



## DOCUMENTATION OF EMPLOYEE PROFESSIONAL DEVELOPMENT

The goal of professional development is to develop and maintain a competitive work force. A job-based, sequential activity meets the college's expectations of a worthwhile use of employee time. The purpose of this form is to document professional development activities during the current school year. Full-time employees of Lawson State are required to accrue 100 points in professional development activities throughout the year. Activities range from 15 points to 50 points, depending on the value of the activity. Full-time employees are expected to keep up with their professional development activities (via this form) and provide documentation (conference brochures, agendas, etc...) of such activities during their year-end evaluation. \*Job-related is defined as training that focuses on the job (i.e. the tasks and the criteria/standards necessary for proper performance).

<b>In-service Activity</b>	Internal Sponsored Activity	15 points
<b>Training Activity (i.e., AS400, Websuite, Tegrity, etc.)</b>	Internal and/or External Sponsored Activity	25 points
<b>Attending a Professional Conference</b>	External	20 points
<b>Presenting at a Professional Conference</b>	External	30 points
<b>Participating on a Professional Panel</b>	External	25 points
<b>Participating on the Board of Directors of a Service/ Community / Education Organization</b>	External	25 points
<b>Chairing a SACS committee (on-site or off-site)</b>	External	50 points
<b>Holding an office within a Professional Organization</b>	Points will be determined based on your level of involvement.	25 points
<b>Securing a Grant for the College—Must be author of the grant—(Principal Investigator)</b>	25 points if the grant award is less than \$100,000 ; 30 points if the grant award is between \$101,000 and \$499,000 and 50 points if the grant is over \$500,000.	25-50 points
<b>Publishing in a Professional Journal Article</b>		25 points
<b>Publishing a Professional Book</b>	Publication date must be within the current school year.	50 points
<b>Conducting a Training Session (1 day in duration)</b>	Can be internal or external	25 points
<b>Conducting a Training Session (2 or more days in duration)</b>	Can be internal or external	50 points