**University of South Florida**

**College of Public Health**

**Annual Faculty Professional Development Plan Process**

Faculty members at the University of South Florida College of Public Health participate in an annual process which includes the assignment of activities (including a jointly developed professional development plan), reporting of activities and the evaluation of performance.

**Annual Assignment and Faculty Professional Development Plan**

The purpose of the Annual Faculty Professional Development Plan is to document agreed upon faculty development activities between the faculty member and the Dean/Supervisor. The Annual Faculty Professional Development Plan is to be attached to the Annual Assigned Faculty Duties Summary form and forwarded to the Office of Faculty Affairs for the faculty file. The template provided in this process serves as a guide for discussion and documentation of specific development activities that the faculty member and the Dean / Supervisor agree will be targeted during the upcoming assignment year.

**Annual Faculty Activity Report (AFAR) and Annual Evaluation**

At the end of each assignment year, faculty complete and submit their COPH Annual Faculty Activity Report (AFAR) listing the accomplishments and activities for the previous year including their professional development activities, as well as their proposed professional development goals for the upcoming year.

The AFARs are used by the Dean / Supervisor as a primary source to complete the Annual Performance Evaluations.

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 7/1/2018