

Professional Development Reports and Committee Reports

P&T tidbit: PD and Committee Reports have been noted by review committees as the best method for documenting activities in P&T Portfolios! Now is a great time to document service activities and professional activities you participated in over the last year.

- **Committee Contributions Report** (appendix H) - To be completed each semester (or each year if full-year committee) to record attendance and explain individual contributions. If you chair a committee, please consider sending these out to the committee with the top portion completed.
- **Professional Development Report** (appendix G) – To be completed after every PD event to record participation and share impressions of conferences, workshops, webinars, and other professional development activities.
- **Save Reports** – Create P&T folders on your computer and save these reports to refer to when writing Annual Appraisals and to include as documentation in P&T Portfolios.

See the [P&T webpage](#) for a plethora of helpful P&T information.