Criteria 3: Continuing Professional Education and Study

Demonstrated continuing preparation and growth in subject matter disciplines and techniques of instruction.

1. Engage in independent and systematic reading in areas related to education, literacy, assessment, research and other areas relevant to elementary education.
  - a. Reading log
2. Maintain memberships in several professional organizations to stay current in my field.
  - a. Membership cards and receipts
3. Participate in at least two national or international professional conferences.
  - a. Attendance certificates
4. Renew my teaching licensures
  - a. Supervisor, early childhood education
  - b. Parent educator
  - c. Nursery school teacher

#### Criteria 4: Contributions to Student Development

Demonstrated ability to contribute to student learning and growth.

1. Continue and document my performance in my role of academic adviser for a number of students in education.
  - a. Example of office hours and appointments scheduled
  - b. Survey about undergraduate advising effectiveness
  
2. Mentor student participants in research projects or engagement in presentations at professional conferences
  - a. Conference program
  - b. Letter from GRS Dean
  - c. Photo of undergraduate students on research team
  
3. Other activities
  - a. Recommendations and references for numerous students for scholarships, internships, fellowships, and employment
  - b. Faculty adviser for one student organization, Eurasian Student Association

## Criteria 5: Service to the University and Community

Demonstrated service beyond the classroom to the department, college, university and greater community.

1. Carry out responsibilities as a faculty member of department
  - a. Department faculty meeting minutes
  - b. Committee meeting minutes and reports
2. Carry out responsibilities as a faculty member of MSU, Mankato
  - a. Committee meeting minutes and reports
3. Carry out responsibilities as a faculty member in the College of Education
  - a. Committee meeting minutes and reports
4. Carry out responsibilities for professional organizations.
  - a. Letter from ACEI Executive Director about my role as Chairperson, Global Guidelines Task Force, Association for Childhood Education International
  - b. Task Force meeting minutes and reports
5. Work with international students and faculty members at MSU, Mankato.
  - a. Artifacts about work with international students and faculty members
  - b. Documents related to collaborative international activities with North-Eastern State University, Magadan, Russia