



Hennepin Technical College™

Chapter 3: Educational Policies

Faculty Individual Professional Development Plan

**Procedure
3HTC.4.1**

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Authority: [MinnState Board Policy 3.32](#)
Custodian of Policy: Vice President of Academic Affairs

IMPLEMENTATION PROCEDURES

1. Faculty will complete their original Faculty Individual Professional Development Plan Form (by March 31st of each year) and submit the plan to the Dean for review and consultation by May 1st to be effective the beginning of the following academic year.
2. Development Plan progress will be reviewed annually by the Dean through a meeting with the faculty member. Progress status or plan completion will be documented on the Development Plan form. The review process will be completed by May 1st of each year.
3. Each initial Development Plan will require signatures by both parties. Faculty and Deans should keep copies of the Faculty Individual Professional Development Plan until the plan expires. The Dean will maintain the original document.

*This language includes counselors and librarians.