

Minnesota State University, Mankato
Article 22 Professional Development and Evaluation
Schedules for 2007-08

Faculty with Continuing Probationary Appointment

No later than:

27 August 2007	<ol style="list-style-type: none">1. Faculty member submits Professional Development Progress Report (PDR) along with appropriate documentation to the dean. (<i>Faculty with first-year probationary appointments in 2006-07 submitted their PDR last May.</i>)2. <i>Optional: Faculty member may choose to submit a draft of the next Professional Development Plan (PDP) which will be reviewed following completion of the PDR review. (Refer to #9 below.)</i>
28 August 2007	<ol style="list-style-type: none">3. The dean forwards the PDR to the department through the chair.
12 September 2007	<ol style="list-style-type: none">4. Chair provides department and chair comments on PDR to the faculty member.5. Chair sends PDR, along with the department and the chair comments, to the dean.
5 October 2007	<ol style="list-style-type: none">6. Dean meets with the faculty member to discuss PDR and the next PDP.7. The dean provides a written assessment of the PDR to the faculty member.
8 October 2007	<ol style="list-style-type: none">8. Faculty member reviews PDR assessment and submits a response to the dean.9. Faculty member submits a draft of a new Professional Development Plan (PDP) to the dean. (The faculty member may have submitted the PDP draft earlier.)
9 October 2007	<ol style="list-style-type: none">10. The dean sends all PDR materials to Human Resources for inclusion in the faculty member's file.11. The dean forwards the PDP draft to the department through the chair.
19 October 2007	<ol style="list-style-type: none">12. Chair provides department and chair comments on PDP to the faculty member.13. Chair sends PDP, along with the department and the chair comments, to the dean.
2 November 2007	<ol style="list-style-type: none">14. The dean provides written comments on the PDP draft to the faculty member.
9 November 2007	<ol style="list-style-type: none">15. Faculty member reviews comments, and submits a written response to the dean along with a final version of the PDP.
12 November 2007	<ol style="list-style-type: none">16. The dean sends all PDP materials including any final comments from the dean to Human Resources for inclusion in the faculty member's file.17. The dean sends a copy of all these materials to the faculty member.
25 August 2008	<ol style="list-style-type: none">1. Faculty member submits Professional Development Progress Report (PDR) along with appropriate documentation to the dean.