



Article 22 Professional Development and Evaluation

Schedules for:

Faculty with Fixed Term Appointment (of .75 FTE or more)

<i>Task</i>	<i>Responsible Party</i>	<i>Target Date</i>
Meet with Dean to discuss the Professional Development Plan (PDP) process. Following the meeting, faculty member prepares a PDP covering the 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	Faculty Member	2020: September 11 2021: September 10 2022: September 9
Submit PDP to the Dean	Faculty Member	2020: October 2 2021: October 1 2022: September 30
Forward PDP to the department through the chair	Dean	2020: October 5 2021: October 4 2022: October 3
Provide any department comments on PDP to the faculty member and send PDP, along with any department comments, to the dean	Department Chair	2020: October 12 2021: October 18 2022: October 17
Provide written comments on the PDP to faculty member	Dean	2020: October 26 2021: October 25 2022: October 24
Review comments and submit written response to Dean	Faculty Member	2020: November 2 2021: November 1 2022: October 31
Send all PDP materials including any final comments from the Dean to Human Resources for inclusion in the faculty member's file and sends a copy of all materials to faculty member	Dean	2020: November 6 2021: November 5 2022: November 4
Submit Professional Development Progress Report (PDR) along with appropriate documentation to the Dean	Faculty Member	2021: March 29 2022: March 28 2023: March 27
Forward PDR to department through chair	Dean	2021: April 5 2022: April 4 2023: April 3
Provide department comments on PDR to faculty member and send PDR, along with department comments, to the Dean	Department Chair	2021: April 12 2022: April 11 2023: April 10
Meet with faculty member to discuss PDR and provide written assessment of the PDR to faculty member	Dean	2021: April 26 2022: April 25 2023: April 24
Review PDR assessment and submit response to the Dean	Faculty Member	2021: May 7 2022: May 6 2023: May 5
Send all PDR materials to Human Resources for inclusion in the faculty member's file	Dean	2021: May 10 2022: May 9 2023: May 8