

Professional Development Plan for Non-Exempt Employees

Name: _____

Position Title: _____ Salary Schedule & Grade: _____

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

Current Certification/Licensing: _____

Activities for Professional Development include:

1. Goals for higher educational level/certification/licensing/endorsements/course

2. Additional Work Experience

3. Workshops/seminars/conferences

4. In-service or other training (including local and state professional development)



5. Service on university committees/additional university responsibilities

6. Improvement activities resulting from evaluation (attach copy of most recent evaluation)

7. Other relevant activities (including supervisory responsibilities, organization and facilitation responsibilities, job complexity)

Employee Signature: _____ Date: _____

Reviewed By: _____ Date: _____
(Immediate Supervisor)

Approved By: _____ Date: _____
(Appropriate Vice President/Dean)