BEVILL STATE COMMUNITY COLLEGE

Professional Development, Community Service and Student Activities
Form for Faculty and Instructional Administrators

Fayette _____ Name: _____

Hamilton _____ Title: _____

Jasper _____ Degree Level: _____

PCEC _____ Discipline(s): _____

Sumiton _____ Academic Year: _____

Institutional Mission Statement - Learning, Serving, Enriching. Bevill State Community College is an accredited, learning-centered institution dedicated to student success by providing quality educational and training opportunities that enrich lives intellectually, economically and culturally.

I. Professional Development Activities

Professional Development is to ensure faculty and instructional administrators remain current on job related new and emerging technology, industry trends, pedagogy, and grants. Full-time instructional faculty and administrators are expected to maintain a record of their professional development activities (via this form) and provide documentation of activities (i.e., agendas, registration materials, conference materials, certificates, etc.) by attaching to this form. Please list professional, seminars, conferences (broken down by individual sessions attended), visits to other institutions, classroom visits, in-service training, etc.) to include the dates and the amount of time in hours spent on each item. Each clock hour of attendance will be awarded one (1) point. If you take a course in your current field or towards teaching in another field (attach unofficial transcript), each credit hour will be awarded 8 points. The minimum number of points to "meet the standard on your annual performance evaluation" is **25 points**. The time frame for this form is from the first day in April until the last day in March

Professional Development Activity-Name and	Date(s) and Time (hours) Spent	Point
	TOTAL POINTS	0

II. Organizational Memberships and/or Certifications

Organization memberships and/or certifications (i.e., AEA memberships, K-12 certification, in-field memberships and/or certifications, etc.) are to be listed below. The minimum number to "meet the standard on your annual performance evaluation" is 1 organizational membership or certification.

Organizational Memberships and/or Certifications	Date Obtained

II. College/System/Community Service

Please indicate all involvement in College committees, both campus- and college-wide, and any special College responsibilities assigned to you; also list Alabama College System Committees or additional responsibilities. Additionally, Bevill State Community College recognizes the importance of employees using their skills and knowledge to serve area residents. Throughout the year, employees contribute to communities through service activities (i.e., church, relay for life, Kiwanis, Read Alabama, Rotary, any community event on campus, etc.) These activities enable the College to be responsive to social needs and concerns. Please identify the ways in which you provide positive contributions to area communities. The minimum requirement to "meet the standard on your annual performance evaluation" is 4 areas of college/system/community service.

College/System/Community Service	Date

IV. Student Life Activities

Bevill State Community College recognizes the importance of supporting student events and activities in order to build a campus community. Please identify events and activities (i.e., Honor's night, graduation, Phi Theta Kappa Induction, Black History Program, Student Services sponsored activities, etc.) you attended and/or sponsored. The minimum requirement to "meet the standard on your annual performance evaluation" is 5 student life activities.

Student Life Activities	Date

Instructor Signature: _____Date: _____

Reviewed By: _____Date:_____
Division Chair/ Program Director

Reviewed By: _____Date:_____
College-Wide Associate Dean

Reviewed By: _____Date:_____
Dean of Instruction