

**Useful Tips on
How to Boost Your Scholarship/Professional Development
for AFT Professional Staff**

- ✓ **Be aware that the new AFT Memorandum of Agreement has modified the four evaluation criteria for Professional Staff to:**
 1. **Professional Performance**
 2. **Professional Development** (*used to be Scholarly/Creative/Career Enhancing Activity*)
 3. **Contribution to University Community**
 4. **Contribution to the Wider and Professional Community** (*used to be Fulfillment of professional responsibilities*)

Category 2: Professional Development activities should now only include activities that will make you a better employee at Rowan, both in your primary job duties as well as any related or underlying duties. Examples may include seminars, workshops, training courses, etc.
- ✓ **Start now to work with your supervisor to clearly define (redefine) and differentiate between the categories----**Do not double dip!!!!
 - See attached examples of how three others defined Category 2 and 4 in the past---note that some do not map back well to the new headings!
 - Example of how one might want to now differentiate between Categories 2, 3, and 4
- ✓ **Apply for a Professional Development Grant to travel to professional conferences**
- ✓ **Maintain memberships in external professional development organizations, even if you must pay for them using your own money ---Check with your tax advisor---these costs are often tax deductible!**
- ✓ **Watch for free or low cost webinars**
- ✓ **Network with other colleagues in your field**

Examples of How Others Defined Categories Two and Four in the Past

Example 1

Category 2: Scholarly /Creative/Career Enhancing Activity

- Accumulation of data or research for purposes of decision-making, proposal preparation, and/or report preparation.
- Designing, teaching, and/or conducting workshops, sharing sessions, etc. regarding various grant related topics as needed.

Category 4: Fulfillment of professional responsibilities

One or more of the following:

- Participation in professional associations or groups as appropriate
- Keeping up-to-date and/or contributing to the knowledge and practices related to the candidate's field and/or position in any appropriate way.
- Participation in or presentations at courses, seminars, workshops or conferences as appropriate.

Example 2

Category 2: Scholarly /Creative/Career Enhancing Activity

- Attend meetings/workshops and conferences (on-campus, regionally and off-site) in order to continue to meet "best practices" standards and to find creative solutions to new and ongoing problems.

Category 4: Fulfillment of professional responsibilities

- Remain aware of trends and "best practices" in our fields of Advising, Admissions, Retention, etc.
- In order to accomplish the above, serve as a member of/monitor information from professional organizations such as NACADA, NACAC, NAGAP and UCEA.
- Coordinate non-credit professional development training on campus.
- Maintain communication with students interested in pursuing non-credit online certificate programs in order to grow the number of enrolled students.

Example 3

Category 2: Criteria for establishing assessment of career enhancement activities:

- Participating in training, seminars, and classes pertaining to professional responsibilities
- Presenting research findings at national professional conferences
- Contributing to professional publications

Category 4: Criteria for establishing fulfillment of professional responsibilities:

- Membership in professional IR organizations
- Participating in conferences and trainings directly related to IR

**Example of How You Might Want to Differentiate
Between Categories 2, 3, and 4**

Criteria for Professional Development

- Attendance at meetings/workshops/seminars/training courses and conferences (on-campus and off) related to professional responsibilities.
- Participation in professional teleconferences, and webinars in order to continue to meet “best practices” standards and to find creative solutions to new and ongoing problems.
- Participation in on-campus technical training classes like Advanced Power Point, Access I, Access II, etc).

Criteria for Contribution to the Department and the University

- Active participation in Departmental discussions concerning the regular business of the Department.
- Service on College level Committees (when invited).
- Service on University Committees (regular or ad hoc).
- Service to other University affiliated student or staff programs

Criteria for Contribution to the Wider and Professional Community

- Active participation in professional organizations
- Maintain memberships in professional organizations in order to remain aware of trends and “best practices” in field
- Participation in public activities (workshops, committees, boards, panels, consultancies) where the individual’s professional expertise is requisite for appointment.