

Minnesota State University, Mankato
Article 22 Professional Development and Evaluation
Schedules for 2016-17

Faculty with Continuing Probationary Appointment

No later than:

22 August 2016	<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 past year 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>
23 August 2016	3. The dean forwards the PDR to the department through the chair.
2 September 2016	<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>
23 September 2016	<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>
26 September 2016	<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. <i>(The faculty member may have submitted the PDP draft earlier.)</i></p>
3 October 2016	<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>
10 October 2016	<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>
24 October 2016	14. The dean provides written comments on the PDP draft to the faculty member.
4 November 2016	15. Faculty member reviews comments, and submits a written response to the dean along with a final version of the PDP.
7 November 2016	<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>
21 August 2017	1. Faculty member submits Professional Development Progress Report (PDR) along with appropriate documentation to the dean.