

TO: Ranked Faculty

FROM: Cynthia A. Wells, Associate Dean of Faculty Development; School Deans

RE: Professional Development and Performance Report

DATE: December 1, 2023

Each year faculty members complete the Professional Development and Performance Report (PDPR) as one component of the Annual Review. The form has been updated with this year's dates, but is otherwise consistent with last year. The PDPR forms are attached here and also available via FalconLink.

All components of the PDPR are to be completed and submitted *electronically* to your department chair/program director by **May 31st**. 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, 2023 – June 30, 2024)
- **Self-Assessment of Performance** (July 1, 2023 - June 30, 2024) 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, 2024 - June 30, 2025)
- **Workload Reallocation Report** (if applicable)

Your department chair/program director 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/program director, 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 (2023-2024), up to \$700 will automatically be carried over to the coming year. The annual individual allocation of funds to support professional development for AY2024-25 is currently slated to be \$700. Approximately July 15, the Office of Faculty Development will indicate the total amount you have available for 2024-25. 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.