

# 2025-2026 ACADEMIC Professional Development and Evaluation Timeline

PDP: Professional Development <b>PLAN</b>				PDR: Professional Development <b>REPORT</b>					
FACULTY APPOINTMENTS		YEAR 1		YEAR 2		YEAR 3		YEAR 4	
		FALL	SPRING	FALL	SPRING	FALL	SPRING	FALL	SPRING
<b>Fixed Term Faculty</b> 0.75 FTE or more		PDP	PDR	PDP	PDR	PDP	PDR/ PDP		PDR/ PDP
<b>Probationary Faculty</b> 0.50 FTE or More	<b>Years 1 – 4</b> Or until the year prior to application for tenure.	PDP	PDR	PDP	PDR/ PDP		PDR/ PDP		PDR/ PDP
	<b>Year 5</b> Or the year of application for tenure.	The application for tenure serves as the PDR during the year of application. <b>Follow the Tenure/Promotion schedule for your tenure application.</b> Contractual deadline to submit application to supervisor is <b>January 31</b> .							
Tenured & Non-Tenure Track Faculty <b>Below the Rank of Full Professor</b>			Oral PDR		PDR/ PDP		Oral PDR		PDR/ PDP
Tenured & Non-Tenure Track Faculty at the Rank of <b>Full Professor</b>					Oral PDR				PDR/ PDP

SUBMISSION DATES*		
	ACTIVITY	DUE
<b>FALL</b>	Consult with Dean/Supervisor	09/01
	PDP to Department via Chair	09/15
	Department feedback to Faculty encouraged	09/30
	PDP to Dean/Supervisor	10/15
<b>SPRING</b>	PDR with documentation + new PDP to Department through Chair	03/30
	Department comments (through Chair) on PDR/PDP to Faculty	04/15
	Final PDR with documentation + new PDP** with Chair/Dept comments to Dean/Supervisor	04/30
	Meet with Dean/Supervisor to discuss PDR/PDP	05/01
DEAN/SUPERVISOR PDR/PDP RESPONSE DATES*		
DOCUMENT	ACTIVITY	DUE
PDR	Fixed Term, Year 1 & 2 Probationary: Dean/Supervisor feedback due to Faculty	06/30
PDR/PDP	Dean/Supervisor evaluation to Faculty with a copy to HR and Provost**	08/30
PDP	Fixed Term, Year 1 & 2 Probationary, & revised PDPs: Dean/Supervisor feedback due to Faculty	11/15
*If due dates indicated fall on non-workdays or holidays, the due date shifts to close-of-business on the first subsequent workday following the due date.		
**If dean's feedback on the PDR/PDP leads to the faculty member wanting to make substantial changes to the PDP, faculty members may notify the dean and resubmit the revised PDP by 9/15.		