

Regulation 3-14

Winona State University Professional Development Plan Professional Development Report (IFO)

1. PURPOSE : The purpose of this regulation is to provide procedures and guidance for the professional evaluation of probationary and fixed term faculty consistent with Article twenty-two (22) of the Inter-Faculty Organization (IFO)-Minnesota State Colleges and Universities System (MnSCU) Master Agreement.

2. PROCEDURE : In the Spring term of each academic year, all probationary and fixed term faculty shall prepare a Professional Development Report (PDR) (also referred to as the Progress Report in Article 22) by the deadline suggested in the Academic Deadline Calendar (normally in March). A copy of the PDR, without supporting documentation, shall be forwarded to the dean's office.

A. The original Report, along with supporting documentation, shall circulate in the faculty member's department/program for colleagues' review and commentary. Faculty members in the department/ program shall utilize the Individual Personnel Recommendation Form to write comments regarding the reviewed faculty member's PDR. Department colleagues need not comment upon the faculty member's PDR, but are strongly encouraged to do so. The comments must pertain to one (1) or more of the five (5) criteria of Article twenty two (22b).

B. These comments shall be forwarded to the chair. The faculty member shall have the opportunity to see these comments before the comments are forwarded to the dean and sign off on the Individual Personnel Recommendation Forms to indicate that he/she has reviewed the comments. The faculty member may choose to respond to the comments in writing.

C. If the faculty member fails to forward the PDR by the published deadline in the Academic Deadline Calendar (normally in March), the dean shall inform the faculty member in writing that he/she has ten (10) duty days to comply.

D. By the second date scheduled in the Academic Deadline Calendar (normally in April), the department chair shall forward to the appropriate dean/supervisor the faculty member's original PDR with supporting documentation, the colleagues' comments on the Individual Personnel Recommendation Forms, and the faculty member's acknowledgment that the forms have been reviewed.

E. The dean shall review all submitted material. The faculty member will meet with the dean to discuss the faculty member's achievements/performance during the academic year.

F. The dean shall prepare a written summary assessing the faculty member's performance during the academic year as it relates to the five (5) criteria in Article twenty two (22b). The purpose of this summary is to guide the faculty member's future professional development and provide guidance for future tenure or promotion decisions. The summary shall be sent to the faculty member and placed in the faculty member's personnel file.

Procedure: Subject to the provisions of Article 25, the President/designee shall establish a schedule for evaluation, consisting of time tables for preparation of professional development plans, annual progress reports, the periodic evaluation and recommendations regarding non-renewal, tenure, and promotion. The local Association shall be afforded the opportunity to meet and confer prior to implementation of this schedule. First year probationary faculty shall complete their plan by the end of fall semester, and shall complete their progress report by the end of the spring semester. Probationary faculty in their second year shall submit their PDP within fifteen (15) working days after completion of the evaluation process of their first year.

Professional Development Plans (PDP)

1. Each faculty member shall, after consultation with their immediate supervisor, prepare a professional development plan (PDP) for the period to be covered by the evaluation. The PDP shall include specific objectives, methods, and expected achievements in respect to the criteria in **Article 22 Section B of the IFO MnSCU Master Agreement**. Faculty members may place different emphases on the various criteria so long as such emphases are consistent with department goals and university policy. For faculty with teaching assignments, the PDP shall include a process for student assessment.

2. When the plan is completed, the faculty member shall provide a copy of the plan to the department members through the department chairperson. Faculty with appointments in more than one department shall provide a copy of the plan to the members of each department through the department chairpersons. Department members are encouraged to provide written comments on the plan to assist the faculty member in his/her professional development and, if applicable, provide guidance with respect to promotion and/or tenure. These written comments will be forwarded to the faculty member. **The faculty member may ask the department chair to facilitate the collection of comments. The individual faculty member may choose to include some or all of the comments with the submission of their PDP,** The appropriate Dean, his/her administrative designee, or other appropriate supervisor shall comment on the plan. These written comments shall provide information to assist the faculty member in his/her professional development and, if applicable, provide guidance with respect to personnel decisions. Before commenting, the Dean, his/her administrative designee, or other appropriate supervisor may consult with the department chairperson(s) and with other members of the department(s) to determine how the plan relates to departmental goals and objectives. The faculty member shall have an opportunity to respond to these comments. Copies of the plan together with comments added shall be maintained as part of the faculty member's official personnel file.

Professional Development Plan Reports (PDPR)

3. At the end of the evaluation period, the faculty member shall prepare a report and send it to the appropriate Dean and/or Athletic Director/designee, together with appropriate documentation describing progress made in respect to achieving his/her objectives as specified in his/her professional development plan. A copy of the report shall be sent to all the affected departments through the department chairperson(s). Department members are encouraged to provide written comments on the report to assist the faculty member in his/her professional development and, if

applicable, provide guidance with respect to promotion and/or tenure. These written comments will be forwarded to the faculty members. **The faculty member may ask the department chair to facilitate the collection of comments. The individual faculty member may choose to include some or all of the comments with the submission of the PDPR,** The faculty member will then meet with the Dean and/or Athletic Director/designee to discuss achievements made during the evaluation period. A written summary of the Dean's and/or Athletic Director's/designee's assessment of the faculty member's accomplishments in respect to his/her plan, as they relate to the criteria in **Article 22 Section B of the IFO MnSCU Master Agreement**, together with suggestions to guide future professional development activities, and any upcoming application for tenure and/or promotion, shall then be sent to the faculty member and placed in the faculty member's official personnel file. If the faculty member fails to meet the deadline, the Dean and/or Athletic Director/designee shall inform the faculty member in writing that he/she has ten (10) days to comply.

If the faculty include student course assessments as part of their report, they shall be anonymous and identified only as to course/section. Any other student communications or evaluations submitted with the PDP report shall not be anonymous.

Copies of progress reports submitted by faculty pursuant to Article 22 of the IFO MnSCU Master Agreement shall be sent to the appropriate chairperson(s), to the faculty member's Dean and / or Athletic Director/designee, and to the faculty member's personnel file.

4. Post-Tenure Review. For the purpose of maintaining and improving effectiveness, tenured faculty members shall be evaluated and shall submit progress reports as described in article 22 of the IFO MnSCU Master Agreement. The Dean and/or Athletic Director/designee shall submit written comments in response to summary reports submitted by faculty members in accordance with this **Article 22 of the IFO MnSCU Master Agreement**.