

Minnesota State University, Mankato
Article 22 Professional Development and Evaluation
Schedules for 2008-09

Faculty with Fixed Term Appointment
(of .75 FTE or more)

No later than:

5 September 2008	1. Faculty member meets with the dean to discuss the Professional Development Plan (PDP) process. Following the meeting, the faculty member prepares a PDP covering the 2008-09 academic year. In preparing the plan, the faculty member is encouraged to discuss its design and content with members of the department and the department chair.
6 October 2008	2. Faculty member submits a PDP to the dean.
7 October 2008	3. The dean forwards the PDP to the department through the chair
17 October 2008	4. Chair provides department and chair comments on PDP to the faculty member. 5. Chair sends PDP, along with the department and the chair comments, to the dean.
31 October 2008	6. The dean provides written comments on the PDP to the faculty member.
7 November 2008	7. Faculty member reviews comments and submits a written response to the dean.
10 November 2008	8. The dean sends all PDP materials including any final comments from the dean to Human Resources for inclusion in the faculty member's file. 9. The dean sends a copy of all these materials to the faculty member.
3 April 2009	10. Faculty member submits Professional Development Progress Report (PDR) along with appropriate documentation to the dean.
6 April 2009	11. The dean forwards the PDR to the department through the chair.
17 April 2009	12. Chair provides department and chair comments on PDR to the faculty member. 13. Chair sends PDR, along with the department and the chair comments, to the dean.
1 May 2009	14. Dean meets with the faculty member to discuss PDR. 15. The dean provides a written assessment of the PDR to the faculty member.
8 May 2009	16. Faculty member reviews PDR assessment and submits a response to the dean.
11 May 2009 (end of spring term)	17. The dean sends all PDR materials to Human Resources for inclusion in the faculty member's file.