

Minnesota State University, Mankato
Article 22 Professional Development and Evaluation
Schedules for 2005-06

Faculty with Continuing Probationary Appointment

(Faculty with First Year Probationary Appointment Follow A Separate Calendar in Initial Year)

No later than:

29 August 2005	Faculty member submits Professional Development Progress Report (PDR) along with appropriate documentation to the dean. <i>(Faculty with first-year probationary appointments in 2004-05 submitted their PDR last May).</i>
30 August 2005	The dean forwards the PDR to the department through the chair.
13 September 2005	Chair provides department and chair comments on PDR to the faculty member. Chair sends PDR, along with the department and the chair comments, to the dean.
7 October 2005	Dean meets with the faculty member to discuss PDR. The dean provides a written assessment of the PDR to the faculty member.
10 October 2005	Faculty member reviews PDR assessment and submits a response to the dean. Faculty member submits a new Professional Development Plan (PDP) to the dean.
11 October 2005	The dean sends all PDR materials to Human Resources for inclusion in the faculty member's file. The dean forwards the PDP to the department through the chair
21 October 2005	Chair provides department and chair comments on PDP to the faculty member. Chair sends PDP, along with the department and the chair comments, to the dean.
4 November 2005	The dean provides written comments on the PDP to the faculty member.
11 November 2005	Faculty member reviews comments and submits a written response to the dean.
14 November 2005	The dean sends all PDP materials including any final comments from the dean to Human Resources for inclusion in the faculty member's file. The dean sends a copy of all these materials to the faculty member.

Minnesota State University, Mankato
Article 22 Professional Development and Evaluation
Schedules for 2005-06

Faculty with Continuing Probationary Appointment

<i>Duty Day #</i>	<i>Date (no later than)</i>	<i>Faculty Member</i>	<i>Dean</i>	<i>Dept Chair and Dept</i>
6	8/29/05	1. PDR to dean		
7	8/30/05		1. PDR to dept through chair	
16	9/13/05			1. PDR comments to faculty member. 2. PDR comments to dean through chair
34	10/07/05	1. Meet with dean on PDR.	1. Meet with faculty member. 2. Provide written assessment to faculty member.	
35	10/10/05	1. Written response on assessment to dean. 2. New PDP to dean		
36	10/11/05		1. All PDR materials to HR. 2. PDP to dept through chair	
44	10/21/05			1. PDP comments to faculty member. 2. PDP comments to dean through chair.
54	11/04/05		1. Provide written comments on PDP to faculty member.	
59	11/11/05	1. Written response on comments to dean.		
60	11/14/05		1. All PDP materials to HR. 2. All PDP materials to faculty member.	