



Article 22 Professional Development and Evaluation
Schedules for

**Faculty with Tenured Appointment
Below Rank of Full Professor**

Article 22 requires all tenured 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 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.

Groups 1 & 3

<i>Report Requirement</i>	<i>Target Date</i>
Oral report scheduled	2021: September 13
Final PDR and PDP for next two-year period due	2022: September 12
Oral report scheduled	2023: September 11
Final PDR and PDP for next two-year period due	2024: September 9

Groups 2 & 4

<i>Report Requirement</i>	<i>Target Date</i>
Final PDR and PDP for next two-year period due	2021: September 13
Oral report scheduled	2022: September 12
Final PDR and PDP for next two-year period due	2023: September 11
Oral report scheduled	2024: September 9

Reporting Procedures

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

<i>Task</i>	<i>Responsible Party</i>	<i>Group</i>	<i>Target Date</i>
Submit a final probationary PDR, along with appropriate documentation, and the first tenure PDP to the Dean	Faculty Member	Group 4	2021: September 13
		Group 1	2022: September 12
		Group 2	2023: September 11
		Group 3	2024: September 9
Forward PDR and PDP to the department through the chair	Dean	Group 4	2021: September 14
		Group 1	2022: September 13
		Group 2	2023: September 12
		Group 3	2024: September 10
Send PDR and PDP along with department and chair comments on both to the Dean	Department Chair	Group 4	2021: September 27
		Group 1	2022: September 26
		Group 2	2023: September 25
		Group 3	2024: September 23
Meet with the Dean to discuss the PDR and the first tenure PDP. 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 faculty member are sent to the Dean and the HR file	Faculty Member	Group 4	2021: October 18
		Group 1	2022: October 17
		Group 2	2023: October 16
		Group 3	2024: October 14

Submission of Two-Year PDR and New PDP

<i>Task</i>	<i>Responsible Party</i>	<i>Group</i>	<i>Target Date</i>
Submit a PDR, along with appropriate documentation, and the next PDP to the Dean	Faculty Member	Groups 2,4	2021: September 13
		Groups 1,3	2022: September 12
		Groups 2,4	2023: September 11
		Groups 1,3	2024: September 9
Forward the PDR and the PDP to the department through the chair	Dean	Groups 2,4	2021: September 14
		Groups 1,3	2022: September 13
		Groups 2,4	2023: September 12
		Groups 1,3	2024: September 10
Send the PDR and the PDP along with department and chair comments on both to the Dean	Department Chair	Groups 2,4	2021: September 27
		Groups 1,3	2022: September 26
		Groups 2,4	2023: September 25
		Groups 1,3	2024: September 23
Meet with the Dean to discuss the PDR and the first tenure PDP. 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	Faculty Member	Groups 2,4	2021: October 18
		Groups 1,3	2022: October 17
		Groups 2,4	2023: October 16
		Groups 1,3	2024: October 14

Scheduling of Oral Report

<i>Task</i>	<i>Responsible Party</i>	<i>Group</i>	<i>Target Date</i>
Schedule a meeting for an oral report with the Dean	Faculty Member	Groups 1,3 Groups 2,4 Groups 1,3 Groups 2,4	2021: September 13 2022: September 12 2023: September 11 2024: September 9
If wishing an evaluation in addition to what is required by the Agreement, make 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.	Faculty Member		Optional