

Minnesota State University, Mankato
Article 22 Professional Development and Evaluation
Schedules for 2016-2017
Faculty with Fixed Term Appointment
(of .75 FTE or more)

No later than:

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| 6 September 2016 | 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. |
| 30 September 2016 | 2. Faculty member submits a PDP to the dean. |
| 3 October 2016 | 3. The dean forwards the PDP to the department through the chair. |
| 10 October 2016 | 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. |
| 24 October 2016 | 6. The dean provides written comments on the PDP to the faculty member. |
| 31 October 2016 | 7. Faculty member reviews comments and submits a written response to the dean. |
| 4 November 2016 | 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. |
| 27 March 2017 | 10. Faculty member submits Professional Development Progress Report (PDR) along with appropriate documentation to the dean. |
| 3 April 2017 | 11. The dean forwards the PDR to the department through the chair. |
| 10 April 2017 | 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. |
| 24 April 2017 | 14. Dean meets with the faculty member to discuss PDR. 15. The dean provides a written assessment of the PDR to the faculty member. |
| 5 May 2017 | 16. Faculty member reviews PDR assessment and submits a response to the dean. |
| 8 May 2017 (end of spring term) | 17. The dean sends all PDR materials to Human Resources for inclusion in the faculty member's file. |