

**Guidelines for Faculty Retraining and Development Written Report
Due No Later Than Eight Weeks
from the Start of the Following Semester**

Name: _____ Campus/Department _____

Semester/Year of Faculty Retraining or Development:

_____ Summer _____ Fall _____ Spring

***Attach a copy of the Professional Activity as approved by the Faculty Retraining and Development Committee**

Now that you have attended this academic event, how did this help in your development as a faculty member? How has this experience benefitted the college? How you will use this experience in your primary discipline or area of responsibility and how will you share this information with the college community. All attachments should be provided in the report and not referenced to via external links.

Suggestions included but not limited to:

- Professional Development Series
- Presentation at a TLC
- Poster session at a college event
- Presentation in another appropriate forum

Please notify committee of your choice and include the date, time, place, and audience.

The Faculty Retraining and Development Committee will look forward to receiving your report and presentation.

Congratulations once again.

Marie S. Hanna

FA Secretary & Co-chair of Faculty Retraining and Development Committee