



CENTRAL ALABAMA COMMUNITY COLLEGE

PROFESSIONAL DEVELOPMENT PLAN

(Support Staff – E and H personnel)

Form to be completed and reviewed by employee and supervisor at time of annual evaluation.

Employee Name (print): _____

Position Held: _____

Current Education Level: _____ Discipline/Field of Study: _____

Current Certifications/Licensing: _____

1. Do you have any questions about your job duties and responsibilities as outlined in your position description?

ACTIVITIES FOR PROFESSIONAL DEVELOPMENT:

1. List your goals for higher education level/certification/licensing/endorsements/courses:

2. List additional relevant work experience:

3. List in-service/training planned (including local and state professional development):

4. List workshops, seminars, conferences planned. Describe the benefit of each.

5. List improvement activities as a result from last evaluation (attach a copy of most recent evaluation).

6. List any other relevant activities and skills (including supervisory responsibilities, organization and facilitation responsibilities, job complexity, etc.) learned that has contributed to your continued professional growth and development.

Additional comments:

SIGNATURES:

Employee

Date

Reviewed by:

Supervisor

Date

Approved by:

Dean/Vice President

Date