

2025-2026 ACADEMIC Professional Development and Evaluation Timeline

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

SUBMISSION DATES*

		ACTIVITY	DUE
FALL		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
SPRING		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.