

2026-2027 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		Plan	Report	Plan	Report	Plan	Report + Plan		Report + Plan
Probationary Faculty 0.50 FTE or More	Years 1 – 4 Or until the year prior to application for tenure.	Plan	Report	Plan	Report + Plan		Report + Plan		Report + Plan
	Year 5 Or the year of application for tenure.	The application for tenure serves as the Report during the application year. 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			Written Summary Report		Report + Plan		Written Summary Report		Report + Plan
Tenured & Non-Tenure Track Faculty at the Rank of Full Professor					Written Summary Report				Report + Plan

SUBMISSION DATES*		
PROFESSIONAL DEVELOPMENT (PD) ACTIVITY		DUE
FALL	Consult with Dean/Supervisor	09/01
	Plan to Department via Chair	09/15
	Department feedback to Faculty encouraged	09/30
	Plan to Dean/Supervisor	10/15
SPRING	Report with documentation + updated Plan to Department through Chair	03/30
	Department comments (through Chair) on Report + updated Plan to Faculty	04/15
	Final Report with documentation + updated Plan** with Chair/Dept comments to Dean/Supervisor	04/30
	Meet with Dean/Supervisor to discuss Report + updated Plan	05/01
DEAN/SUPERVISOR PDR/PDP RESPONSE DATES*		
DOCUMENT	ACTIVITY	DUE
Report	Fixed Term, Year 1 & 2 Probationary: Dean/Supervisor feedback due to Faculty	06/30
Report + Plan	Dean/Supervisor evaluation to Faculty with a copy to HR and Provost**	08/30
Plan	Fixed Term, Year 1 & 2 Probationary, & revised Plans: Dean/Supervisor feedback due to Faculty	11/15
*If due dates 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 Report + Plan leads to the faculty member wanting to make substantial changes to the Plan, the faculty may notify the dean & resubmit the revised Plan by 9/15.		