

# CY 25 PTR PROFESSIONAL DEVELOPMENT PLAN TIMELINE

Faculty member's name \_\_\_\_\_

Academic Unit \_\_\_\_\_

## TIMELINE of PROFESSIONAL DEVELOPMENT PLAN

A professional development plan is intended to assist a faculty member whose performance is not meeting expectations to bring his or her performance up to the expected level. Participation in a professional development plan is mandatory for faculty members who, during post-tenure review, are found not to meet the expectations for faculty performance, as described in [Board of Regents policy 5.1.3.4 section F.](#)

### TIMELINE

- A. \_\_\_\_\_ Date written feedback of PTR was provided to faculty member indicating requirement of Professional Development Plan.
- B. \_\_\_\_\_ Date of scheduled meeting with PTR for verbal feedback (must be within 21 days of date written feedback was provided).
- C. \_\_\_\_\_ Date a draft professional development plan to PTR committee (must be within 21 calendar days of date of scheduled meeting with PTR committee wherein verbal feedback was provided).
- D. \_\_\_\_\_ Date the PTR committee submitted final professional development plan to be submitted to budget dean (must be within 21 calendar days of C.).
- E. \_\_\_\_\_ Date of dean's written notification of approval (or not) of the draft of the professional development plan. If not approved, the faculty member and the PTR Committee should repeat steps B and C. The Dean should send a copy of the approved plan and timeline to the Senior Vice President & Provost to be filed in the faculty member's personnel file.
- F. \_\_\_\_\_ Date of meeting between PTR Committee and faculty member to review and explain contents of approved plan, including the expected timeline, and the consequences to the faculty member of failure to attain goals of the plan. **Must be completed by December 1, 2025.** Either the faculty member or the Dean may request a representative from the Provost's Office be present at this meeting.
- G. \_\_\_\_\_ April 2026 formal written evaluation of progress towards meeting goals of PDP.
- H. \_\_\_\_\_ Sept 2026 formal written evaluation of progress towards meeting goals of PDP.

**Final Assessment Due Spring 2027**