Possible Discussion Topics:

**Professional Development**
Describe the nature of the PD available for your instructors. Do you provide specific opportunities for PD? If so, in what mode (workshops, presentations, service to your program, etc.) do you provide it? How frequently is it offered? Is a minimum amount of PD required in a semester/year? What PD do you believe is essential?

**Faculty Evaluations**
At INTO USF, we have developed an Annual Performance Review (APR) for faculty that includes at least one class observation per year, a self-assessment in which instructors reflect on how they have implemented our Markers of Best Practice into their instruction, the development and implementation of at least one teaching innovation during the year, and participation in any of a variety of professional development activities.

How do you conduct Faculty Evaluations? What aspects / characteristics / markers do you evaluate? Do you evaluate more than just their teaching in the classroom? If so, what else and how?

**Faculty Re-assignment**
International admissions have declined significantly in the past few years. What do you do when you have more teachers than are needed for the number of students you have? What percent of your faculty is adjunct? Great teachers are such a valuable resource, and it is so difficult to let them go and then find we need them later but they are no longer available. Do you let faculty go if there are not enough students or do you provide them with non-instructional duties? How are such decisions made: seniority, annual performance review, etc.?