

Master Agreement 2015-2017

ARTICLE 22

Professional Development and Evaluation

As the primary professionals in the teaching/learning process of the university, faculty place continuous emphasis on the development and improvement of their professional competence and productivity. Professional growth occurs in areas such as effective teaching, scholarly or creative activity, and active involvement in the university community and professional organizations. Faculty scholarship and current knowledge of the discipline, together with a desire to improve pedagogy, are instrumental to good teaching.

Section A. Purpose. The purpose of professional development is to provide for continuing improvement in teaching, in other student interactions, in the quality of scholarly activity and other service to the university and community. The purpose of evaluation is to provide faculty with information which will contribute to their professional development. The evaluation processes are intended to be supportive of a faculty member's desire for continuing professional growth and academic excellence. This process contributes to various personnel activities and supports the interest of each faculty member to achieve continuing professional growth and to pursue the highest possible level of academic excellence.

Section B. Criteria. The criteria shall include:

1. Demonstrated ability to teach effectively and/or perform effectively in other current assignments.
2. Scholarly or creative achievement or research.
3. Evidence of continuing preparation and study.
4. Contribution to student growth and development.
5. Service to the university and community.

Appendix G provides guidance regarding some of the types of evidence that may be considered appropriate for addressing each category.

Section C. Schedule and Frequency.

Subd. 1. Frequency. Faculty shall be evaluated and shall submit progress reports according to the schedule set forth in this section. Faculty members who are scheduled for evaluation less frequently than every year may request more frequent evaluation. With the agreement of the Dean/designee, faculty who are not required to submit professional development plans may do so in order to receive feedback.

Appointment Type	Professional Development Plan	Evaluation Period and Progress Reports
Fixed Term Faculty appointed to less than .75 FTE	None	None
Fixed Term Faculty appointed to .75 FTE or more	Annually	Annually
Community Faculty	None	First year, biennially thereafter
Adjunct Faculty	None	None
Head Coaches	Annually	Annually
Assistant Coaches, appointments totaling .75 FTE or more	Annually	Annually
Assistant Coaches, appointments totaling less than .75 FTE	None	None
Probationary Faculty appointed to .50 FTE or more	Annually	Annually
Tenured and Non Tenure Track Faculty (below rank of Full Professor)	Every four (4) years	Annually
Tenured and Non Tenure Track Full Professors	Every four (4) years	Summary report in year two (2) Full report in year four (4)

Subd. 2. Schedule for Evaluation. Except as otherwise provided herein, the President shall establish a schedule for evaluation, consisting of time tables for preparation of professional development plans, annual progress reports, and 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.

Section D. Professional Development Plans (PDP). Each faculty member required to submit a professional development plan (PDP) shall, after consultation with his/her immediate supervisor, prepare and submit a PDP for the period to be covered by the evaluation.

Subd. 1. Plan Content. The PDP shall include specific objectives, methods, and expected achievements in respect to the criteria in Section B. Faculty members may place different emphases on the various criteria so long as such emphases are consistent with university/college/department/program goals and objectives, and university policy. For faculty with teaching assignments, the PDP shall include a process for student assessment.

Subd. 2. Faculty Comments. The faculty member shall provide a copy of the plan to the chair of each department in which he/she has an appointment. The department chair(s) shall provide copies to the members of the department(s). Department members are encouraged to provide written comments on the PDP to assist the faculty member in his/her professional development and, if applicable, to provide guidance with respect to promotion and/or tenure. Written comments will be forwarded to the faculty member. The faculty member may make changes in his/her plan based on faculty comments.

Subd. 3. Administrative Comments. The appropriate Dean, his/her administrative designee, or other appropriate supervisor shall provide written comments on each PDP submitted for review in his/her area of responsibility. These written comments shall provide information to assist the faculty member in his/her professional development and, if applicable, to 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 university/college/department/program goals and objectives. The faculty member shall have an opportunity to respond to these comments.

Subd. 4. Record Keeping. Copies of the plan together with comments shall be maintained as part of the faculty member's official personnel file.

Section E. Progress Reports. At the end of the evaluation period, the faculty member shall submit a written progress report (PDR) to the appropriate Dean/designee and/or Athletic Director/designee, together with appropriate supporting documentation.

Subd. 1. Report Content. The report shall describe the progress made by the faculty member in respect to achieving his/her objectives as specified in his/her PDP. If faculty members include student course assessments as part of their reports, such assessments shall be anonymous, identified only by course/section. Any other student communications or evaluations submitted with the PDR shall not be anonymous.

Subd. 2. Faculty Comments. The faculty member shall provide a copy of his/her PDR to the chair of each department in which he/she has an appointment. 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 his/her 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 Dean, his/her administrative designee, or other appropriate supervisor. The faculty member may make changes in his/her report based on faculty comments.

Subd. 3. Administrative Comments. The faculty member will meet with the Dean/designee and/or Athletic Director/designee to discuss achievements made during the evaluation period. A written summary of the Dean's/designee'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 Section B, together with suggestions to guide future professional development activities, and any upcoming application for tenure and/or promotion, shall 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/designee and/or Athletic Director/designee shall inform the faculty member in writing that he/she has ten (10) days to comply.

Subd. 4. Record Keeping. Copies of progress reports submitted pursuant to this Article together with written comments provided to the faculty member shall be sent to the appropriate chairperson(s), and to the faculty member's personnel file.

Section F. Community Faculty Report Content. Community faculty members shall submit a report documenting achievements under Article 22, Section B, related to Criterion 1. The report shall be submitted to the Dean/immediate supervisor at the end of each evaluation cycle. Deans/immediate supervisors shall make these reports available to departments for use in reappointment recommendations and decisions.

Section G. 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 this article. The Dean/designee and/or Athletic Director/designee shall submit written comments in response to summary reports submitted by faculty members in accordance with this article.

Section H. Electronic Submissions. Faculty members may submit evaluation documents and supporting materials in electronic formats supported by the university that can be accessed by relevant faculty and administrators. Electronic signatures may be used where signatures are required.