

Adjunct Faculty Professional Development Reporting Form

For use by faculty in 3rd year of evaluation cycle only.

Directions

Adjunct faculty must complete three (3) professional development activities during the 3-year evaluation cycle. *Please complete one form for each professional development activity.* Forward completed forms 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 activity completed.

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

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:** _____