

Faculty Professional Development Process

➤ Notification System

Probation	Regular Status Evaluation Series I Year 1	Regular Status Evaluation Series I Year 2	Regular Status Evaluation Series I Year 3	Regular Status Evaluation Series II Year 1, 2, 3
<p>Full-time faculty successfully completes 3-year probation period – moves to regular status</p> <p>HR sends written notification to faculty of evaluation process with Letter of Intent (March) List provided to Op Center, supervisors, and coach FPDP</p> <p>Op Center hosts professional development session to assist "graduate" probationary faculty with self-assessment and goal setting (winter/spring term)</p>	<p>HR sends notification to all Year 1 faculty (coming off probation and those in cycle) and supervisors to meet and set professional goals (Mid October)</p> <p>Op Center hosts In-service work session on Professional Development Process (all years)</p> <p>Op Center hosts 2nd work session</p> <p>Faculty and supervisor meet to finalize plan</p>	<p>HR sends reminder to faculty and supervisors to review & update goals (Mid October)</p>	<p>HR sends reminder to faculty and supervisors to meet and discuss and final report (Mid October).</p> <p>HR sends a second short reminder to faculty and supervisors (Mid January) that final report is due.</p> <p>Supervisor assigns and sends final report to dean/VP</p> <p>VP sends to HR for personnel file</p> <p>HR sends faculty copy of signed final report</p>	<p>Cycle repeats</p> <p>Series continues through the career of the faculty member</p>

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