

Professional Development Contract Procedures

Begin at [Faculty eServices](#) / Professional Development Contract link
Complete the contact information - Part-time, Full-time, phone, and department.
To find your department, click the magnifying glass and then click Lookup. A department list appears. Then click on your department and it will be filled in automatically. Click Save

Enter Contract Proposal

Step 1 is "Add/Revise Activities." These are scheduled workshops. It's a long list! Click the box (next to the activity to select)

Step 2 is "Add Media"

Step 3 is "Add/Revise Self-designed Activities." These are activities such as attending conferences, meeting with departments, etc. It's also a fairly long list. Check off the activities.

Full time faculty will have an additional Step (Service Points)

***Step 4,5** - "Review/Revise/Confirm Contract"

***Step 5,6** - "Print PD Contract" to print a copy for your records.

PD office will review proposed contracts and return a signed (approved copy) or instructions requesting information or revisions to be added to your contract via eServices.

Update / Revise Activity

- Missed an activity listed on your contract plan? - Go to Review, Revise Confirm Step and "uncheck to delete activity" click update button to view changes then click submit proposal (contract) button.
- Need to revise a self-directed activity? - Go to "Review/Revise/Confirm Contract" Click on revise and edit hours and or description detail , click update button to review changes and then click submit proposal (contract) button.

Confirm Complete Contract Activities

1. Go to: [Faculty eServices](#)
2. **Step 3** - "Review/Revise/Confirm Contract"
 - Update "0.00 PD Hours completed" (located on the right hand side) then click submit contract!
3. Print a copy of your contract for your records!