

*Minnesota State University, Mankato*  
*Article 22 Professional Development and Evaluation*  
*Schedules for 2015-2016*  
**Faculty with Fixed Term Appointment**  
*(of .75 FTE or more)*

*No later than:*

<b>4 September 2015</b>	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 2015-2016 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.
<b>30 September 2015</b>	2. Faculty member submits a PDP to the dean.
<b>2 October 2015</b>	3. The dean forwards the PDP to the department through the chair.
<b>9 October 2015</b>	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.
<b>23 October 2015</b>	6. The dean provides written comments on the PDP to the faculty member.
<b>30 October 2015</b>	7. Faculty member reviews comments and submits a written response to the dean.
<b>2 November 2015</b>	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.
<b>28 March 2016</b>	10. Faculty member submits Professional Development Progress Report (PDR) along with appropriate documentation to the dean.
<b>1 April 2016</b>	11. The dean forwards the PDR to the department through the chair.
<b>11 April 2016</b>	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.
<b>25 April 2016</b>	14. Dean meets with the faculty member to discuss PDR. 15. The dean provides a written assessment of the PDR to the faculty member.
<b>6 May 2016</b>	16. Faculty member reviews PDR assessment and submits a response to the dean.
<b>9 May 2016 (end of spring term)</b>	17. The dean sends all PDR materials to Human Resources for inclusion in the faculty member's file.