



## 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 James Beck in The Graduate School for review ([jpbeck@fsu.edu](mailto:jpbeck@fsu.edu)). 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 (1<sup>st</sup>, 2<sup>nd</sup>, 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.

#### 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 \(CAT\)](#), [Program for Instructional Excellence \(PIE\)](#), [University Libraries](#), and/or an academic unit.
  - \*NOTE: Completion of the online teaching modules for PIE’s “[Basics of Teaching@FSU Online Training Series](#)” **OR** completion of the two-day [Program for Instructional Excellence \(PIE\) training for Teaching Assistants](#) conducted each Fall and Spring may be substituted for the three (3) professional development workshops/seminars/colloquia on 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 the online teaching modules for PIE’s “[Basics of Teaching @FSU Online Training Series](#)” **OR** completed the two-day [Program for Instructional Excellence \(PIE\) training for Teaching Assistants](#) conducted each Fall and Spring, 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.

Program for Instructional Excellence (PIE) Trainings:

Semester and year that you attended the Biannual (Two-Day) PIE Teaching Conference (e.g., Spring 2023): \_\_\_\_\_

Date of completion of the online teaching modules for PIE’s Teaching Training Recognition: Basics of Teaching @FSU: \_\_\_\_\_

\*Include a copy of the Teaching Training Recognition (TTR) Certificate of Completion in PFF Portfolio.

**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.

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: \_\_\_\_\_

Did you provide a copy of the 300-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: \_\_\_\_\_

Did you provide a copy of the 300-page reflection paper in your PFF Portfolio? Yes  No

Workshops/Seminars/Colloquia in Career Development:

Date Attended	Name of Workshop/Seminar/Colloquia
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1. \_\_\_\_\_

2. \_\_\_\_\_

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 James Beck in The Graduate School ([jpbeck@fsu.edu](mailto:jpbeck@fsu.edu)) once everything is finalized.

**ENDORSEMENTS:**

Student (Printed Name)	Date
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\_\_\_\_\_  
Student (Signature)

Faculty Advisor/Major Professor (Printed Name)	Date
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\_\_\_\_\_  
Faculty Advisor/Major Professor (Signature)

\* If you have any questions or concerns regarding the PFF graduate certificate, please feel free to contact James Beck ([jpbeck@fsu.edu](mailto:jpbeck@fsu.edu)) in The Graduate School.