

Minnesota State University, Mankato
Article 22 Professional Development and Evaluation
Schedules for 2013-2014
Faculty with Fixed Term Appointment
(of .75 FTE or more)

No later than:

6 September 2013	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 2013-14 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.
30 September 2013	2. Faculty member submits a PDP to the dean.
1 October 2013	3. The dean forwards the PDP to the department through the chair
11 October 2013	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.
25 October 2013	6. The dean provides written comments on the PDP to the faculty member.
1 November 2013	7. Faculty member reviews comments and submits a written response to the dean.
4 November 2013	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.
31 March 2014	10. Faculty member submits Professional Development Progress Report (PDR) along with appropriate documentation to the dean.
3 April 2014	11. The dean forwards the PDR to the department through the chair.
14 April 2014	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.
28 April 2014	14. Dean meets with the faculty member to discuss PDR. 15. The dean provides a written assessment of the PDR to the faculty member.
2 May 2014	16. Faculty member reviews PDR assessment and submits a response to the dean.
12 May 2014 (end of spring term)	17. The dean sends all PDR materials to Human Resources for inclusion in the faculty member's file.