

The Probationary Period Extension Professional Development Plan is a plan created by probationary faculty members who chose to extend their probationary period by one year as a result of the disruption caused by COVID-19, as defined in the memo from Faculty Affairs.

The purpose of the PDP is to engage probationary faculty members whose professional work has been impacted by the disruption caused by COVID-19 in a dialogue with the Department Chair and the Dean (or designee) so that they can provide support and feedback to the faculty member as they progress towards reappointment (if applicable), tenure and promotion.

In the PDP the faculty member articulates the professional goals, areas of interest, and accomplishments that they expect to achieve in each of the three areas of evaluation (instruction and instructionally-related activities, research, scholarly & creative activities, and service) in order to meet the university, college, and department expectations/requirements for reappointment (if applicable), tenure, and promotion. As such, the PDP is three narratives, one for each area of evaluation, each approximately one page in length. In creating the PDP faculty members are encouraged to explicitly address how, if at all, each of the areas of evaluation was affected (or is being affected) by the COVID-19 disruption and the plans for mitigating the impact.

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- Candidate meets with the Department Chair to re-visit the RTP process/policy, re-visit expectations, and review the PDP requirements.
- Candidate submits draft of the PDP to the Department Chair and Dean.
- Department Chair and Dean provide the candidate with comments and/or recommendations for revisions.
- Candidate submits the revised PDP (if necessary) to the Department Chair and Dean for approval.
- Dean forwards the final PDP to the candidate, Department Chair, and Faculty Affairs.

In no way is the PDP 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.