



### **What is a Professional Development Plan?**

The Professional Development Plan is an articulation of the new, probationary faculty member's professional goals, areas of interest, and accomplishments that he/she expects to achieve in each of the three areas of evaluation – instruction and instructionally-related activities, scholarly and creative activities, and university/community service - in order to meet the university, college, and department expectations/requirements for reappointment, tenure, and promotion. As such, the PDP is actually three short narratives (approximately 500 words per area), one for each area of evaluation.

In no way is the Professional Development Plan meant to serve as a contract. The achievement of all stated goals does not necessarily guarantee tenure; nor does the failure to achieve these goals mean that tenure will not be granted.

### **Who is eligible for a Professional Development Plan?**

Only new, probationary faculty **with no (0) years of service credit** at time of appointment are eligible for a PDP.

### **Who does a Professional Development Plan and who does a Mini Evaluation?**

All probationary faculty must be evaluated each year during the probationary period. Probationary faculty who are not being reviewed for reappointment, tenure, and/or promotion in a given year normally undergo a Mini review.

The PDP is an option for new, probationary faculty in their first year of appointment that replaces the Mini review. However, some probationary faculty will be asked to do the standard Mini Evaluation instead of the PDP. That decision is made by the Department Chair and the Dean in consultation with the faculty member.

New, probationary faculty with service credit at time of appointment must complete the standard Mini review.

### **What is the specific purpose of the Professional Development Plan (PDP)?**

Writing the PDP is an important first step in understanding and preparing for the process and procedures for reappointment, tenure, and promotion at CSULB. The PDP is proposed as a university requirement and its specific purpose would be to engage new CSULB faculty in a dialogue with the Dean and the Department Chair to clarify university, college, and department expectations and the goals a candidate should establish to meet those expectations. Writing a PDP also encourages candidates to become "self-assessing" in their professional development and accomplishments relevant to reappointment, tenure, and promotion.

### **How will the Professional Development Plan work in the overall Reappointment, Tenure, and Promotion (RTP) process?**

The PDP is reviewed by the Department Chair and the Dean who will each provide feedback and recommendations. The final version of the PDP will need approval from the Department Chair and the Dean and then be forwarded to Faculty Affairs for the personnel file. A copy is also to be forwarded to the Department Peer Review Committee.

## Teaching evaluation summaries for the first semester must be included with the PDP.

**Note:** The Professional Development Plan must be included with the reappointment, tenure, and promotion materials submitted by the candidate for the initial reappointment review and during subsequent major reviews through tenure.

### How is the Professional Development Plan narrative different from future RTP evaluations?

Faculty members undergoing review for reappointment, tenure, and promotion are required to submit a narrative detailing their accomplishments in the areas of instruction and instructionally-related activities, scholarly and creative activities, and university/community service. That is a **retrospective** narrative and focuses on work accomplished. In contrast, the PDP is a **prospective** narrative and should focus on current and future plans and goals.

### What is the timeline for the managing the Professional Development Plan?

The same obligation to meet timelines applies to both the PDP and the Mini review although the specific timelines and procedures differ. **Note: No open period is required for faculty member completing a PDP.**

#### 2009-2010

- Sept-Oct** Candidate meets with the Department Chair to review the RTP process/policy, discuss expectations, and PDP requirements.
- 11/3 Candidate submits draft of PDP to the Department Chair.
- 12/14 Department Chair provides candidate with comments and/or recommendations for revisions.
- 2/15 Candidate submits revised PDP (if necessary) to Department Chair for approval.
- 2/15-3/8 Candidate meets with Department Chair to discuss the PDP and progress to date, including fall semester student evaluations of teaching.
- 3/8 Department Chair forwards PDP to the Dean.
- 3/29 Dean provides candidate with comments and/or recommendations for revisions.
- 4/19 Faculty member submits revised PDP (if necessary) to the Dean for approval.
- 5/17 Dean forwards signed, final PDP to the candidate, Department Chair, Department Peer Committee members, and Academic Affairs.

These FAQs and the Instructions for reviews (Mini review and Professional Development Plan) of probationary faculty are both available on the Faculty Affairs website.