

Minnesota State University, Mankato  
Article 22 Professional Development and Evaluation  
Schedules for 2007-08

**Faculty with a Multiple-Year Head Coach Appointment**

**Soccer (W), Basketball (M,W), Softball (W), Swimming, Track/Cross Country (W)**

*No later than:* Report Requirement

14 September 2007	<ul style="list-style-type: none"><li>• Final report for last four-year period and new PDP due.</li><li>• Annual progress report due.</li><li>• Annual progress report due.</li><li>• Annual progress report due.</li></ul>
15 September 2008	
15 September 2009	
15 September 2010	

**Football (M), Volleyball (W), Ice Hockey (W)**

*No later than:* Report Requirement

14 September 2007	<ul style="list-style-type: none"><li>• Annual progress report due.</li><li>• Final report for last four-year period and new PDP due.</li><li>• Annual progress report due.</li><li>• Annual progress report due.</li></ul>
15 September 2008	
15 September 2009	
15 September 2010	

**Wrestling (M)**

*No later than:* Report Requirement

14 September 2007	<ul style="list-style-type: none"><li>• Annual progress report due.</li><li>• Annual progress report due.</li><li>• Final report for last four-year period and new PDP due.</li><li>• Annual progress report due.</li></ul>
15 September 2008	
15 September 2009	
15 September 2010	

**Ice Hockey (M)**

*No later than:* Report Requirement

14 September 2007	<ul style="list-style-type: none"><li>• Annual progress report due.</li><li>• Annual progress report due.</li><li>• Annual progress report due.</li><li>• Final report for last four-year period and new PDP due.</li></ul>
15 September 2008	
15 September 2009	
15 September 2010	

*NOTE: Faculty with a Multiple-Year Head Coach Appointment and an Instructional Appointment of at least 25% must include teaching responsibilities in their PDP. The Athletic Director, serving as the Dean for Head Coaches, is expected to request review and comments from the Chairperson of the Academic Department and the Academic Dean when the Head Coach Appointment includes at least 25% teaching.*

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**Reporting Procedures**

*NOTE: Faculty with a Multiple-Year Head Coach Appointment and an Instructional Appointment of at least 25% must include teaching responsibilities in their PDP. The Athletic Director, serving as the Dean for Head Coaches, is expected to request review and comments from the Chairperson of the Academic Department and the Academic Dean when the Head Coach Appointment includes at least 25% teaching. **These coaches include the Dean and the teaching department in their PDP/PDR process (Noted below in red).***

**New Head Coaches: Submission of Initial PDP**

*No later than*

4 September 2007	The faculty member meets with the Athletic Director to discuss the Professional Development Plan (PDP) process. Following the meeting, the faculty member prepares a PDP. In preparing the plan, the faculty member is encouraged to discuss its design and content with coaches <i>and members of the teaching department</i> .
8 October 2007	Faculty member submits a PDP to the Athletic Director.
9 October 2007	The Athletic Director forwards the PDP to the coaches <i>and the academic department</i> .
19 October 2007	The comments of the coaches <i>and the faculty in the academic department</i> on the PDP are given to the faculty member. The PDP, along with the comments, are provided to the Athletic Director <i>with a copy to the Dean</i> .
2 November 2007	The Athletic Director <i>and the Dean</i> provide written comments on the PDP to the faculty member.
9 November 2007	The faculty member reviews the comments and submits a written response to the Athletic Director <i>with a copy to the Dean</i> .
12 November 2007	The Athletic Director sends all PDP materials including any final comments from the Athletic Director <i>and the Dean</i> to Human Resources for inclusion in the faculty member's file. The Athletic Director sends a copy of all these materials to the faculty member.

**Submission of Annual Progress Report**

*No later than*

14 September 2007	At the end of each year of the evaluation period, the faculty member sends to the Athletic Director a report describing progress made during the past year with respect to their professional development.
17 September 2007	The Athletic Director forwards the annual progress report to the coaches <i>and the academic department</i> .
28 September 2007	The comments of the coaches <i>and the faculty in the academic department</i> on the progress report are given to the faculty member. The progress report, along with the comments, are provided to the Athletic Director <i>with a copy to the Dean</i> .
19 October 2007	The faculty member meets with the Athletic Director to discuss the annual report.
2 November 2007	The Athletic Director <i>and the Dean</i> provide written comments on the annual report to the faculty member.
9 November 2007	The faculty member reviews the comments and submits a written response to the Athletic Director <i>with a copy to the Dean</i> .
12 November 2007	The Athletic Director sends all materials including any final comments from the Athletic Director <i>and the Dean</i> to Human Resources for inclusion in the faculty member's file. The Athletic Director sends a copy of all these materials to the faculty member.

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**Submission of Four-Year Report**

*No later than*

14 September 2007	Sends to the Athletic Director a full report describing progress made with respect to their professional development during the four-year period.
17 September 2007	The Athletic Director forwards the report to the coaches <i>and the academic department</i> .
28 September 2007	The comments of the coaches <i>and the faculty in the academic department</i> on the report are given to the faculty member. The report, along with the comments, are provided to the Athletic Director <i>with a copy to the Dean</i> .
19 October 2007	The faculty member meets with the Athletic Director to discuss achievements made during the evaluation period.
2 November 2007	The Athletic Director <i>and the Dean</i> provide written comments on the annual report to the faculty member.
9 November 2007	The faculty member reviews the comments and submits a written response to the Athletic Director <i>with a copy to the Dean</i> .
12 November 2007	The Athletic Director sends all materials including any final comments from the Athletic Director <i>and the Dean</i> to Human Resources for inclusion in the faculty member's file. The Athletic Director sends a copy of all these materials to the faculty member.