

Step III - Professional Development Goal Setting Worksheet

In the grid below, write your goals for professional development in each area of professional growth and what you plan to do to achieve those goals.

	Goals	Objectives to Accomplish the Goals	Time Line (i.e. next 3 months, 6 months, 1 year)
Discipline-specific			
Teaching and Learning			
Career and Personal			
Technology in the Classroom			
Online Instruction			

Think about the following:

How are your goals linked to your institution's vision for the future/strategic plan, etc.?

How often will you review your plan and revise it if necessary?

Professional Development Budget Worksheet

Estimate the resources needed to implement components that support a comprehensive professional development plan.

	Description of Resource	Cost	Possible Sources of Funding
Staff salaries to coordinate professional development activities			
Computer hardware/software			
Satellite or videoconferencing equipment			
Stipends			
Innovation/mini-grants			
Professional society memberships			
Faculty retreats			
Journal subscriptions			
Books and other print materials			
Printing/design/reproduction			
Tuition reimbursement			
Speaker honoraria			
Marketing			
Facilities			
Other			
		TOTAL = \$	

Total Available Funds:	
Institutional budget items	
Grant-funded items	
Foundation support	
Industry	
Other	
TOTAL:	\$