

Minnesota State University, Mankato
Article 22 Professional Development and Evaluation
Schedules for 2013-14

**Faculty with Tenured or Non-Tenure Track (NTT) Appointment
Below Rank of Full Professor**

Article 22 requires all tenured and NTT faculty with rank of assistant or associate professor to submit a professional development plan (PDP) for a four-year period, with a progress report at the end of each year and a full report (PDR) covering the four-year period at the end of the fourth year. There is a formal evaluation that follows completion of each four-year period. (A faculty member may request more frequent evaluation). Following completion of the four-year period faculty submit a new PDP for their next four-year cycle.

Report requirements depend on the faculty member's placement in the four year Article 22 cycle.

Group 1

<i>No later than:</i>	<i>Report Requirement</i>
16 September 2013	Annual progress report due
15 September 2014	Final PDR and PDP for next four-year period due
15 September 2015	Annual progress report due
15 September 2016	Annual Progress Report Due

Group 2

<i>No later than:</i>	<i>Report Requirement</i>
16 September 2013	Annual progress report due.
15 September 2014	Annual progress report due.
15 September 2015	Final PDR and PDP for next four-year period due
15 September 2016	Annual Progress Report Due

Group 3

<i>No later than:</i>	<i>Report Requirement</i>
16 September 2013	Annual progress report due
15 September 2014	Annual progress report due
15 September 2015	Annual progress report due
15 September 2016	Final PDR and PDP for next four-year period due

Group 4

<i>No later than:</i>	<i>Report Requirement</i>
16 September 2013	Final PDR and PDP for next four-year period due. New Tenured Assistant and Associate Professors*- PDR for final Probationary evaluation period and PDP for initial four-year period due
15 September 2014	Annual progress report due
15 September 2015	Annual progress report due
15 September 2016	Annual progress report due

* Faculty with a Tenured Asst./Assoc. Professor appointment starting 8/20/2013

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Reporting Procedures**

**New Tenured Assistant and Associate Professors: Submission of Final Probationary PDR and New PDP
(these newly tenured faculty are part of Group 4)**

No later than

16 September 2013	1. The faculty member submits a final probationary PDR, along with appropriate documentation, and the first tenure PDP to the dean.
17 September 2013	2. The dean forwards the PDR and the PDP to the department through the chair.
27 September 2013	3. The chair sends the PDR and the PDP along with department and chair comments on both to the dean.
18 October 2013	4. The faculty member meets with the dean to discuss the PDR and the first tenure PDP. The dean sends an assessment on the PDR and comments on the new PDP to the faculty member with copies to the HR file. All comments by the faculty member are sent to the dean, and the HR file.

Submission of Four-Year PDR and New PDP (Group 4)

No later than

16 September 2013	1. The faculty member submits a PDR, along with appropriate documentation, and the next PDP to the dean.
17 September 2013	2. The dean forwards the PDR and the PDP to the department through the chair.
27 September 2013	3. The chair sends the PDR and the PDP along with department and chair comments on both to the dean.
18 October 2013	4. The faculty member meets with the dean to discuss the PDR and the first tenure PDP. The dean sends an assessment on the PDR and comments on the new PDP to the faculty member with copies to the HR file. All comments by the faculty member are sent to the dean, and the HR file.

Submission of Annual Progress Report (Group 1, Group 2, and Group 3)

No later than

16 September 2013	1. The faculty member submits the annual progress report to the dean. The dean sends copies to the department through the chair, and to the HR file.
optional evaluation	2. A faculty member wishing an evaluation in addition to what is required by the Agreement makes a written request to the dean for an evaluation when the annual progress report is submitted. The evaluation process is identical to that followed at the conclusion of the four-year evaluation period.