

OKLAHOMA PANHANDLE STATE UNIVERSITY

**Professional Development and
Scholarly Activities of Faculty and
Staff at Oklahoma Panhandle State
University**

June 20, 2011

Professional Development Plan and Reports of Scholarly Activity for Oklahoma Panhandle State University Faculty & Staff

Beginning with the spring 2012 semester, faculty and staff members will report their accomplished professional development activities on a yearly basis with the attached forms. The forms will go to the School deans for faculty for review and then to the VPAAO. The forms will go to each department head for staff for review and then to the Office of Human Resource. This report proves and verifies that faculty and staff members take advantage of participating in professional development activities.

These professional development activities do several things for each faculty and staff member, for OPSU academic departments and schools, support departments, and the university overall. First, these activities promote faculty and staff engagement within members' academic fields and areas of interest, and expertise. Secondly, they ensure that faculty and staff members continue to learn and stretch and augment their capabilities and skills to become the best educators that they can be. Third, these activities illustrate to students that learning is a life-long endeavor and should be pursued. Fourth, professional development engagement shows to accreditation agencies that OPSU values and promotes such professional development activities.

Faculty and staff members should locate professional development opportunities like conferences, meetings, seminars (live or online), demonstrations, in-service, conventions, workshops, classes, tours, research opportunities, etc. where they may participate as a speaker, student, demonstrator, writer, teacher, researcher, organizer, or participant in order to strengthen their educational and professional knowledge, skills, and expertise. They may also take advantage of the three-hours tuition and fee waiver for courses offered at OPSU each semester.

OPSU recognizes the fact that it has limited financial resources to fund faculty and staff professional development. Faculty and staff members should attempt to secure professional development opportunities near or on campus and expect to pay for these opportunities with some help from OPSU. To that end, each School and Department should have the latitude to encourage faculty and staff participation in professional development as finances allow. Travel monies included in individual School and department budgets should be made accessible to individual faculty and staff members to utilize to pursue professional development.

To that end, the following suggestions may guide a School and/or department to adopt a plan to follow to distribute its limited budgeted travel monies. First, Schools and departments may establish a committee to field professional development requests and fund them in full or in part based on the plans' merits and/or Schools' budgets. Second, deans and department heads may decide which faculty and staff requests are worthy for professional development money on the

basis that they feel is best. Third, deans and directors may follow a department/School-developed policy to distribute budgeted funds. Fourth, Schools and departments may divide up available funds according to the number of faculty and staff members in that School or department, allotting each faculty and staff member the same amount of money annually according to budget limitations. In addition to these limited funds, Baughman funding is also available to faculty and staff members who wish to avail themselves of professional development opportunities. Baughman funding is released via the typical application process which begins in the Office of the VPAAO.

All professional development activities must be recorded and reported. By September 1, faculty and staff members should send a yearly recap of their professional development activities to their School deans and Director using the one of the attached forms which may be modified to fit the special needs of individual Schools or department. That form will be reviewed and then forwarded to the VPAAO and Human Resource Office where the information will be retained to be used for eventual accreditation follow-up reports and preparations.

PROFESSIONAL DEVELOPMENT REPORT

Due September 1

School Year

Name **Rank**

Please complete the following information for the immediate preceding school year.

TEACHING

List all courses taught by semester for the past school year. Put an asterisk beside any Course taught by television or other distance learning method.

Semester Courses Taught (Number & Name)	Number of students in class	Student Evaluations (good, above avg., etc.)
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Fall

Spring

Summer

Other

Evidence of quality instruction (awards, citations, etc.)

Efforts to improve teaching/advising skills.

Leadership in major course/curriculum revisions.

ADVISING

List the number of students advised during the past school year.

Student organizations advised during the past school year.

PUBLICATIONS

Identify all publications during the past year in each category.

	Status			
	Citation	In print	Accepted	In review
Books	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Book Chapters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Peer-reviewed Journals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Peer-full-paper	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Peer abstract	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other journals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other publications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

PRESENTATIONS

List (title, date, and where presented) all presentations during the past school year.

Identify other research and scholarly “products” (other than the prior listing of publications and presentations, i.e. patents, standardized tests, etc.).

Institutional investment in funded proposals during the past school year.

Other evidence of research performance not included in standard entries.

EXTENSION AND SERVICE

Courses, conferences, workshops and other extension activities. (i.e. professional organizations, certification/licensure, committees, etc.)

Professional consulting not identified elsewhere

Other evidence of extension and outreach performance not included in standard entries.

Honors and awards.

PROFESSIONAL/SCHOLARLY ACTIVITIES REPORT

Please use this form to report your scholarly activity/professional development activity for the past academic year. Submit this completed form to your dean by September 1. This information will figure into faculty members' yearly evaluation by deans and will be retained in the Office of the Vice President of Academic Affairs per the advice of the Higher Learning Commission in its response to the 2010 HLC Accreditation Report. You may attach additional pages.

ACADEMIC YEAR:

FACULTY MEMBER'S NAME:

COURSES TAUGHT AND THEIR ENROLLMENTS: (Indicate new courses with *)

Fall

January

Spring

May

Summer

NUMBER OF ADVISEES:

PROFESSIONAL DEVELOPMENT ACTIVITIES:

PUBLICATIONS:

PROFESSIONAL ORGANIZATIONS:

PRESENTATIONS/PERFORMANCES:

PRODUCT DEVELOPMENT/INVENTIONS/PATENTS:

GRANTS:

AWARDS/HONORS/RECOGNITIONS:

Faculty Member

Dean

Date

PROFESSIONAL DEVELOPMENT REPORT for OPSU STAFF

Due September 1

School Year

Name

Position

Please complete the following information for the immediate preceding school year.

Evidence of quality service (awards, citations, etc.)

Efforts to improve job skills.

Leadership in major course/curriculum revisions.

PUBLICATIONS

Identify all publications during the past year in each category.

	Status			
	Citation	In print	Accepted	In review
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Book Chapters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Peer-reviewed Journals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Peer-full-paper	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Peer abstract	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other journals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Honors and awards.

Staff Member

Director

Date