

**SOUTHWEST MINNESOTA STATE UNIVERSITY
PROFESSIONAL DEVELOPMENT PLAN (PDP) AND PROFESSIONAL DEVELOPMENT REPORT (PDR)
TIMELINES, 2024-2025**

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Faculty can reference Article 22 of the current *Master Agreement* between the Minnesota State Colleges and Universities Board of Trustees and the Inter Faculty Organization for information regarding the Professional Development and Evaluation Procedures.

A. NON-TENURED FACULTY

1. First Year Probationary and First Year of a Fixed Term Appointment

Departments will set dates to provide their feedback to faculty members on their PDPs.

Through Friday, November 1, 2024

Faculty member consults with Administrative Supervisor (Dean or Athletic Director) about development of the PDP. This is also an opportunity for the faculty member to discuss the PDP with department members and chair.

Friday, December 6, 2024

First Year probationary faculty member and faculty in the first year of a fixed term appointment SUBMIT PDP to the appropriate supervisor (Dean or Athletic Director) and to the department chair for distribution to members of the department.

Friday, January 10, 2025

Supervisor (Dean or Athletic Director) provides comments to faculty and comments are placed in Human Resources file.

Monday, April 14, 2025

The faculty member shall provide a copy of the faculty member's PDR to the chair of each department in which an appointment is held. Each department chair shall provide copies to the members of the affected departments. Departments will provide written comments on the report to assist the faculty member in the faculty member's professional development and, if applicable, provide guidance with respect to promotion and/or tenure. Written comments will be forwarded to the faculty members and the faculty member's supervisor (Dean or Athletic Director). The faculty member may make changes to the report based on faculty comments.

Before Friday, April 18, 2025

The faculty member will meet with the supervisor (Dean or Athletic Director) to discuss achievements made during the evaluation period.

Monday, May 5, 2025

Faculty member **SUBMITS PROFESSIONAL DEVELOPMENT REPORT, together with appropriate supporting documentation**, on 2024-2025 PDP to the Deans' Office or Athletic Director's Office; with a copy to the department. Any written comments from the Department Chair and department faculty will be forwarded by the comment writer to the faculty member and the appropriate supervisor (Dean or Athletic Director). The faculty member may make changes to their report based on faculty comments and submit those to the supervisor (Dean or Athletic Director) and department. If faculty member fails to meet the deadline, supervisor informs faculty member in writing of need to comply. Faculty member has ten days to comply.

Friday, July 18, 2025

The Professional Development Report and supervisor comments are submitted to the faculty member and placed in Human Resources file. These written comments shall provide information to assist the faculty member in their professional development and, if applicable, provide guidance with respect to personnel decisions.

CONTINUED INTO SECOND PROBATIONARY YEAR (Fixed Term Faculty see A.4)

Departments will set dates to provide their feedback to faculty members on their PDPs.

Through Friday, August 29, 2025

Faculty member may consult with their supervisor (Dean or Athletic Director) about development of the 2024-2025 PDP. This is an opportunity for faculty member to discuss the PDP and previous year's PDR with department members and chair.

Tuesday, September 2, 2025*

Probationary faculty in their second year shall **submit their 2024-2025 PDP**. This is the fifteenth (15) working day after completion of the evaluation process of their first year (Article 22, Sec. C, Subd. 2).

Contractual deadlines are indicated with an asterisk*.

A. NON-TENURED FACULTY

2. Second Year Probationary Faculty for 2024-2025

Departments will set dates to provide their feedback to faculty members on their PDPs.

Through Friday, August 23, 2024

Faculty member may consult with their supervisor (Dean or Athletic Director) about development of the 2024-2025 PDP. This is an opportunity for faculty member to discuss the PDP and previous year's PDR with department members and chair.

Friday, August 30, 2024

Probationary faculty in their second year shall **submit their 2024-2025 PDP**. This is the fifteenth (15) working day after completion of the evaluation process of their first year (Article 22, Sec. C, Subd. 2).

Friday, January 3, 2025

Supervisor (Dean or Athletic Director) provides comments to faculty; PDP and supervisor comments placed in Human Resources file.

Monday, April 14, 2025

The faculty member shall provide a copy of the faculty member's PDR to the chair of each department in which an appointment is held. Each department chair shall provide copies to the members of the affected departments. Departments will provide written comments on the report to assist the faculty member in the faculty member's professional development and, if applicable, provide guidance with respect to promotion and/or tenure. Written comments will be forwarded to the faculty members and the appropriate supervisor (Dean or Athletic Director). The faculty member may make changes to the report based on faculty comments.

Before Friday, April 18, 2025

The faculty member will meet with the supervisor (Dean or Athletic Director) to discuss achievements made during the evaluation period.

Monday, May 5, 2025

Faculty member **SUBMITS PROFESSIONAL DEVELOPMENT REPORT, together with appropriate supporting documentation**, on 2024-2025 PDP to the Deans' Office or Athletic Director's Office; with a copy to the department. Any written comments from the Department Chair and department faculty will be forwarded by the comment writer to the faculty member and the appropriate supervisor (Dean or Athletic Director). The faculty member may make changes to their report based on faculty comments and submit those to the supervisor (Dean or Athletic Director) and department. If faculty member fails to meet the deadline, the supervisor (Dean or Athletic Director) informs faculty member in writing of need to comply. Faculty member has ten days to comply.

Friday, July 18, 2025

The Professional Development Report and supervisor (Dean or Athletic Director) comments are submitted to the faculty member and placed in Human Resources file. These written comments shall provide information to assist the faculty member in their professional development and, if applicable, provide guidance with respect to personnel decisions.

Contractual deadlines are indicated with an asterisk*.

A. NON-TENURED FACULTY

- 3. Third Year and Beyond Continuing Probationary and**
- 4. Fixed Term Faculty in Second and Subsequent Years of their Appointment**

Departments will set dates to provide their feedback to faculty members on their PDPs.

Through Friday, September 6, 2024

Faculty member consults with the supervisor (Dean or Athletic Director) about development of the PDP. This is also an opportunity for the faculty member to discuss the PDP with department members and chair.

Friday, September 13, 2024

Faculty member **SUBMITS PDP** to the supervisor (Dean or Athletic Director) and to the department chair for distribution to members of the department

Monday, November 18, 2024

Supervisor (Dean or Athletic Director) provides comments to faculty; PDP and supervisor comments placed in Human Resources file.

Monday, April 14, 2025

The faculty member shall provide a copy of the faculty member's PDR (and optionally 2025-2026 PDP) to the chair of each department in which an appointment is held. Each department chair shall provide copies to the members of the affected departments. Departments will provide written comments on the report to assist the faculty member in the faculty member's professional development and, if applicable, provide guidance with respect to promotion and/or tenure. Written comments will be forwarded to the faculty members and the appropriate supervisor (Dean or Athletic Director). The faculty member may make changes to the report based on faculty comments.

Before Friday, April 18, 2025

The faculty member will meet with the supervisor (Dean or Athletic Director) to discuss achievements made during the evaluation period.

Monday, May 5, 2025

Faculty member **SUBMITS PROFESSIONAL DEVELOPMENT REPORT, AND OPTIONALLY PDP FOR 2025-2026, together with appropriate supporting documentation**, on 2024-2025 PDP to the Deans' Office or Athletic Director's Office; with a copy to the department. Any written comments from the Department Chair and department faculty will be forwarded by the comment writer to the faculty member and the appropriate supervisor (Dean or Athletic Director). The faculty member may make changes to their report based on faculty comments and submit those to the supervisor (Dean or Athletic Director) and department. If faculty member fails to meet the deadline, the supervisor (Dean or Athletic Director) informs faculty member in writing of need to comply. Faculty member has ten days to comply.

Friday, July 18, 2025

The Professional Development Report and supervisor (Dean or Athletic Director) comments are submitted to the faculty member and placed in Human Resources file. These written comments shall provide information to assist the faculty member in their professional development and, if applicable, provide guidance with respect to personnel decisions.

B. TENURED FACULTY

1. BELOW THE RANK OF PROFESSOR

Article 22 of the current **Agreement** between the Minnesota State Board of Trustees and the Inter Faculty Organization governs the Professional Development and Evaluation procedures. It requires that tenured faculty below the rank of professor be evaluated formally at least once every two years. Notice will be sent to each tenured faculty member below the rank of professor, indicating their supervisor and where each is in the review cycle. Summary information will be provided to SMSUFA. The evaluations for the 2024-2025 academic year will be conducted in accordance with the calendar below.

For those in year one of the two-year cycle:

Departments will set dates to provide their feedback to faculty members on their PDPs.

Through Friday, September 6, 2024

Faculty member consults with the supervisor (Dean or Athletic Director) about development of the PDP. This is also an opportunity for the faculty member to discuss the PDP with department members and chair.

Friday, September 13, 2024

Faculty member **SUBMITS PDP** to the appropriate supervisor (Dean or Athletic Director) and to the department chair for distribution to members of the department.

Monday, November 18, 2024

Supervisor (Dean or Athletic Director) provides comments to faculty; PDP and supervisor comments placed in Human Resources file.

By Thursday, May 2, 2025

The faculty member shall communicate with the supervisor (Dean or Athletic Director) to discuss achievements made during the evaluation period.

For those in year two of the two-year cycle:

Monday, April 14, 2025

The faculty member shall provide a copy of the faculty member's PDR to the chair of each department in which an appointment is held. Each department chair shall provide copies to the members of the affected departments. Departments will provide written comments on the report to assist the faculty member in the faculty member's professional development and, if applicable, provide guidance with respect to promotion and/or tenure. Written comments will be forwarded to the faculty member and the appropriate supervisor (Dean or Athletic Director). The faculty member may make changes to the report based on faculty comments.

Before Friday, April 18, 2025

The faculty member will meet with the supervisor (Dean or Athletic Director) to discuss achievements made during the evaluation period.

Monday, May 5, 2025

Faculty member **SUBMITS PROFESSIONAL DEVELOPMENT REPORT, together with appropriate supporting documentation, and; optionally, the documentation for the upcoming cycle** on 2024-2025 PDP to the Deans' Office or Athletic Director's Office; with a copy to the department. Any written comments from the Department Chair and department faculty will be forwarded by the comment writer to the faculty member and the appropriate supervisor (Dean or Athletic Director). The faculty member may make changes to their report based on faculty comments and submit those to the supervisor (Dean or Athletic Director) and department. If faculty member fails to meet the deadline, supervisor (Dean or Athletic Director) informs faculty member in writing of need to comply. Faculty member has ten days to comply.

Friday, July 18, 2025

The Professional Development Report and supervisor (Dean or Athletic Director) comments are submitted to the faculty member and placed in Human Resources file. These written comments shall provide information to assist the faculty member in their professional development and, if applicable, provide guidance with respect to personnel decisions.

B. TENURED FACULTY
2. WITH THE RANK OF PROFESSOR

Tenured full professors shall submit a Summary Report at the end of year two and a Progress Report in year four. Tenured professors who were granted the rank of full professor during the previous academic year, or those who do not have a current 4-year Plan, should now begin following the timeline for Year One of the Four-Year Cycle.

At the beginning of each academic year, the Academic Deans' Office or Athletic Director's Office will notify each tenured faculty at the rank of professor of the year that their report should be submitted, and the supervisor to whom it should be submitted. Summary information will be provided to SMSUFA.

FOR THOSE IN YEAR ONE OF THE FOUR-YEAR CYCLE:

Departments will set dates to provide their feedback to faculty members on their PDPs.

Through Friday, September 6, 2024

Faculty member consults with supervisor (Dean or Athletic Director) about development of the PDP. This is also an opportunity for the faculty member to discuss the PDP with department members and chair.

Friday, September 13, 2024

Faculty member **SUBMITS 2024-2028 PDP** to the appropriate supervisor (Dean or Athletic Director) and to the department chair for distribution to members of the department.

Monday, November 18, 2024

Supervisor (Dean or Athletic Director) provides comments to faculty; PDP and supervisor (Dean or Athletic Director) comments placed in Human Resources file.

FOR THOSE IN YEAR TWO OF THE FOUR-YEAR CYCLE:

By Friday, May 2, 2025

The faculty member shall communicate with the supervisor (Dean or Athletic Director) to discuss achievements made during the evaluation period.

Monday, May 5, 2025

Faculty **SUBMIT SUMMARY REPORT** on 2023-2027 PDP to supervisor (Dean or Athletic Director); with a copy to the department. Departmental written comments will be submitted with the PDR. If faculty member fails to meet the deadline, supervisor (Dean or Athletic Director) informs faculty member in writing of need to comply. Faculty member has ten days to comply.

Friday, July 18, 2025

The PDR Summary Report and any supervisor (Dean or Athletic Director) comments are submitted to the faculty member and placed in Human Resources file.

FOR THOSE IN YEAR FOUR OF THE FOUR-YEAR CYCLE:

Monday, April 14, 2025

The faculty member shall provide a copy of the faculty member's PDR to the chair of each department in which an appointment is held. Each department chair shall provide copies to the members of the affected departments. Departments will provide written comments on the report to assist the faculty member in the faculty member's professional development and, if applicable, provide guidance with respect to promotion and/or tenure. Written comments will be forwarded to the faculty members and the appropriate supervisor (Dean or Athletic Director). The faculty member may make changes to the report based on faculty comments.

Before Friday, April 18, 2025

The faculty member will meet with the supervisor (Dean or Athletic Director) to discuss achievements made during the evaluation period.

Monday, May 5, 2025

Faculty member **SUBMITS PROFESSIONAL DEVELOPMENT REPORT, together with appropriate supporting documentation**, on 2021-2025 PDP, and optionally the PDP for the upcoming cycle, to the Deans' Office or Athletic Director's Office; with a copy to the department. Any written comments from the Department Chair and department faculty will be forwarded by the comment writer to the faculty member and the appropriate supervisor (Dean or Athletic Director). The faculty member may make changes to their report based on faculty comments and submit those to the supervisor (Dean or Athletic Director) and department. If faculty member fails to meet the deadline, supervisor (Dean or Athletic Director) informs faculty member in writing of need to comply. Faculty member has ten days to comply.

Friday, July 18, 2025

The Professional Development Report and supervisor (Dean or Athletic Director) comments are submitted to the faculty member and placed in Human Resources file. These written comments shall provide information to assist the faculty member in their professional development and, if applicable, provide guidance with respect to personnel decisions.

C. NON-RENEWAL DATES

1. First Year Faculty

For first year faculty, the notice of non-renewal shall be given no later than November 1* of the second academic year of their appointment. Following notice of the non-renewal, the faculty member shall have employment through the remainder of their second academic year.

2. All Other Probationary Faculty

For all other faculty, the notice of non-renewal shall be given no later than August 1*. Following notice of non-renewal, the faculty member shall have employment through the subsequent academic year.

A probationary faculty member who has been given notice of non-renewal shall, upon request, be granted an interview with the President by January 15* of the terminal year in order to discuss their employment status. Any change in the decision to non-renew shall be communicated to the faculty member within fifteen (15) days.

Contractual deadlines are indicated with an asterisk*.