



**MESA
COMMUNITY COLLEGE**
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What to look for in an Individual Development Plan (IDP)

Your draft IDP is due to your PAR team (mentors) for review and feedback no later than the end of the week of accountability in January.

For probationary faculty in year 1, your faculty developer is part of your PAR team.

IDP Home Page

- ☐ Verify that all prompts have been filled out correctly.
- ☐ For probationary faculty in year 2, 3, 4, or 5, double check that all information has been UPDATED!

IDP Instruction Page

Suggestions for high quality work:

- ☐ Introductory paragraph: does it include your department and/or program, teaching background, other leadership roles (if applicable), the names of your instructional dean, chair or designee that conducted the evaluation(s), and PAR mentor(s)?
- ☐ Reflective paragraphs: is your personal reflection on instructional effectiveness depictive of the feedback received from your instructional dean, chair or designee, PAR mentor(s), and students for that academic year? Suggestion, include a self-evaluation/reflection to augment the feedback provided. Is there a careful examination of events and experiences? Are examples provided? Have overall goals for enhancing or improving instruction been identified? Is it well organized? Suggestion, organize by themes and use titles. Titles are recommended as they can help your PAR Committee (PARC) navigate content.
- ☐ Conclusion paragraph: does it include a proposed action plan for next academic year's professional development based on the feedback, self-reflection, goals, and new interests. Can you identify resources to help you develop?
 - ☐ Note to PAR mentors, are there any resources (workshops, conferences, books, etc.) you could share with your probationary faculty to help them develop in the areas identified?
- ☐ Check to make sure all names have been spelled out rather than using acronyms.

IDP Google drive folder verification:

- ☐ for probationary faculty in year 2, 3, 4, or 5, confirm that you have a Google folder titled "old IDP" and that your old IDP is in that folder.
- ☐ In the Google folder for your current year in PAR,
 - ☐ Are all required files in a PDF format?
 - ☐ Do all required files follow the proper file naming convention (see below)?
 - ☐ Are all required files from the current academic year?
 - ☐ Can all required files be opened?
 - ☐ Are all required files legible when opened?
 - ☐ Does your student evaluation file(s) contain all course evaluations for the semester and include comments?

File Naming Convention Examples:

last name, first initial

With or without the underscore (-) ...either works

DeanEvaluation_Dawson,J_Fall2021

DeanEvaluation_Dawson,J_Spr2022

ChairOrDesigneeEvaluation_Dawson,J_Fall2021

ChairOrDesigneeEvaluation_Dawson,J_Spr2022

MentorObservation_Dawson,J_Fall2021
MentorObservation_Dawson,J_Spr2022

StudentEvaluations_Dawson,J_Fall2021
StudentEvaluations_Dawson,J_Spr2022

- ☐ For probationary faculty in year 1, you will have **7** files in your YR1 Google Drive folder if you have 1 mentor (*9 files, if you have 2 mentors*).
 - 2-4 mentor observations,
 - 2 chair or designee evaluations,
 - 2 instructional dean evaluations,
 - 1 fall semester Standard Student Course Survey (student evaluations) file to include student comments.
 - All course evaluations for a semester should be downloaded into one file.
- ☐ For probationary faculty in year 2, you will have **8** files in your YR2 Google Drive folder if you have 1 mentor (*10 files, if you have 2 mentors*).
 - 2-4 mentor observations,
 - 2 chair or designee evaluations,
 - 2 instructional dean evaluations,
 - 2 spring and fall semester Standard Student Course Survey (student evaluation) files to include student comments.
 - All course evaluations for each semester should be downloaded into one file.
- ☐ For probationary faculty in year 3, 4, or 5, you will have **4** files in your YR3, YR4, or YR5 Google Drive folder if you have 1 mentor (*5 files, if you have 2 mentors*).
 - 1-2 mentor observations,
 - 1 chair or designee evaluation,
 - 1 instructional dean evaluation
 - 1 fall or spring semester Standard Student Course Survey (student evaluations) file to include student comments.
 - All course evaluations for a semester should be downloaded into one file.
- ☐ Service Probationary Faculty Only (Library, Counseling, CTL, etc.):
 - Your focus should be on your primary work activity *as well as instruction, if applicable*.
 - Note: service outside of your primary work activities (hiring committees, senate, action teams, etc.) would be listed in the Service portion of your IDP.
 - Include results from participant evaluation forms for your primary work activity.

IDP Service

Review the list of activities in the Service section.

- ☐ Does everything in the list meet the definition of service per the Faculty Agreement (*definition below*)?
- ☐ Has anything been left out?
- ☐ Did you provide a personal reflection for each service activity to include your contributions?
- ☐ Check to make sure all names have been spelled out rather than using acronyms.

Service Definition

“17.1.2.2. Service to Department/Division, College, and District

To document service to department/division, college, and district, Probationary Faculty submit evidence of service and provide a personal reflection on service activities and contributions. Some examples are provided below.

17.1.2.2.1. Listing of committee/task force membership and description of contributions

17.1.2.2.2. Description of participation in special projects/initiatives such as special events or curriculum development/revision

17.1.2.2.3. Description of community service activities such as working with local business and industry, recruitment, service learning, outreach events, advisory board participation, outreach to K-12 partners, outreach to university partners, and volunteer activities” Faculty Agreement 2021-2022

Probationary Service Faculty Only (Library, Counseling, CTL), only service activities participated in outside your primary work activities would be listed in the Service page of your IDP. Confirm appropriate service activities with your Department Chair or for CTL probationary faculty, your CTL Director.

IDP Professional Development

Review the list (posts) of activities in the Professional Development section.

- ☐ Does everything in the list meet the definition of professional development per the Faculty Agreement (*definition below*)?
- ☐ Has anything been left out?
- ☐ Did you provide a personal reflection for each professional development activity to include your achievements?
- ☐ Check to make sure all names have been spelled out rather than using acronyms.

Professional Development Definition

“17.1.2.3. Professional Development

To document professional development, Probationary Faculty submit evidence of professional development and provide a person reflection on professional development activities and achievements. Some examples are provided below.

17.1.2.3.1. College-level courses completed

17.1.2.3.2. Workshops and conferences attended

17.1.2.3.4. Books or articles published

17.1.2.3.4. Presentations given” Faculty Agreement 2021-2022

Note: A document titled, “Service and Professional Development Definition and Examples” is located in the MCC PAR Resources Canvas course. Please use this document to help decipher whether a post should be located in the Service or Professional Development page of your IDP.

Final IDP’s are due to your PARC team no later than the 4th Friday in March by 11:59pm.