

**Minnesota State University, Mankato**  
**Article 22 Professional Development and Evaluation**  
**Schedules for 2012-13**

**Faculty with Continuing Probationary Appointment**

*No later than:*

<b>20 August 2012</b>	<p>1. Faculty member submits Professional Development Progress Report (PDR) along with appropriate documentation to the dean. (<i>Faculty with first-year probationary appointments in 2011-12 submitted their PDR last May.</i>)</p> <p>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></p>
<b>21 August 2012</b>	<p>3. The dean forwards the PDR to the department through the chair.</p>
<b>7 September 2012</b>	<p>4. Chair provides department and chair comments on PDR to the faculty member.</p> <p>5. Chair sends PDR, along with the department and the chair comments, to the dean.</p>
<b>28 September 2012</b>	<p>6. Dean meets with the faculty member to discuss PDR and the next PDP.</p> <p>7. The dean provides a written assessment of the PDR to the faculty member.</p>
<b>1 October 2012</b>	<p>8. Faculty member reviews PDR assessment and submits a response to the dean.</p> <p>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.)</p>
<b>2 October 2012</b>	<p>10. The dean sends all PDR materials to Human Resources for inclusion in the faculty member's file.</p> <p>11. The dean forwards the PDP draft to the department through the chair.</p>
<b>12 October 2012</b>	<p>12. Chair provides department and chair comments on PDP to the faculty member.</p> <p>13. Chair sends PDP, along with the department and the chair comments, to the dean.</p>
<b>26 October 2012</b>	<p>14. The dean provides written comments on the PDP draft to the faculty member.</p>
<b>2 November 2012</b>	<p>15. Faculty member reviews comments, and submits a written response to the dean along with a final version of the PDP.</p>
<b>5 November 2012</b>	<p>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.</p> <p>17. The dean sends a copy of all these materials to the faculty member.</p>
<b>19 August 2013</b>	<p>1. Faculty member submits Professional Development Progress Report (PDR) along with appropriate documentation to the dean.</p>