



Article 22 Professional Development and Evaluation

Schedules for:

Faculty with Continuing Probationary Appointment

<i>Task</i>	<i>Responsible Party</i>	<i>Target Date</i>
<p>Submit Professional Development Progress Report (PDR) along with appropriate documentation to the Dean (Faculty with first-year probationary appointments in past year submitted their PDR last May)</p> <p>Optional: You may choose to submit a draft of the next Professional Development Plan (PDP) which will be reviewed following completion of the PDR review</p>	Faculty Member	<p>2020: August 24 2021: August 23 2022: August 22</p>
Forward PDR to the department through the chair	Dean	<p>2020: August 25 2021: August 24 2022: August 23</p>
Provide department comments on PDR to the to the faculty member and send PDR, along with department comments, to the Dean	Department Chair	<p>2020: September 4 2021: September 17 2022: September 16</p>
Meet with faculty member to discuss PDR and the next PDP and provide a written assessment of the PDR to faculty member	Dean	<p>2020: September 25 2021: October 1 2022: September 30</p>
Review PDR assessment and submit a response to the Dean and submit a draft of a new PDP to the Dean (you may have submitted the PDP draft earlier)	Faculty Member	<p>2020: September 28 2021: October 4 2022: October 3</p>
Send all PDR materials to Human Resources for inclusion in the faculty member's file and forward PDP draft to the department through the chair	Dean	<p>2020: October 5 2021: October 11 2022: October 10</p>
Provide any department comments on PDP to faculty member and send PDP, along with any department comments, to the Dean	Department Chair	<p>2020: October 12 2021: October 18 2022: October 17</p>
Provide written comments on the PDP draft to faculty member	Dean	<p>2020: October 26 2021: November 1 2022: October 31</p>
Review comments and submit a written response to the Dean along with a final version of the PDP	Faculty Member	<p>2020: November 6 2021: November 12 2022: November 11</p>
Send all PDP materials including any final comments from the Dean to Human Resources for inclusion in the faculty member's file, and send copy of all materials to the faculty member	Dean	<p>2020: November 9 2021: November 15 2022: November 14</p>
Submit PDR along with appropriate documentation to Dean	Faculty Member	<p>2021: August 23 2022: August 22 2023: August 21</p>

Last Updated: 5/12/2020