

Professional Development Plan (PDP)



Academic Personnel Services



Goals of the PDP

- The plan shall be flexible and open to change as needed, it shall reflect the strengths of the candidate and her/his professional development needs, and it shall be aligned with the department, college, and university needs.
- Candidates are encouraged to discuss their professional development goals with the department chair prior to Performance Review or Periodic Evaluation. This discussion should include identifying strengths of the candidate, areas that may benefit from mentoring and professional development, and resources needed to achieve the stated goals.
- Any resources required or that might be anticipated as necessary to support the Professional Development Plan must remain consistent with what can reasonably be offered by the department, college or university.

▶ PDP Preparation (Fall)

- Candidate Prepares PDP using [form](#). Candidate encouraged to discuss PDP with IUPC and Department Chair
- Candidate Submits PDP to IUPC for Review/Comment
- Candidate Submits PDP to Dean for Review/Comment
- PDP can be modified based on comments before being submitted as part of the Modified Performance Review

PDP Fall 2021 Review Dates

- **PDP Due from Faculty to Department Chair and IUPC Chair – October 13th**
- Department Chair and IUPC Chair review the PDP document and make suggestions to faculty. Once complete, they apply their electronic signatures and forward via email to the Dean by deadline.
- *Note:* The department may attach narrative comments, however this PDP will be incorporated into the Spring Group I/Group II review. For that file, the department will submit a review letter, so commentary is not required at this PDP approval stage.
- **Department Approved PDP Due to Dean – November 16th**
- The Dean will review the PDP and provide commentary via letter/memo format, and apply electronic signature to the PDP.
- **Dean Response Deadline – December 8th**
- The Dean provides the signed PDP and commentary to Stephanie Vick in APS for email distribution back to the faculty member (cc'ing Dean, Department Chair and IUPC Chair), and filing in the Personnel Action File.

Modified Performance Review

Appendix J: §IV.G.

All newly appointed probationary faculty seeking second year retention shall undergo a Modified Performance Review, including those awarded service credit upon appointment to the university.

1. The Modified Performance Review shall include submission of a
 - A. reviewed Professional Development Plan,
 - B. evaluations of teaching performance,
 - C. Initiating Unit Personnel Committee (IUPC) review, and
 - D. review by the College/Library Dean.
2. The IUPCs shall consider teaching/librarian/counseling effectiveness and address possible problem areas in making a recommendation to the College Dean, the Dean of the University Library or the Director of Health and Counseling Services.
3. After the Modified Performance Review for second year retention, subsequent terms of retention prior to tenure and promotion normally shall be two years. 15.32

Modified Performance Review Elements

- Professional Development Plan (PDP)
completed and reviewed in the Fall semester
- Student Evaluations from the Fall semester
- Submitted in early Spring semester

Resources

- HSU Faculty Handbook Appendix J: <http://www2.humboldt.edu/aavp/faculty-handbook>
- APS Website: <http://hraps.humboldt.edu/evaluation-tenure-line-faculty>
 - Sample PDPs
 - Department RTP Criteria and Standards
 - Templates and info on electronic RTP processes
 - Interfolio guides
 - Personnel Action Dates: <http://hraps.humboldt.edu/aps-calendars>
- UFPC Website and Annual Letter: <http://www2.humboldt.edu/senate/ufpc>