



OFFICE OF FACULTY
DEVELOPMENT

MEMORANDUM

TO: Ranked Faculty

FROM: Cynthia A. Wells, Director Faculty Development; School Deans

RE: Professional Development and Performance Report

DATE: April 19, 2022

Each year faculty members complete the Professional Development and Performance Report (PDPR) as one component of the Annual Review. Provost Cabinet has approved revisions to the PDPR for 2022, which is attached and also available on FalconLink. The scope of revisions focuses on the Teaching section, which now provides space to describe how you have given attention to the six teaching criteria.

By May 31st, all components of the PDPR are to be completed and submitted electronically to your department chair. Please note that faculty members teaching a May-term cross-cultural course shall have a June 30th deadline.

- **Annual Record of Professional Activities** (July 1, 2021 – June 30, 2022)
- **Self-Assessment of Performance** (July 1, 2021 - June 30, 2022) Please reference last year's proposed goals. (If completing your first year at Messiah University, please provide a general assessment of the year.)
- **Professional Development Goals** (July 1, 2022 - June 30, 2023)
- **Workload Reallocation Report** (if applicable)

After completing all PDPR components, please forward the document *electronically* to your department chair; your department chair will review it and then send it on to the School Dean. After completing the Annual Review, the School Dean will forward signed, electronic copies to the faculty member, the department chair, and the Office of Faculty Development.

Please note that submission of the PDPR is tied to release of your faculty development funds. If you have any unused funds from the current year (2021-2022), up to \$700 will automatically be carried over to the coming year. The annual individual allocation of funds to support professional development for 2022-23 is currently slated to be \$700. After July 1, the Office of Faculty Development will indicate the amount you have available for 2022-23. Faculty members who submit their PDPR by **May 31st** will be able to access funds beginning on July 1. Submission after the deadline will result in a 50% reduction in your annual allocation. Funding is eliminated if your PDPR is submitted after September 1.

If you have questions about this *process*, please contact the Office of Faculty Development (facdev@messiah.edu or ext. 5077). Questions about the *content* of your annual report should be directed to your School Dean.