

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

**Faculty with First Year Probationary Appointment**  
*(of .50 FTE or more)*

*No later than:*

<b>29 August 2016</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 2016-17 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>26 September 2016</b>	2. Faculty member submits a PDP to the dean. <b>Agreement date: end of fall semester</b>
<b>3 October 2016</b>	3. The dean forwards the PDP to the department through the chair
<b>14 October 2016</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>28 October 2016</b>	6. The dean provides written comments on the PDP to the faculty member.
<b>4 November 2016</b>	7. Faculty member reviews comments and submits a written response to the dean.
<b>11 November 2016</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>8 May 2017</b> <i>(end of spring term)</i>	10. Faculty member submits Professional Development Progress Report (PDR) along with appropriate documentation to the dean. The meeting with the dean on the PDR will occur in the early fall.