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**Faculty Development Plan**

Document Purpose: The purpose of this document is to provide a framework for an agreed upon plan for improvement. Both the EO and faculty member should have a copy of this plan. The Education Officer may need to summarize this development plan in the Educational Database section of the faculty member’s dossier for promotion.

**Faculty Name:­­­­­­­­­­­­­­­­­­­­­­­­**

**Education Officer Name:**

**Meeting Date: \_\_\_/\_\_\_/\_\_\_**

1. What are the faculty member’s goals in terms of improving teaching? (Be as specific as possible. For example, raise teaching evaluation score in course X with learner population x.)
2. How will the faculty member meet the goals listed above? (Use the Faculty Development Resources Guide, Faculty Development Web site section on Workshops+, and/or list teaching coaches who may be consulted).
3. What is a reasonable timeframe for meeting this goal? Set an appointment for a follow-up meeting accordingly.

**Next Scheduled Meeting Date: \_\_\_/\_\_\_/\_\_\_**

**Faculty Signature**

**Education Officer Signature**