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**ACADEMIC AND STUDENT AFFAIRS**

August 29<sup>th</sup>, 2018

To: All Faculty Affected by IFO-MnSCU

From: Tony Pepper, Provost and Vice President  
Academic & Student Affairs

Subject: 2018-2019 PROFESSIONAL DEVELOPMENT AND EVALUATION UNDER  
ARTICLE 22 OF THE IFO-MnSCU AGREEMENT, 2017-2019

The timelines have been updated to reflect the contract language changes effective with the 2017-2019 agreement.

The evaluation process provides faculty with information that helps guide their professional development. The processes support a faculty member's desire for continuing professional growth. Evaluation of faculty evolves from the process connected with the Professional Development and Evaluation Procedures. Please refer to Article 22 of the IFO-MnSCU Master Agreement for details about the various steps in the process and see Appendix G of the IFO-MnSCU master agreement for examples of evidence that can be used to demonstrate effectiveness relative to the five areas addressed in the professional development plans. The timetable for the Professional Development Process is outlined in the table, below.



# 2018-2019 Professional Development and Evaluation (Article 22) (including Head Coaches)

\*\* PDP – Professional Development Plan

\*\*\* PDR – Progress Report

**TIMELINES UPDATED (8-29-18) WITH CONTRACT LANGUAGE CHANGES EFFECTIVE WITH THE 2017-2019 AGREEMENT**

<b>ARTICLE 22</b>	<b><u>PDP**</u></b>					<b><u>PDR***</u></b>				
	PDP consult with Dean / Supv by:	PDP to Dept via Chair by:	Department feedback to Faculty (encouraged) by:	PDP to Dean / Supv by:	Dean / Supv feedback on PDP to Faculty by:	PDR and documentation to Dept through Chair	Department comments (through chair) on PDR to Faculty by:	Final PDR, documentation and Chair / Dept comments to Dean / Supv by:	Meet with Dean / Supv to discuss PDR by:	Dean / Supv eval to Faculty and copy to HR file and VP by:
1 <sup>st</sup> Yr. Prob Faculty who begin Fall 18	9-14-18	9-21-18	10-5-18	10-12-18	11-15-18	4-12-19	4-26-19	5-8-19	8-27-19	8-30-19
These dates are from 2017-18 timelines, <b>REMINDER</b> for Probationary Faculty who began Fall 17								5-9-18	8-28-18	8-31-18
2nd-4th Probationary Fixed Term (.75) FTE or more (includes assistant and head coaches)	9-14-18	9-21-18	10-5-18	10-12-18	11-15-18	3-1-19	3-8-19	3-29-19	4-12-19	4-26-19
5 <sup>th</sup> Yr. Probationary Tenure	9-14-18	9-21-18	10-5-18	10-12-18	11-15-18	1-4-19	1-31-19*	1-31-19*	3-1-19	3-29-19
Tenured Faculty below rank of Professor	For Fac in 1 <sup>st</sup> year of 2-year review cycle  9-14-18	For Fac in 1 <sup>st</sup> year of 2-year review cycle  9-21-18	For Fac in 1 <sup>st</sup> year of 2-year review cycle  10-5-18	For Fac in 1 <sup>st</sup> year of 2-year review cycle  10-12-18	For Fac in 1 <sup>st</sup> year of 2-year review cycle  11-15-18	For Faculty in 2 <sup>nd</sup> year of 2-year review cycle  4-12-19	For Faculty in 2 <sup>nd</sup> year of 2-year review cycle  4-26-19	For Faculty in 2 <sup>nd</sup> year of 2-year review cycle  5-8-19	For Faculty in 2 <sup>nd</sup> year of 2-year review cycle  8-27-19	For Faculty in 2 <sup>nd</sup> year of 2-year review cycle  8-30-19
<p><b>Faculty in an <u>odd</u> year of their 4-year PDP cycle should submit a 2-year PDP using above schedule and do oral report by <u>5-8-19</u>.</b></p> <p><b>Faculty in an <u>even</u> year of their 4-year PDP cycle should submit a written PDR using above schedule.</b></p>										
Tenured Full Professors	For Fac in 1 <sup>st</sup> year of 4-year review cycle  9-14-18	For Fac in 1 <sup>st</sup> year of 4-year review cycle  9-21-18	For Fac in 1 <sup>st</sup> year of 4-year review cycle  10-5-18	For Fac in 1 <sup>st</sup> year of 4-year review cycle  10-12-18	For Fac in 1 <sup>st</sup> year of 4-year review cycle  11-15-18	For Fac in 2 <sup>nd</sup> year of 4-year review cycle, summary report due <u>and</u> 4 <sup>th</sup> year of 4-year review cycle full progress report due  4-12-19	For Fac in 2 <sup>nd</sup> year of 4-year review cycle, summary report due <u>and</u> 4 <sup>th</sup> year of 4-year review cycle full progress report due  4-26-19	For Fac in 2 <sup>nd</sup> year of 4-year review cycle, summary report due <u>and</u> 4 <sup>th</sup> year of 4-year review cycle full progress report due  5-8-19	4 <sup>th</sup> year of 4-year review cycle full progress report due  8-27-19	4 <sup>th</sup> year of 4-year review cycle full progress report due  8-30-19