

### Step III - Professional Development Goal Setting Worksheet

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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.

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

**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

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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  |                         |                   |                             |
|  |                         | <b>TOTAL = \$</b> |                             |

| Total Available Funds:     |           |
|----------------------------|-----------|
| Institutional budget items |           |
| Grant-funded items         |           |
| Foundation support         |           |
| Industry                   |           |
| Other                      |           |
| <b>TOTAL:</b>              | <b>\$</b> |