

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

**Faculty with Tenured or Non-Tenure Track (NTT) Appointment
Below Rank of Full Professor**

Article 22 requires all tenured and NTT faculty with rank of assistant or associate professor to submit a professional development plan (PDP) for a two-year period, with a progress report at the end of each year and a full report (PDR) covering the two-year period at the end of the fourth year. There is a formal evaluation that follows completion of each two-year period. (A faculty member may request more frequent evaluation). Following completion of the two-year period faculty submit a new PDP for their next two-year cycle.

Report requirements depend on the faculty member's placement in the four year Article 22 cycle.

Group 1

<i>No later than:</i>	<i>Report Requirement</i>
15 September 2017	Oral report scheduled
17 September 2018	Final PDR and PDP for next two-year period due
16 September 2019	Oral report scheduled
14 September 2020	Final PDR and PDP for next two-year period due

Group 2

<i>No later than:</i>	<i>Report Requirement</i>
15 September 2017	Final PDR and PDP for next two-year period due
17 September 2018	Oral report scheduled
16 September 2019	Final PDR and PDP for next two-year period due
14 September 2020	Oral report scheduled

Group 3

<i>No later than:</i>	<i>Report Requirement</i>
15 September 2017	Oral report scheduled
17 September 2018	Final PDR and PDP for next two-year period due
16 September 2019	Oral report scheduled
14 September 2020	Final PDR and PDP for next two-year period due

Group 4

<i>No later than:</i>	<i>Report Requirement</i>
15 September 2017	Final PDR and PDP for next two-year period due
17 September 2018	Oral report scheduled
16 September 2019	Final PDR and PDP for next two-year period due
14 September 2020	Oral report scheduled

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Reporting Procedures**

Newly Tenured Assistant and Associate Professors: Submission of Final Probationary PDR and New PDP

No later than

Group 4 Group 1 Group 2 Group 3	15 September 2017 17 September 2018 16 September 2019 14 September 2020	1. The faculty member submits a final probationary PDR, along with appropriate documentation, and the first tenure PDP to the dean.
Group 4 Group 1 Group 2 Group 3	16 September 2017 18 September 2018 17 September 2019 15 September 2020	2. The dean forwards the PDR and the PDP to the department through the chair.
Group 4 Group 1 Group 2 Group 3	25 September 2017 1 October 2018 30 September 2019 28 September 2020	3. The chair sends the PDR and the PDP along with department comments on both to the dean.
Group 4 Group 1 Group 2 Group 3	16 October 2017 22 October 2018 21 October 2019 19 October 2020	4. The faculty member meets with the dean to discuss the PDR and the first tenure PDP. The dean sends an assessment on the PDR and comments on the new PDP to the faculty member with copies to the HR file. All comments by the faculty member are sent to the dean, and the HR file.

Submission of Two-year PDR and New PDP

No later than

Groups 2, 4 Groups 1, 3 Groups 2, 4 Groups 1, 3	15 September 2017 17 September 2018 16 September 2019 14 September 2020	1. The faculty member submits a PDR, along with appropriate documentation, and the next PDP to the dean.
Groups 2, 4 Groups 1, 3 Groups 2, 4 Groups 1, 3	16 September 2017 18 September 2018 17 September 2019 15 September 2020	2. The dean forwards the PDR and the PDP to the department through the chair.
Groups 2, 4 Groups 1, 3 Groups 2, 4 Groups 1, 3	25 September 2017 1 October 2018 30 September 2019 28 September 2020	3. The chair sends the PDR and the PDP along with department comments on both to the dean.
Groups 2, 4 Groups 1, 3 Groups 2, 4 Groups 1, 3	16 October 2017 22 October 2018 21 October 2019 19 October 2020	4. The faculty member meets with the dean to discuss the PDR and the new PDP. The dean sends an assessment on the PDR and comments on the new PDP to the faculty member with copies to the HR file. All comments by the faculty member are sent to the dean, and the HR file.

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Scheduling of Oral Report

No later than

Groups 1, 3 Groups 2, 4 Groups 1, 3 Groups 2, 4	15 September 2017 17 September 2018 16 September 2019 14 September 2020	1. The faculty member schedules a meeting for an oral report with the dean.
optional evaluation		2. A faculty member wishing an evaluation in addition to what is required by the Agreement makes a written request to the dean for an evaluation when the annual progress report is submitted. The evaluation process is identical to that followed at the conclusion of the two-year evaluation period.