

FSU | GRADUATE SCHOOL

Preparing Future Faculty (PFF) Graduate Certificate Program

Faculty Readiness Development Plan

Graduate students who have completed the requirements for the PFF Graduate Certificate must submit a signed Faculty Readiness Development Plan, as well as a PFF Portfolio (capstone activity) electronically to The Graduate School for review. The PFF requirements are listed in the PFF Certificate Instruction Form and noted below in the Faculty Readiness Development Plan.

STUDENT INFORMATION:

Student Full Name: _____

EMPL ID#: _____

Degree Sought: Master's Doctoral

Academic College: _____

Department/Unit (if applicable): _____

Degree Program Name: _____

FSU Email: _____

INFORMATION ABOUT CURRENT STUDIES:

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

Please Check One: In Coursework Working on Dissertation (or equivalent)

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

Name of Faculty Advisor/Major Professor: _____

CAREER INTENTIONS

Please note the desired type of institution you plan to attend and type of appointment you plan to receive.

LONG-TERM CAREER GOALS

What is your future discipline/profession and what activities do you see as most crucial to your future work (e.g., teaching, research, performance, etc.)?

QUICK SELF-ASSESSMENT

What are the important knowledge, 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 potential weaknesses in your current level of preparation and/or ability? How do you prioritize your needs in overcoming these weaknesses?

PFF Graduate Certificate Requirements

CATEGORY 1: RESEARCH PREPARATION

1. Complete one or more graduate-level courses (5000 or above, B or better) in research preparation or ethics offered by an academic unit; **AND**
2. Attend at least three (3) professional development workshops/seminars/colloquia on research preparation, writing, ethics, publishing, plagiarism, and/or grant applications offered by the [Office of Graduate Fellowships and Awards \(OGFA\)](#), [Center for the Advancement of Teaching \(CAT\)](#), [University Libraries](#), [Office of Research](#), and/or an academic unit.
 - *NOTE: The Office of Research offers a [Responsible Conduct of Research \(RCR\) Training](#) which outlines FSU’s policy and procedures for ensuring compliance with federal funding agencies. This training may be substituted for the three (3) professional development workshops/seminars/colloquia on research development requirement.
 - In response to the Quality Enhancement Plan (QEP), the University Libraries offers a [Graduate Skills Workshop Series](#) with eligible workshops.

Research Coursework Taken:

# of Hours	Course Prefix/#	Semester & Year	Course Name	Grade
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Please provide a brief description as to how the graduate-level course(s) noted above equate to research preparation, writing, ethics, publishing, plagiarism, and/or grant applications.

Workshops/Seminars/Colloquia in Research:

- If you completed the [Responsible Conduct of Research \(RCR\) Training](#) from the Office of Research, then please skip to the next section. If not, please fill out this part.

Date Attended	Name of Workshop/Seminar/Colloquia
---------------	------------------------------------

- | | | |
|----|--|--|
| 1. | | |
| 2. | | |
| 3. | | |

Please provide a brief description as to how the workshops/seminars/colloquia noted above equate to research preparation, writing, ethics, publishing, plagiarism, and/or grant applications.

Responsible Conduct of Research (RCR) Training from the Office of Research:

Date of RCR Training completion: _____

What funding source did you complete the RCR Training for (e.g., NSF, NIH, etc.): _____

Please provide a brief description of the important aspects of the RCR training.

CATEGORY 2: TEACHING PREPARATION

1. Complete one or more graduate-level courses (5000 or above, B or better) in teaching methods or pedagogy offered by an academic unit; **AND**
2. Attend at least three (3) professional development workshops/seminars/colloquia on instructional methods offered by the [Center for the Advancement of Teaching \(CAT\)](#), [University Libraries](#), and/or an academic unit.
 - *NOTE: Completion of both Module 1 and Module 2 of the online teaching modules for CAT's [Essential Policies and Practices Training for TAs](#) conducted each semester may be substituted for the three (3) professional development workshops/seminars/colloquia on instructional methods requirement.
 - In response to the Quality Enhancement Plan (QEP), CAT offers a [Teaching Development Program \(TDP\)](#). This is a flexible, multi-semester, non-credit bearing professional development opportunity. TDP workshops count as eligible workshops for the instructional methods requirement.

Teaching Coursework Taken:

# of Hours	Course Prefix/#	Semester & Year	Course Name	Grade
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Please provide a brief description as to how the graduate-level course(s) noted above equate to teaching/instructional methods or pedagogy.

Workshops/Seminars/Colloquia in Teaching:

- If you completed both Module 1 and Module 2 of the online teaching modules for CAT's [Essential Policies and Practices Training for TAs](#) conducted each semester, then please skip to the next section. If not, please fill out this part.

Date Attended	Name of Workshop/Seminar/Colloquia
---------------	------------------------------------

- | | | |
|----|-------|-------|
| 1. | _____ | _____ |
| 2. | _____ | _____ |
| 3. | _____ | _____ |

Please provide a brief description as to how the workshops/seminars/colloquia noted above equate to teaching/instructional methods and pedagogy.

CAT Essential Policies and Practices Training for TAs:

Semester and year that you completed Module 1 and Module 2 of the Essential Policies and Practices for TAs (e.g., Spring 2024): _____

*Note: Completion of the training will be validated through CAT.

CATEGORY 3: CAREER DEVELOPMENT

1. Complete one or more discipline-based, graduate-level courses (5000 or above, B or better) in career development offered by an academic unit (e.g., History’s Museum Management, Psychology’s Ethic’s, and Standards of Professional Practice, etc.); **AND**
2. Attend at least two (2) job interview-related presentations by candidates for faculty positions (internal to FSU or elsewhere); **AND**
 - Following each presentation, prepare a typed, 300-word, 12-point font size, reflection paper considering the candidate’s ability to describe the subject of the job talk and answer questions succinctly.
3. Attend at least two (2) professional development workshops/seminars/colloquia on career development and/or the academic job search process offered by the [Career Center](#), [University Libraries](#), and/or an academic unit.
 - In response to the Quality Enhancement Plan (QEP), the Career Center offers [Beyond the Professoriate](#) and the University Libraries offers a [Graduate Skills Workshop Series](#) with eligible workshops.

Professional Career Development Coursework Taken:

# of Hours	Course Prefix/#	Semester & Year	Course Name	Grade
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Please provide a brief description as to how the graduate-level course(s) noted above equate to career development.

Job-Interview Related Questions

Date Attended: _____

Name of Job Candidate # 1: _____

Was the Job Interview: Internal to FSU **OR** Outside of FSU

Title of Presentation: _____

Provide a copy of the 300-word page reflection paper in your PFF Portfolio? Yes No

Date Attended: _____

Name of Job Candidate # 2: _____

Was the Job Interview: Internal to FSU **OR** Outside of FSU

Title of Presentation: _____

Provide a copy of the 300-word page reflection paper in your PFF Portfolio? Yes No

Workshops/Seminars/Colloquia in Career Development:

- If you completed the Career Center’s [Beyond the Professoriate](#), you must have chosen the “Faculty Careers” path and finished ALL of the Courses (1-3) and ONLY Chapter 1 (titled: “Should I go another year on the academic job market?”) of Course 4 to satisfy one (1) of the professional development workshops on career development. You must have completed the associated quizzes to request the certificate of completion from Beyond the Professorate. Be sure to attach a copy of the certificate as proof of completion to this *Faculty Readiness Development Plan*. If this pathway was completed, then you must also still note below one (1) additional career development workshop, seminar or colloquia that you completed.

Date Attended	Name of Workshop/Seminar/Colloquia
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1.	_____	_____
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2.	_____	_____
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Please provide a brief description as to how the workshops/seminars/colloquia noted above equate to career development and/or the academic job search process.

CATEGORY 4: MENTORING

1. Submit a completed “*Faculty Readiness Development Plan*” endorsed (signed) by your faculty advisor/major professor in the home unit (signature lines below); **AND**
2. Complete at least two (2) interviews of faculty members from different institutions about the development of their own careers. The interviews can be via telephone, email exchange, or virtual/zoom.
 - Following each interview, write a one-page, single-spaced or two-page double-spaced, typed reflection paper that provides a detailed analysis of what you learned and how it will impact your future employment decisions and any new information you learned from the interview.
 - Include interview transcripts and reflection papers in the “*Faculty Readiness Development Plan*” and in the PFF portfolio (capstone activity).

Apart from the PFF portfolio requirement (capstone activity), the “*Faculty Readiness Development Plan*” will be a record of all efforts completed toward earning the PFF graduate certificate (e.g., courses, workshops/seminars/colloquia, PIE training, interviews, etc.). The Graduate School must give final approval of the “*Faculty Readiness Development Plan*.”

Interview Related Questions

Date Interviewed: _____

Name of Faculty Member # 1: _____

Name of External Institution of Faculty Member: _____

Email of Faculty Member: _____

Did you provide a copy of the interview transcripts in your PFF Portfolio? Yes No

Did you provide a copy of the reflection paper in your PFF Portfolio? Yes No

Date Interviewed: _____

Name of Faculty Member # 2: _____

Name of External Institution of Faculty Member: _____

Email of Faculty Member: _____

Did you provide a copy of the interview transcripts in your PFF Portfolio? Yes No

Did you provide a copy of the reflection paper in your PFF Portfolio? Yes No

CATEGORY 5: FINAL PFF PORTFOLIO (CAPSTONE ACTIVITY)

1. Prepare a final PFF portfolio which outlines readiness for faculty work and research/career objectives, endorsed by a faculty member from the home academic unit.
 - The PFF portfolio typically includes at a minimum a statement of research/creativity objectives, a statement of teaching philosophy and the CV. Include in the portfolio, graduate courses taken, and workshops/seminars/colloquia attended to satisfy the PFF graduate certificate requirements.
 - The instructions and scoring rubric for the PFF portfolio can be found on the PFF certificate webpage on The Graduate School’s main website.

*See the PFF Instruction Form for submission steps. **Submit the completed “*Faculty Readiness Development Plan*” and PFF Portfolio to The Graduate School once everything is finalized.

ENDORSEMENTS:

Student (Printed Name)

Date

Student (Signature)

Faculty Advisor/Major Professor (Printed Name)

Date

Faculty Advisor/Major Professor (Signature)