



Preparing Future Faculty (PFF) Program

FACULTY READINESS DEVELOPMENT PLAN

Graduate student or post-doctoral associates who wish to be considered PFF Fellows or wish to receive PFF Completion Certificates must submit a signed Faculty Readiness Development Plan electronically to The Graduate School (jdevine@fsu.edu) when the PFF requirements have been met. The PFF requirements are included in the Faculty Readiness Development Plan below:

Student/Post-Doc Information:

Name: _____

Date of this Plan: _____

Academic Program or Department: _____

Degree Sought (e.g. Ph.D): _____

Campus Mail Address: _____

Campus Phone: _____

Alternate Phone: _____

FSU Email: _____

Information About Current Studies:

Year in Program (1st, 2nd, etc.): _____

Now (Please check one):

In Coursework

Working on Dissertation (or equivalent)

Post-Degree

Term and Year of Graduation (projected or actual): _____

Career Intentions:

Desired Type of Institution: _____

Desired Type of Appointment: _____

Desired Work Setting (geography, environment, etc.): _____

Long-term Career Goals:

What is your future discipline/profession?

What activities do you see as most central to your future work? (teaching, research, performance, etc.)

What do you wish to be able to cite as your most important accomplishments?

Self-Assessment:

What are the important knowledge and skill areas and personal attributes essential to your intended career?

What do you see as the strong points in your current level of preparation and/or ability?

What are your weaknesses in preparation and/or ability?

How do you prioritize your needs in overcoming these weaknesses?

Faculty Advisor (for PFF) Information:

Name: _____

Academic Program or Department: _____

Campus Mail Address: _____

Phone: _____

Alternate Phone: _____

FSU Email: _____

Preparing Future Faculty Certificate Requirements

Category I: Research Preparation

Complete a one-hour for-credit course in responsible conduct of research and creativity offered by The Graduate School each spring semester or an academic department or college; **AND/OR** one or more academic department/college courses; **AND** attend at least five (5) workshops/seminars/colloquia on research agenda preparation, writing, publishing, plagiarism and/or grant applications offered by The Graduate School, Center for Teaching and Learning, and/or an academic department.

Research Coursework

<i>Hours</i>	<i>Course #</i>	<i>Semester & Year</i>	<i>Course Name</i>	<i>Grade</i>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Workshops/Seminars/Colloquia in Research

<i>Date Attended</i>	<i>Name of Workshop/Seminar/Colloquia</i>
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____

Category II: Teaching Preparation

Complete an one of more graduate courses in teaching methods (e.g., Supervised Teaching, Teaching History at the Graduate Level) offered by an academic department/college; **AND** attend at least five (5) professional development workshops/seminars/colloquia on instructional methods conducted by The Graduate School and/or an academic department.

NOTE: Completion of PIE’s “Basics of Teaching @ FSU Online Training Series” may be substituted for the five (5) professional development workshops/seminars/colloquia on instructional methods requirement.

OR

Complete an one of more graduate courses in teaching methods (e.g., Supervised Teaching, Teaching History at the Graduate Level) offered by an academic department/college; **AND** complete the two-day *Program for Instructional Excellence* (PIE) training for Teaching Assistants conducted each Fall by the Center for Teaching and Learning.

Teaching Coursework

<i>Hours</i>	<i>Course #</i>	<i>Semester & Year</i>	<i>Course Name</i>	<i>Grade</i>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

AND

Workshops/Seminars/Colloquia in Teaching

<i>Date Attended</i>	<i>Name of Workshop/Seminar/Colloquia</i>
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____

OR

Two-Day Program for Instructional Excellence (PIE) Conference & Certificate

Dates Attended: _____

Date of PIE Certificate Completion (if applicable): _____

Category III: Career Development

Complete one or more discipline-based, for-credit courses (e.g., History’s Museum Management, Psychology’s Ethics and Standards of Professional Practice); attend at least two (2) job interview-related presentations by candidates for faculty positions at FSU or elsewhere; **AND** complete at least three (3) workshops/seminars/colloquia on career development issues and/or the academic job search process offered by The Graduate School, The Career Center, and/or an academic department or college.

Professional Development Coursework

<i>Hours</i>	<i>Course #</i>	<i>Semester & Year</i>	<i>Course Name</i>	<i>Grade</i>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

AND

Job-Interview Related Presentations

Date: _____

Name of Job Candidate: _____

Title of Presentation: _____

Description: _____

Date: _____

Name of Job Candidate: _____

Title of Presentation: _____

Description: _____

AND

Workshops/Seminars/Colloquia in Career Development

<i>Date Attended</i>	<i>Name of Workshop/Seminar/Colloquia</i>
1. _____	_____
2. _____	_____
3. _____	_____

Category IV: Mentoring

Submit a completed *Faculty Readiness Development Plan* endorsed (signed) by an advisor/major professor in the home department; **AND** interview (telephone interview or email exchange are acceptable) at least two faculty members from different institutions about the development of their own careers. The Graduate School must give final approval of the Faculty Readiness Plan. With the exception of the Portfolio requirement (the capstone experience), the *Faculty Readiness Plan* will be the record of all efforts completed toward earning the PFF Graduate Certificate (e.g., courses, workshops, PIE training, interviews).

Submit the completed Faculty Readiness Plan to Dr. Judith Devine, Associate Dean, The Graduate School, Florida State University, at jdevine@fsu.edu or 408 Westcott, MC 1410 .

Faculty Members Interviewed

Faculty Member Name: _____

Date Interviewed: _____

Academic Program/ Department: _____

Institution: _____

Email: _____

Notes from interview:

Faculty Member Name: _____

Date Interviewed: _____

Academic Program/ Department: _____

Institution: _____

Email: _____

Notes from interview:

Category V: Portfolio (Capstone Activity)

Prepare a portfolio outlining readiness for faculty work and career objectives, endorsed by a faculty member from the home department or college. The portfolio typically includes at a minimum a statement of research/creativity objectives, a statement of teaching philosophy and the curriculum vita. Include in the portfolio, workshops/seminars attended and courses taken to satisfy the *PFF Certificate* requirements. PFF participants may choose to prepare and submit their portfolios using the [online portfolio system](#) and [manual](#) maintained by the FSU Career Center. **Submit the portfolio to Dr. Judith Devine, Associate Dean, The Graduate School, Florida State University, at jdevine@fsu.edu or 408 Westcott, MC 1410.**

ENDORSEMENTS:

Student/ Post Doctoral Scholar (Signature)

Date

Student/ Post Doctoral Scholar (Printed Name)

Faculty Advisor for PFF (Signature)

Date

Faculty Advisor for PFF (Printed Name)

Further information about the FSU-PFF program may be found at <http://www.gradschool.fsu.edu/Professional-Development/Preparing-Future-Faculty-PFF>. Resources useful to thinking through and completing a Faculty Readiness Development Plan may be found on the FSU Preparing Future Faculty organizational Blackboard site at <http://campus.fsu.edu>.

Questions may be directed to:

The Graduate School
The Florida State University
408 Westcott Building
Tallahassee, FL 32306-1410
(850) 644-3501
gradschool@fsu.edu

Submit the completed Faculty Readiness Development Plan **electronically** via email to Dr. Judith J. Devine, Associate Dean, The Graduate School, at jdevine@fsu.edu.