



Article 22 Professional Development and Evaluation

Schedules for:

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

<i>Task</i>	<i>Responsible Party</i>	<i>Target Date</i>
Meet with Dean to discuss Professional Development Plan (PDP) process, then prepare PDP covering the upcoming academic year - you're encouraged to discuss the plans design and content with members of the department and the department chair	Faculty Member	2020: August 24 2021: August 23 2022: August 22
Submit PDP to the Dean	Faculty Member	2020: September 21 2021: September 20 2022: September 19
Forward PDP to the department via the chair	Dean	2020: September 28 2021: September 21 2022: September 20
Provide any department comments on the PDP to the faculty member and send PDP, along with any department comments, to the Dean	Department Chair	2020: October 9 2021: October 8 2022: October 7
Provide written comments on the PDP to faculty member	Dean	2020: October 23 2021: October 22 2022: October 21
Review comments and submit written response to the Dean	Faculty Member	2020: October 30 2021: October 29 2022: October 28
Send all PDP materials, including any final comments from the Dean to HR for inclusion in faculty member's file and send copy of all materials to faculty member	Dean	2020: November 13 2021: November 12 2022: November 11
Submit 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	Faculty Member	2021: May 10 2022: May 9 2023: May 8