

PURPOSE: Ohio University's Division of Student Affairs (DOSA) challenges each employee to maintain a professional development plan (PDP) that focuses on both career development aspirations and support of DOSA's priority to infuse social justice and equity into day-to-day work.

HOW TO GET STARTED (STAFF): Use this Tip Sheet to guide your work on creating and updating your Professional Development Plan. You are encouraged to work with your supervisor to establish your PDP and to regularly discuss your progress. Submit your completed PDP to your supervisor by March 15, 2019.

HOW TO GET STARTED (SUPERVISOR): Initiate a minimum of three PDP progress conversations prior to December 1, 2019. Encourage your supervisee(s) to work with you to establish their professional development and social justice goals. Keep in mind that while professional development and social justice are not part of employees' evaluations, achievements can be highlighted as part of the evaluation's "core behaviors" section. Additionally, employees are also able to set formal goals related to social justice that will be evaluated, but it is not required.

PROFESSIONAL DEVELOPMENT PLAN TERMS:

- **Professional Development:** Ongoing process of evaluating your strengths, needs, and interests related to your current position and how you want to continue growing in your career. This growth could include tackling new projects or skills in your current role or preparing for intentional career progression to a variety of different roles, functional areas, or employers.
- **Professional Development Targets:** Identify specific targets for growing your professional skills to help you in your current position and/or for future professional roles. The word *target* has been used to avoid confusion with the professional goals you set that you will be evaluated on at the end of the year.
- **Action Plan:** Identify steps you will take to achieve outcomes. Include a timeline for working toward these actions and experiences.
- **Progress:** Identify specific achievements that have helped you progress toward achieving your goal. Identify how you have leveraged strengths to overcome challenges.
- **Social Justice:** Social Justice is an active process and commitment to promoting equity through (1) the identification and removal of barriers, (2) facilitation of learning, (3) cultivation of community, and (4) empowerment of people.
- **Social Justice Goal:** Identify how you will continue growing in the area of social justice. Your social justice goal may focus on activities and behaviors that help you gain intercultural knowledge, skills and/or awareness that will help you promote diversity, inclusion, and equity. Your social justice goal should primarily help improve your ability in one or more of these areas: demonstrating care for others, educating others, empowering others, including others, or gaining knowledge about diverse identities and backgrounds.

GOAL SETTING TIPS:

Work with your supervisor to write goals in a way that motivates you to work on enhancing your skills and abilities. One strategy is the SMART goal format. SMART stands for Specific, Measurable, Achievable, Relevant and Time-Bound.

- **SPECIFIC:** Set a goal focused on at least one specific social justice area (examples: sexual identity, gender identity, international students, first generation students, accessibility needs, racism, xenophobia, poverty, age, ethnicity, language)
- **MEASURABLE:** Focus your goal around an area of development you can track, for example: increase personal awareness, increase others' awareness, recruitment/hiring/retention procedures, programming and work place environment.
- **ACHIEVABLE:** Determine the actions you will take to meet your goal, examples include: attending focused in-service event(s), making professional contacts, planning a program, implementing policy, organizing training, reading relevant materials, interviewing someone willing to talk about their experiences, removing a barrier (physical or administrative) or asking for feedback.
- **RELEVANT:** Identify how this goal relates to your work.
- **TIME-BOUND:** Create a time frame to complete the goal.

PROFESSIONAL DEVELOPMENT AND SOCIAL JUSTICE EXAMPLES

Professional Development Target:

- Work on my public speaking ability by leading at least one training session for student supervisors by the end of spring semester.
- Implement team-building exercises once a month in staff meetings to build relationships and foster stronger communication. This will also help me build skill in planning and executing staff development activities.
- Conduct an informational interview with a staff member in a different DOSA department by the end of March to learn more about career opportunities and roles in that area.

Social Justice Goal:

- Create a space in Nelson Dining Hall to highlight personal recipes from international students during International Week in April.
- Attend a Safe Zone training facilitated by the LGBT Center by the end of spring semester.
- Conduct an audit of furniture arrangements to improve universal physical access in staff and educational spaces for Housing & Residence Life by the end of March.
- Collaborate with OMSAR, the LGBT Center, International Student and Faculty Services, Accessibility Services and the Multicultural Center to plan targeted recruitment events during fall semester.
- Attend HR's Search Committee Training during spring semester to learn how to minimize bias during the selection process.
- Review existing forms, training material and documents to ensure use of inclusive language by the end of February.

ADDITIONAL SOCIAL JUSTICE RESOURCES:

Since social justice is a new area for all staff to be identifying professional development growth areas, additional resources are included below to help with developing goals.

Potential focus areas within social justice to enhance your awareness of identity factors:

- Race
- Ethnicity
- Gender Identity
- Gender Expression
- Spirituality
- Religion
- Class
- Socioeconomic Status
- Sexual Orientation
- Nationality
- Geographic Origin
- Viewpoint (experience, ideology, etc.)
- Ability
- Health
- Age
- Education
- Parental Status
- Language

Potential learning opportunities for exploring areas of interest within social justice:

- Human Resources Trainings
- Women's Center Programs
- Multicultural Center Events
- LGBT Center Programs
- Theatre, Film, & Arts Events
- Intentional Personal Interactions
- Books and Articles
- Classes
- Site Visits
- Other Ideas: _____

For more ideas related to social justice goals and resources, speak with your supervisor, a leader within your department, your Human Resources Liaison or a colleague who has experience with social justice.

SUPERVISOR QUESTION GUIDE:

Use these questions to help guide conversations with your supervisee(s) related to professional development and social justice. These can be particularly helpful if you have limited experience facilitating this type of professional development planning.

- What do you enjoy doing in your job?
- What are you really good at already?
- What skills can you build on that would help you in your job?
- What is your dream job?
- How do you need to develop to work toward your next job?
- What have you already started to do to work on some of your goals?
- What does social justice mean to you?
- Are there social justice topics or issues you are passionate about already?
- What type of experience have you had related to learning about people different from you?
- What is important to you in encouraging a welcoming environment at work?
- Is there an aspect of social justice or diversity you curious about?
- Would you like help finding opportunities of interest on campus related to your goals?