

Kent State University
Division of Student Affairs
Individual Professional Development Plan

Created March 2022

A multitude of professional development opportunities exist within the Division of Student Affairs, the University, and beyond, as detailed within our Student Affairs Professional Development website. Continual skill enhancement is expected at all levels of staff and professional development goals should follow the SMART (Specific-Measurable-Attainable-Relevant-Timely) model. This worksheet is designed to serve as a catalyst for staff to work towards developing goals and to identify specific actions, experiences, and opportunities to achieve agreed upon goals. Please take time to carefully consider and respond to the categories listed below.

Professional Competencies

Please complete the Professional Competency Assessment form then check the box that corresponds with your competency level for each professional competency.

ACPA/NASPA Competencies	Foundational	Intermediate	Advanced
Personal and Ethical Foundations			
Values, Philosophy and History			
Assessment, Evaluation and Research			
Law, Policy and Governance			
Organizational and Human Resources			
Leadership			
Social Justice and Inclusion			
Student Learning and Development			
Technology			
Advising and Supporting			

Select the four competencies from the above that you want to improve this year:

1) _____

2) _____

3) _____

4) _____

Goal Setting

Using SMART format and the template below, develop three goals for the year that will assist you in developing professionally. You are encouraged to share this and receive feedback from your supervisor.

SMART Goals

- 1) Specific: What exactly will you accomplish?
- 2) Measurable: How will you know when you have achieved this goal?
- 3) Achievable: What resources do you have access to (e.g., supervisor, educational opportunities) in order to assist you in reaching this goal?
- 4) Relevant: Why is this goal significant to your development? To which professional competency does it align?
- 5) Timely: When will this goal be achieved?

EXAMPLE Goal: I will create an assessment plan for the DSA Fall 2022 speaker series.
(S) What exactly will you accomplish? A clearly defined pre and post assessment will be established for the DSA Fall 2022 speaker series to gauge learning outcomes and satisfaction.
(M) How will you know when you have achieved this goal? When I have administered the pre and post assessment for each of the DSA Fall 2022 speaker series events.
(A)What resources do you have access to (e.g., supervisor, educational opportunities) in order to assist you in reaching this goal? <ul style="list-style-type: none">• I will ask my supervisor and the Associate Director, Assessment for samples and ideas for the assessments.• I will attend targeting assessment and evaluation webinars offered by the university.
(R) Why is this goal significant to your development? To which professional competency does it align? Assessment, Evaluation and Research – Assessment is not a strong competency area for me. By completing this goal, I will develop an assessment plan and interpret results, gaining skills and confidence in the competency. <ul style="list-style-type: none">• Student Learning and Development - I will assess the student learning outcomes and satisfaction of the DSA Fall 2022 Speaker Series to determine which topics/speakers should be repeated or expanded upon.
Today's Date: May 1, 2022 Start Date: July 1, 2022 Target Date: September 15, October 13 and November 16 (dates for speaker series) Date Achieved: December 21, 2022

Goal 1:

(S) What exactly will you accomplish?

(M) How will you know when you have achieved this goal?

(A) What resources do you have access to (e.g., supervisor, educational opportunities) to assist you in reaching this goal?

(R) Why is this goal significant to your development? To which professional competency does it align?

(T) When will this goal be achieved?

Today's Date:

Target Date:

Start Date:

Date Achieved:

Goal 2:

(S) What exactly will you accomplish?

(M) How will you know when you have achieved this goal?

(A) What resources do you have access to (e.g., supervisor, educational opportunities) to assist you in reaching this goal?

(R) Why is this goal significant to your development? To which professional competency does it align?

(T) When will this goal be achieved?

Today's Date:

Target Date:

Start Date:

Date Achieved:

Goal 3:

(S) What exactly will you accomplish?

(M) How will you know when you have achieved this goal?

(A) What resources do you have access to (e.g., supervisor, educational opportunities) to assist reaching this goal?

(R) Why is this goal significant to your development? To which professional competency does it align?

(T) When will this goal be achieved?

Today's Date:

Target Date:

Start Date:

Date Achieved: