

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

No later than:

8 September 2017 14 September 2018 13 September 2019	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.
29 September 2017 5 October 2018 4 October 2019	2. Faculty member submits a PDP to the dean.
2 October 2017 8 October 2018 7 October 2019	3. The dean forwards the PDP to the department through the chair.
9 October 2017 15 October 2018 14 October 2019	4. Chair provides any department comments on PDP to the faculty member. 5. Chair sends PDP, along with any department comments, to the dean.
23 October 2017 29 October 2018 28 October 2019	6. The dean provides written comments on the PDP to the faculty member.
30 October 2017 5 November 2018 4 November 2019	7. Faculty member reviews comments and submits a written response to the dean.
3 November 2017 9 November 2018 8 November 2019	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.
26 March 2018 1 April 2019 30 March 2020	10. Faculty member submits Professional Development Progress Report (PDR) along with appropriate documentation to the dean.
2 April 2018 8 April 2019 6 April 2020	11. The dean forwards the PDR to the department through the chair.
9 April 2018 15 April 2019 13 April 2020	12. Chair provides department comments on PDR to the faculty member. 13. Chair sends PDR, along with the department comments, to the dean.
23 April 2018 29 April 2019 27 April 2020	14. Dean meets with the faculty member to discuss PDR. 15. The dean provides a written assessment of the PDR to the faculty member.
4 May 2018 10 May 2019 8 May 2020	16. Faculty member reviews PDR assessment and submits a response to the dean.
7 May 2018 13 May 2019 11 May 2020 <i>(end of spring term)</i>	17. The dean sends all PDR materials to Human Resources for inclusion in the faculty member's file.