

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

Faculty with First Year Probationary Appointment
(of .50 FTE or more)

No later than:

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| 28 August 2017 27 August 2018 26 August 2019 | <p>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 upcoming 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.</p> |
| 25 September 2017 24 September 2018 23 September 2019 | <p>2. Faculty member submits a PDP to the dean. Agreement date: end of fall semester</p> |
| 2 October 2017 1 October 2018 30 September 2019 | <p>3. The dean forwards the PDP to the department through the chair</p> |
| 13 October 2017 12 October 2018 11 October 2019 | <p>4. Chair provides any department comments on PDP to the faculty member. 5. Chair sends PDP, along with any department comments, to the dean.</p> |
| 27 October 2017 26 October 2018 25 October 2019 | <p>6. The dean provides written comments on the PDP to the faculty member.</p> |
| 3 November 2017 2 November 2018 1 November 2019 | <p>7. Faculty member reviews comments and submits a written response to the dean.</p> |
| 17 November 2017 16 November 2018 15 November 2019 | <p>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.</p> |
| 7 May 2018 13 May 2019 11 May 2020 <i>(end of spring term)</i> | <p>10. Faculty member submits Professional Development Progress Report (PDR) along with appropriate documentation to the dean. The meeting with the dean on the PDR will occur in the early fall.</p> |