

Minnesota State University, Mankato
Article 22 Professional Development and Evaluation
Schedules for 2007-2008

Faculty with a Two-Year Fixed Term Assistant Coach Appointment

Reporting Procedures

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

First Year

No later than

1 September 2007	1. 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>
22 September 2007	2. Faculty member submits a PDP to the Athletic Director.
25 September 2007	3. The Athletic Director forwards the PDP to the coaches <i>and the academic department.</i>
13 October 2007	4. The comments of the coaches <i>and the faculty in the academic department</i> on the PDP are given to the faculty member. 5. The PDP, along with the comments, are provided to the Athletic Director <i>with a copy to the Dean.</i>
27 October 2007	6. The Athletic Director <i>and the Dean</i> provide written comments on the PDP to the faculty member.
3 November 2007	7. The faculty member reviews the comments and submits a written response to the Athletic Director <i>with a copy to the Dean.</i>
6 November 2007	8. 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. 9. The Athletic Director sends a copy of all these materials to the faculty member.
14 May 2008 (end of spring term)	10. Faculty member submits Professional Development Progress Report (PDR) along with appropriate documentation to the Athletic Director. The meeting with the Athletic Director on the PDR will occur in the early fall.

Second Year (*coaches in the second year of a two-year fixed term appointment*)

No later than

27 August 2007	1. The Athletic Director forwards the PDR to the coaches <i>and the academic department.</i>
14 September 2007	2. The comments of the coaches <i>and the faculty in the academic department</i> on the PDR are given to the faculty member. 3. The PDR, along with the comments, are provided to the Athletic Director <i>with a copy to the Dean.</i>
5 October 2007	4. Athletic Director meets with the faculty member to discuss PDR and the next PDP. 5. The Athletic Director <i>and the Dean</i> provide a written assessment of the PDR to the faculty member.
12 October 2007	6. The faculty member reviews the PDR assessment and submits a written response to the Athletic Director <i>with a copy to the Dean.</i> 7. Faculty member submits a draft of a new PDP to the Athletic Director.
15 October 2007	8. The Athletic Director forwards the PDP to the coaches <i>and the academic department.</i>

Minnesota State University, Mankato
Article 22 Professional Development and Evaluation
Schedules for 2007-2008

Faculty with a Two-Year Fixed Term Assistant Coach Appointment

Second Year (continued)

No later than

22 October 2007	9. The comments of the coaches <i>and the faculty in the academic department</i> on the PDP are given to the faculty member. 10. The PDP, along with the comments, are provided to the Athletic Director <i>with a copy to the Dean</i> .
29 October 2007	11. The Athletic Director <i>and the Dean</i> provide written comments on the PDP to the faculty member.
2 November 2007	12. The faculty member reviews the comments and submits a written response to the Athletic Director <i>with a copy to the Dean</i> .
5 November 2007	13. 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. 14. The Athletic Director sends a copy of all these materials to the faculty member.
4 April 2008	15. Faculty member submits Professional Development Progress Report (PDR) along with appropriate documentation to the Athletic Director.
7 April 2008	16. The Athletic Director forwards the PDR to the coaches <i>and the academic department</i> .
21 April 2008	17. The comments of the coaches <i>and the faculty in the academic department</i> on the PDR are given to the faculty member. 18. The PDR, along with the comments, are provided to the Athletic Director <i>with a copy to the Dean</i> .
2 May 2008	19. Athletic Director meets with the faculty member to discuss the PDR. 20. The Athletic Director <i>and the Dean</i> provide a written assessment of the PDR to the faculty member.
9 May 2008	21. The faculty member reviews the PDR assessment and submits a written response to the Athletic Director <i>with a copy to the Dean</i> .
12 May 2008 (end of spring term)	22. The Athletic Director sends all PDR 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.