

**2018-2019
Professional Development and Evaluation Calendars
Tenure, Promotion, and Non-Renewal Process Calendar**

PDP/PDR Process

Probationary in 1st Year

No later than:

November 5, 2018	Faculty member consults with dean/immediate supervisor regarding PDP.
November 19, 2018	Faculty member submits PDP to the department(s) [one copy for each department] via the department chair(s). The department chair(s) shall provide copies to members of the department.
December 7, 2018	Department(s) encouraged to provide comments on PDP to faculty member.
December 21, 2018	First year probationary faculty shall submit their PDP to their dean/immediate supervisor by the end of fall semester.
January 15, 2019	Dean/immediate supervisor sends written comments on PDP to faculty member and HR.
May 17, 2019	First year probationary faculty shall complete their progress report (PDR) by the end of spring semester and submit [one copy] to their dean/immediate supervisor and department chair(s) [one copy for each department]. Department comments will be provided to the faculty member and dean in Sept of year #2.

PDP/PDR Process

Probationary in 2nd – 5th Year

No later than:

August 21, 2018	At the start of years #3, #4, and #5, probationary faculty member submits PDR from the 2017-2018 academic year to their dean/immediate supervisor [one copy]; and to their department(s) via department chair(s) [one copy for each department]. The department chair(s) shall provide copies to members of the department. Note: Faculty starting year #2 already submitted their PDR in May 2018.
September 11, 2018	Department(s) will provide comments on PDR to faculty member in years #2, #3, #4, and #5 to dean/ immediate supervisor.
October 2, 2018	Dean/immediate supervisor meets with faculty member to discuss PDR and the 2018-2019 PDP. Dean/immediate supervisor provides written assessment of PDR to faculty member.
October 9, 2018	Faculty member reviews PDR assessment and submits response to dean/immediate supervisor.
October 9, 2018	Probationary faculty starting year #2, #3, #4 or #5 submits draft of a new PDP to their dean/immediate supervisor [one copy] and to their department(s) via the department chair(s) [one copy for each department]. The department chair(s) shall provide copies to members of the department(s).
October 16, 2018	Departments are encouraged to provide comments on the PDP to the faculty member
October 30, 2018	Faculty member submits final PDP to dean/immediate supervisor.
November 13, 2018	Dean/immediate supervisor sends comments on PDP to the faculty member and to Human Resources for the faculty's personnel file.
Spring Semester 2018	No action is required.
August 20, 2019	Faculty members starting years #3, #4, and #5 submit 2018-2019 PDR with documentation to their dean/immediate supervisor [one copy] and department(s) via the department chair(s) [one copy for each department]. The department chair(s) shall provide copies to members of the department.

PDP/PDR Process

Fixed Term > 0.75 FTE

No later than:

October 2, 2018	Faculty member consults with dean/immediate supervisor regarding PDP.
October 9, 2018	Faculty member sends PDP to department(s) via department chairs. The department chair(s) shall provide copies to members of the department.
October 16, 2018	Department(s) encouraged to provide comments on PDP to faculty member.
October 30, 2018	Faculty member submits final PDP to dean/immediate supervisor.
November 7, 2018	Dean/immediate supervisor sends comments on PDP to faculty member and HR.
March 1, 2019	Faculty member sends PDR and documentation to dean/immediate supervisor [one copy] and copy to department(s) via department chair(s) [one copy for each department]. The department chair(s) shall provide copies to members of the department.
April 12, 2019	Department(s) will provide comments on PDR to faculty member and to dean/immediate supervisor.
April 18, 2019	Faculty member meets with dean/immediate supervisor to discuss PDR.
May 3, 2019	Dean/immediate supervisor provides written evaluation to faculty member and HR.

PDP/PDR Process

Tenured Assistant and Associate Professor

A. Newly Tenured Assistant and Associate Professor

No later than:

October 2, 2018	Dean/immediate supervisor meets with faculty member to discuss the 2-year PDP.
October 9, 2018	Faculty member submits draft of new 2-year PDP to dean/immediate supervisor [one copy] and to department(s) via the department chair(s) [one copy for each department]. The department chair(s) shall provide copies to members of the department.
October 16, 2018	Department(s) encouraged to provide comments on PDP to faculty member.
October 30, 2018	Faculty member submits final 2-year PDP to dean/immediate supervisor.
November 7, 2018	Dean/immediate supervisor sends comments on 2-year PDP to faculty member and HR.
Spring Semester 2019	No action is required.
Fall 2019	Faculty member makes appointment with the Dean to provide oral report on activities performed during the 1 st year.

B. Tenured Instructor, Assistant and Associate Professor in 1st Year of 2-year review period

No later than:

October 2, 2018	Dean/immediate supervisor meets with faculty member to discuss the 2-year PDP.
October 9, 2018	Faculty member submits draft of new 2-year PDP to dean/immediate supervisor [one copy] and to department(s) [one copy for each department] via the department chair(s). The department chair(s) shall provide copies to members of the department.
October 16, 2018	Department(s) encouraged to provide comments on PDP to faculty member.
October 30, 2018	Faculty member submits final 2-year PDP to dean/immediate supervisor.
November 7, 2018	Dean/immediate supervisor sends comments on 2-year PDP to faculty member and HR.
Spring Semester 2019	No action is required.
Fall 2019	Faculty member makes appointment with the Dean to provide oral report on activities

	performed during the 1 st year.
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C. Tenured Instructor, Assistant and Associate Professor in 1st Year of next 2-year cycle

No later than:

August, 2020	Faculty member submits 2-year PDR with documentation to dean/immediate supervisor [one copy] and to the department(s) [one copy for each department] via the department chair(s) (reporting on the previous two academic years).
Early October 2020	Faculty member submits draft of new 2-year PDP to dean/immediate supervisor [one copy] and to department(s) via the department chair(s) [one copy for each department]. The department chair(s) shall provide copies to members of the department.
Mid October 2020	Department(s) encouraged to provide comments on PDP to faculty member.
Late October 2020	Faculty member submits final 2-year PDP to dean/ immediate supervisor.
Early November 2020	Dean/ immediate supervisor sends comments on 2-year PDP to faculty member and HR.
Spring Semester 2021	No action is required.
Fall 2021	Faculty member makes appointment with the Dean to provide oral report on activities performed during the 1 st year.

Notes:

- a. **For faculty members currently starting the 3rd year of a previous 4-year PDP.** An annual report would have been submitted to the Department/Dean. A new 2-year PDP plan will need to be submitted as per the schedule above for 1st year of a 2-year PDP cycle. Faculty can draw materials from their original 4-year PDP based on items not completed already.
- b. **For faculty members currently starting the 4th year of a previous 4-year PDP.** An annual report would have been submitted to the Department/Dean. A four-year PDR will need to be submitted in Fall 2019 (to complete the 4-year original cycle). However, going forward a new 2-year PDP will need to be prepared for Fall 2019.

PDP/PDR Process

Tenured Full Professor

As a Full Professor, you will submit a Professional Development Plan (PDP) at the beginning of the first year of your next 4-year cycle. You will need to submit a summary progress report in the spring semester of your second year (for years 1-2). You will submit a full report (years 1-4) in August following the fourth year, prior to submitting your new 4-year Professional Development Plan (PDP). See calendar below for dates.

A. Full Professor in 1st Year of 4-year PDP Cycle

No later than:

August 21, 2018	Faculty member submits full report for the 2014-2018 cycle (on previous 4 academic years) with documentation to dean/immediate supervisor [one copy] and to the department(s) [one copy for each department] via the department chair(s). The department chair(s) shall provide copies to members of the department. <u>Newly promoted</u> faculty member in first year as Tenured Full Professor submits PDR for previous year.
September 11, 2018	Department(s) will provide comments on the report to faculty member and the dean/immediate supervisor.
October 2, 2018	Dean/immediate supervisor meets with faculty member to discuss the report and next 4-year PDP for 2018-2022. Dean/immediate supervisor provides written assessment of the report to faculty member. Newly Promoted Faculty: Faculty member consults with dean/immediate supervisor regarding PDP.
October 9, 2018	Faculty member reviews report assessment and submits response to dean/immediate supervisor. Faculty member submits draft of new PDP to dean/immediate supervisor [one copy] and to department(s) [one copy for each department] via the department chair(s). The department chair(s) shall provide copies to members of the department.
October 16, 2018	Department(s) encouraged to provide comments on PDP to faculty member.
October 30, 2018	Faculty member submits final PDP to dean/immediate supervisor.
November 13, 2018	Dean/immediate supervisor sends comments on PDP to faculty member and HR.
Spring Semester 2019	No action is required.

B. Full Professor in 2nd Year of 4-year PDP Cycle

No later than:

Fall Semester 2018	No action is required.
April 12, 2019	Faculty member sends summary report (of years 1 and 2) to dean/immediate supervisor [one copy] and copy to the department(s) [one copy for each department] via the department chair(s).
July 15, 2019	Dean/immediate supervisor acknowledges receipt of summary report.

C. Full Professor in 3rd Year of 4-year PDP Cycle

No later than:

Fall Semester 2018	No action is required.
Spring Semester 2019	No action is required.

D. Full Professor in 4th Year of 4-year PDP Cycle

No later than:

Fall Semester 2018	No action is required.
Spring Semester 2019	No action is required.
August 20, 2019	Faculty member submits full report (2015-2019 cycle) with documentation to dean/immediate supervisor [one copy] and to the department(s) [one copy for each department] via the department chair(s).

PDP/PDR Process Calendar

Head Coaches and Assistant Coach Appointments totaling 0.75 FTE or more.

No later than:

October 2, 2018	Faculty member consults with Athletic Director (AD) and dean/immediate supervisor regarding PDP.
October 9, 2018	Faculty member sends PDP to department(s) via department chair(s) [one copy for each department]. The department chair(s) shall provide copies to members of the department.
October 16, 2018	Department(s) encouraged to provide comments on PDP to faculty member.
October 30, 2018	Faculty member submits final PDP to Athletic Director [one copy] and dean/immediate supervisor [one copy].
November 13, 2018	Athletic Director and dean/immediate supervisor send comments on PDP to faculty member and HR.
March 1, 2019	Faculty member sends PDR and documentation to Athletic Director [one copy] and dean/immediate supervisor, and copy to department(s) [one copy for each department] via department chair(s). The department chair(s) shall provide copies to members of the department.
April 12, 2019	Department(s) will provide comments on PDR to faculty member and Athletic Director and to dean/immediate supervisor.
April 18, 2019	Faculty member meets with Athletic Director and dean/immediate supervisor to discuss PDR.
May 3, 2019	Athletic Director and dean/immediate supervisor provides written evaluation to faculty member and HR.

Tenure Process Calendar

No later than:

January 31, 2019 (Failure to meet this deadline has contractual consequences)	The faculty member submits a tenure application along with supporting documentation, addressing Article 22, Sect. B to his/her dean/immediate supervisor [one copy] and the departments(s)/unit [one copy for each department] through the chair by January 31, 2019. The department chair(s) shall provide copies to members of the department. There are no required forms. Materials submitted by the faculty member should include all progress reports in accordance with Article 22, Sect. E. The same supporting materials may be used if the faculty member is undergoing a concurrent promotion review.
February 15, 2019	Tenure recommendation(s) by department(s)/unit and chair(s) (Article 20, Sec A, Subd.4) with all documentation, shall be sent to his/her dean/immediate supervisor [one copy] in accordance with the university calendar, with copies sent to the faculty member by the chair(s) [one copy for each department]. Individual faculty members and programs may also make recommendations. The applicant's written response to

	the recommendation become part of the tenure application file. Failure of the department(s) and/or chair(s) to make a recommendation to the faculty member's immediate supervisor shall not prevent the process of review from continuing.
March 12, 2019	The dean/immediate supervisor shall provide a proposed tenure recommendation to the faculty member.
March 27, 2019	After receipt of a proposed negative recommendation, the faculty member shall be given the opportunity to meet with the dean/immediate supervisor.
April 2, 2019	The faculty member may submit a written response to the Vice President [see Notes section below] regarding the dean/immediate supervisor's recommendations. This response becomes part of the applicant's tenure file.
April 8, 2019	The final recommendation of the dean/immediate supervisor shall be sent to the faculty member and Vice President.
April 18, 2019	The Vice President makes a proposed recommendation and a copy is sent to the faculty member.
May 1, 2019	Upon request, the faculty member shall be given the opportunity to meet with the vice president to discuss the recommendation. The applicant's written response to the Vice President's recommendation is due May 1 and becomes part of the tenure application file.
May 1, 2019	The Vice President's recommendation shall be sent to the President by May 1.
May 10, 2019	Should a recommendation for denial of tenure be made by the chair, the dean/immediate supervisor or the Vice President, the President shall invite the faculty member to meet to discuss the recommendations before a decision is made. The faculty member may choose to be accompanied by an Association representative.
June 15, 2019**	The President's written notice of denial of tenure shall include reasons for denial and must be conveyed to the faculty member in writing by June 15.

**Art 25, Section C Subd 9. A probationary faculty member who has been given notice of denial of tenure shall, upon request, be granted an interview with the President by January 15 of the terminal year in order to discuss his/her employment status. Any change in the decision shall be communicated to the faculty member in writing within fifteen (15) days.

Notes:

- If a faculty member voluntarily withdraws from the established process in the final year of a probationary period, the review shall conclude at that point. In this case, the faculty member's probationary appointment shall terminate at the end of the subsequent year.
- All written contacts with faculty under consideration for tenure shall be handled in accordance with Art. 5, Sect. A.Subd 48

Promotion Process Calendar

No later than:

January 31, 2019	Faculty member submits a promotion application (there is no required application form), and supporting documentation (in accordance with Article 22, Sect B) to dean/immediate supervisor [one copy] and the departments(s)/unit [one copy for each department] through the chair by January 31. The department chair(s) shall provide copies to members of the department. The same supporting materials may be used in a concurrent tenure review. Materials submitted by faculty member should include all progress reports completed in accordance with Article 22, Sect. E.
February 20, 2019	Promotion recommendation(s) by department(s)/unit(s) (per Article 20, Section A, Subd. 4) with all documentation shall be sent to the dean/immediate supervisor [one copy] with copies sent to the faculty member by the chair(s) [one copy for each department]. Individual faculty members and programs may also make recommendations. The applicant's written response to these recommendations become part of the promotion application file. Failure of the department(s) and/or chair(s) to make a recommendation to the faculty member's dean/immediate supervisor shall not

	prevent the process of review from continuing.
March 12, 2019	The dean/immediate supervisor shall provide a proposed promotion recommendation to the faculty member.
March 26, 2019	After receipt of a proposed negative recommendation, the faculty member shall be given the opportunity to meet with the dean/immediate supervisor.
April 2, 2019	The faculty member may submit a written response to the Vice President [see Notes section below] regarding the dean/immediate supervisor's recommendation.
April 8, 2019	Dean/immediate supervisor forwards a final recommendation and all supporting materials to the vice president. A copy of the dean/immediate supervisor's recommendation is sent to the faculty member. The final recommendation of the dean/immediate supervisor shall be sent to the faculty member and the Vice President.
April 18, 2019	Vice president makes a proposed recommendation. The proposed recommendation is sent to the faculty member. A copy of the Vice President's proposed recommendation shall be sent to the faculty member's dean/immediate supervisor.
May 1, 2019	Upon request, the faculty member shall be given the opportunity to meet with the supervising Vice President to discuss the recommendation. The applicant's written response to the Vice President's recommendation becomes part of the applicant's promotion file and is due by May 1.
May 1, 2019	The supervising Vice President's recommendation shall be sent to the President by May 1.
June 15, 2019	The President's written notice of denial of promotion shall include reasons for denial and must be conveyed to the faculty member by June 15.

A faculty member who is not promoted may, upon request, meet with the President or designee to discuss the President's decision. The faculty member may request, and shall be furnished, written indication of deficiencies and guidance concerning appropriate action to overcome such deficiencies.

Notes:

- All written contacts with faculty applying for promotion shall be handled in accordance with Art. 5, Sect. A Subd 48
- The Vice President role referenced in the Tenure and Promotion Process is assumed by the Interim Vice President for Academic Affairs

Non-Renewal Recommendation and Decision Process ***

Non-renewal recommendations (1st year probationary) (FACULTY HIRED AUG 2017)

No later than:

August 28, 2018	After reviewing the faculty member's PDR, the Department prepares a non-renewal recommendation in accordance with Article 20, Sec A, subd. 4 and Article 22, Sec B, that is sent along with supporting documentation, to the dean/immediate supervisor and the faculty member.
September 7, 2018	The dean/immediate supervisor creates and provides a draft recommendation to the faculty member. The faculty member is invited to meet with the dean/immediate supervisor to discuss the draft recommendation.
September 14, 2018	The faculty member may submit written comments to the dean/immediate supervisor and is provided with an opportunity to meet with the dean/immediate supervisor regarding the proposed recommendation.
September 21,	The dean/immediate supervisor forwards her/his final recommendation to the Vice

2018	President [see Note section below] and a copy is sent to the faculty member.
October 5, 2018	The faculty member may submit a written response to the Vice President regarding the dean/immediate supervisor's recommendation and is provided with an opportunity to meet with the Vice President to discuss the recommendation.
October 12, 2018	The Vice President forwards her/his recommendation to the President and a copy is sent to the faculty member.
October 19, 2018	The faculty member is invited to meet with the President. The faculty member may submit a written response to the non-renewal recommendations and is provided with an opportunity to meet with the President to discuss the recommendations
October 31, 2018	The President conveys the decision on non-renewal to the faculty member in writing. The decision shall include reasons for non-renewal.
January 15, 2019	Deadline for optional meeting with the President during Terminal Year
May 17, 2019	Final duty day is the last day of Spring Semester 2019.

Non-Renewal Recommendation 2nd, 3rd, 4th year Probationary (FACULTY HIRED 2016, 2015, or 2014)

No later than:

February 1, 2019	After reviewing the faculty member's PDR, the Department prepares a non-renewal recommendation in accordance with Article 20, Sec A, subd. 4 and Article 22, Sec B, that is sent along with supporting documentation, to the dean/immediate supervisor and the faculty member.
February 15, 2019	The dean/immediate supervisor creates and provides a draft recommendation to the faculty member. The faculty member is invited to meet with the dean/immediate supervisor to discuss the draft recommendation.
February 22, 2019	The faculty member may submit written comments to the dean/immediate supervisor and is provided with an opportunity to meet with the dean/immediate supervisor regarding the proposed recommendation.
March 12, 2019	The dean/immediate supervisor forwards her/his final recommendation to the Vice President and a copy is sent to the faculty member.
April 2, 2019	The faculty member may submit a written response to the Vice President regarding the dean/immediate supervisor's recommendation and is provided with an opportunity to meet with the Vice President to discuss the recommendation.
April 26, 2019	The Vice President forwards her/his recommendation to the President and a copy is sent to the faculty member.
May 10, 2019	The faculty member is invited to meet with the President. The faculty member may submit a written response to the non-renewal recommendations and is provided with an opportunity to meet with the President to discuss the recommendations.
August 1, 2019	The President conveys the decision on non-renewal to the faculty member in writing. The decision shall include reasons for non-renewal.
January 15, 2020	Deadline for optional meeting with the President during Terminal Year.
May 15, 2020	Final duty day is the last day of Spring Semester 2020.

***** Article 25, Section E. Non-Renewal of Probationary Faculty. A recommendation for non-renewal of a probationary faculty member may be made by the appropriate department, immediate supervisor or Vice President. (IFO - MnSCU Master Agreement, 2017-2019)**

Non-Renewal Coaches ****

No later than:

20 days following the	The President conveys the decision on non-renewal to the faculty member in writing. The decision shall include reasons for non-renewal. **** Article 10, Section G, Sub.
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end of the relevant athletic team's final scheduled competition	9. Athletic Directors, Coaches and Trainers (IFO - MnSCU Master Agreement, 2017-2019)
January 15, 2019	Deadline for optional meeting with the President during Terminal Year (if president's non-renewal decision was conveyed by November 27, 2018)

Revisions approved by F.A. and Administration at the September 27, 2018 Meet & Confer