

## Service and Professional Development Definition and Examples

[Faculty Agreement](#) (FA)

For your Individual Development Plan, IDP:

- Probationary Faculty submit evidence of service and provide a personal reflection on service activity and contributions.
- Probationary Faculty submit evidence of professional development and provide a personal reflection on professional development activities and achievements.
- In your IDP, for each probationary year, there is a Service and Professional Development page. Using the Google New Sites textbox function, you will create a list of activities on each page. Each activity will have a title and subsequent personal reflection. Note: you can combine similar activities into one post. For example, outreach to K-12 partnerships should be one post with multiple high school outreach activities listed and overall contributions noted. For probationary faculty in YR1 of PAR, your only service obligation is New Faculty Experience.

### Service Defined

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

### Service Examples

Any [Committee, Action Team, or Task Force](#) Membership

Faculty Senate

Hiring Committees

Instructional Council (IC) Membership

Career and Technical Education (CTE) Advisory Board

CTE Program Director

Academic Program Coordinator

Advising a Student Club

Evening Supervision

**IMPORTANT:** For Service Faculty (Library, Counseling, CTL, etc.), only service activities participated in outside your primary work activities should be listed in the Service page of your IDP. Confirm appropriate service activities with your Department Chair.

### Professional Development Defined

17.1.2.3. Professional Development

## **Service and Professional Development Definition and Examples**

[Faculty Agreement](#) (FA)

To document professional development, Probationary Faculty submit evidence of professional development and provide a personal 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
- 17.1.2.3.3. Books or articles published
- 17.1.2.3.4. Presentations given

### **Professional Development Examples**

EDU250

Attending and/or presenting at a Maricopa Center for Learning and Innovation (MCLI) or Center for Teaching and Learning (CTL) Conference/Workshop

Attending and/or presenting at appropriate discipline and teaching conferences (local or national)

MCLI Research Fellow

Scholarly research and papers

\*Book Club/Ideation Circle

\*\*Continuing Education Units (CEUs) for professional credentialing, licensures, etc.

Kickoff week activities other than just the President's Forum (summits, convocation, workshops, etc). - should be listed as one post

\*For Service Faculty (Library, CTL, Counseling, etc.), if the book club/ideation circle is a primary work activity, then you would not list this activity in the Professional Development page of your IDP. However, you would reflect on this activity in your instructional/primary work activity reflection as it is part of your primary work.

\*\*Please do not use acronyms.

### **Activities that are NOT Considered Service or Professional Development**

Acknowledgements and disclosures or other mandatory learning modules

President's forum (kickoff week)

Graduation attendance

Department meetings

Office hours