

Minnesota State University, Mankato
Article 22 Professional Development and Evaluation
Schedules for 2009-10

Faculty with First Year Probationary Appointment
(of .50 FTE or more)

No later than:

31 August 2009	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 2009-10 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.
5 October 2009	2. Faculty member submits a PDP to the dean.
6 October 2009	3. The dean forwards the PDP to the department through the chair
16 October 2009	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.
30 October 2009	6. The dean provides written comments on the PDP to the faculty member.
6 November 2009	7. Faculty member reviews comments and submits a written response to the dean.
9 November 2009	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.
10 May 2010 <i>(end of spring term)</i>	10. Faculty member submits Professional Development Progress Report (PDR) along with appropriate documentation to the dean. The meeting with the dean on the PDR will occur in the early fall.