

## Adjunct Faculty Professional Development Reporting Form

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For use by faculty in 1<sup>st</sup> year of evaluation cycle only.

### Directions

Adjunct faculty must complete one (1) professional development activity during their first (1<sup>st</sup>) semester of instruction. Forward completed form and any supporting documents (certificate of completion, agenda, program, etc.) as email attachments to your supervisor to be added to your evaluation packet.

Faculty Name: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_

Discipline Taught: \_\_\_\_\_

Title of Activity: \_\_\_\_\_ Type of Activity: \_\_\_\_\_

Date of activity: \_\_\_\_/\_\_\_\_/\_\_\_\_ Mode of event (check one): in person ☐ online ☐

Host Organization: (e.g., NOVA, or other organization): \_\_\_\_\_

Provide a brief description of the Professional Development activities completed.

Provide a summary of any takeaways you had from this event. Include a description of how you might apply them to your teaching and or professional expertise.

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*I certify that I have attended and/or completed the Professional Development activity described above.*

Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*I \_\_\_\_\_ accept \_\_\_\_\_ do not accept the above activity as meeting Professional Development requirements as specified under the Adjunct Faculty Evaluation, Growth & Recognition Plan.*

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_