

PROFESSIONAL DEVELOPMENT PLAN

Name: _____ **Date Submitted:** _____

Department: _____ **Faculty/Aca. Staff/Class. Staff**
(circle one)

Purpose of Professional Development/Professional Travel:

- ___ **Present research paper at a professional meeting**
- ___ **Present a non-research paper at a professional meeting**
- ___ **Present at a professional meeting with no formal paper**
- ___ **Attend professional meeting to serve as an officer of a professional organization**
- ___ **Attend a professional meeting**
- ___ **Participate in training, workshops, courses, certifications, etc.**
- ___ **Int'l travel to initiate and/or maintain partnerships for program development**
- ___ **Group collaborative development activities**
- ___ **Grant training and development**
- ___ **Other career-development opportunities (please specify)**

Name of conference, meeting, workshop, training, etc.:

Location of conference, meeting, workshop, training, etc.:

Date of conference, meeting, workshop, training, etc.:

Type of conference or meeting:

Local State Regional National Int'l

If you are presenting a paper, how will the paper be shared with colleagues?

- Published in conference proceedings
- Published in a monograph
- Published in a journal
- Published in another medium (please specify)
- Not published but distributed to the audience

Anticipated expenses:

Registration: _____

Air Fare: _____

Mileage: _____

Other ground transportation: _____

Lodging: _____

Meals: _____

Other expenses (please specify) _____

Total: _____

Amount approved: (To be completed by the Dean): _____

PROFESSIONAL DEVELOPMENT PLAN NARRATIVE

Please discuss (limit one brief paragraph) how this activity(s) will contribute to your development as a professional. You may include in your narrative references to your annual goals, document of intent, post-tenure reviews, plans for promotion, etc.