

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

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

*Article 22 of the IFO Agreement requires all Tenured and Non-Tenure Track (NTT) Full Professors to submit a professional development plan (PDP) for a four-year period, with a progress report at the end of the second year and a final report 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. Following completion of the four-year period, Tenured/ NTT Full Professors 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>
<b>16 September 2013</b>	No report due
<b>15 September 2014</b>	PDR and PDP for next four-year period due
<b>15 September 2015</b>	No report due
<b>15 September 2016</b>	Two-year progress report due

**Group 2**

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

**Group 3**

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

**Group 4**

<i>No later than:</i>	<i>Report Requirement</i>
<b>16 September 2013</b>	PDR and PDP for next four-year period due; New Tenured/ NTT Full Professors*- annual progress/final report for previous year and PDP for initial four-year period due
<b>15 September 2014</b>	No report due
<b>15 September 2015</b>	Two-year progress report due
<b>15 September 2016</b>	No report due

\* Faculty with a Tenured/ NTT Full Professor appointment starting 8/20/2013

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**Reporting Procedures**

**New Tenured/NTT Full Professors: Submission of an Annual Progress/Final Report and a New Four-Year PDP (Group 4)**

*No later than:*

16 September 2013	The faculty member submits an annual progress/final report, along with appropriate documentation, and a new four-year PDP to the dean.
17 September 2013	The dean forwards the annual progress/final report and the new four-year PDP to the department through the chair.
27 September 2013	The chair sends the annual progress/final report and the new four-year PDP along with department and chair comments on both to the dean.
18 October 2013	The faculty member meets with the dean to discuss the annual progress/final report and the new four-year PDP. The dean sends an assessment on the annual progress/final report and comments on the new four-year 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 PDR and Next Four-Year PDP (Group 4)**

*No later than:*

16 September 2013	The faculty member submits a final four-year PDR, along with appropriate documentation, and the next four-year PDP to the dean.
17 September 2013	The dean forwards the PDR and the PDP to the department through the chair.
27 September 2013	The chair sends the PDR and the PDP along with department and chair comments on both to the dean.
18 October 2013	The faculty member meets with the dean to discuss the PDR and the next four-year PDP. The dean sends an assessment on the PDR and comments on the 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 Two-Year Progress Report (Group 2)**

*No later than:*

16 September 2013	The faculty member submits a two-year progress report, along with appropriate documentation, to the dean.
17 September 2013	The dean sends copies of this report to the department through the chair and to the HR file.

**No Report Due (Groups 1 and 3)**