



To: Ranked Faculty  
From: Alison Noble (Director of Faculty Development) and School Deans  
Date: April 1, 2019  
Re: Professional Development and Performance Report

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Professional Development and Performance Report (PDPR) forms are attached and are now available on FalconLink. As you know, the PDPR was substantially revised in order to align with new Term Tenure and Promotion policies. To ease navigation through the forms a Navigation Pane was added. To access the Navigation tool, click on View, then Navigation Pane. Click on the name of the section you would like to go to.

**By May 31**, all components of the PDPR are to be completed and sent to your department chair (Faculty members teaching a May-term cross-cultural course shall have a June 30 deadline.):

- **Annual Record of Professional Activities** (July 1, 2018 – June 30, 2019)
- **Self-Assessment of Performance** (July 1, 2018 - June 30, 2019) Please reference last year's proposed goals. (If completing your first year at Messiah College, please provide a general assessment of the year.)
- **Professional Development Goals** (July 1, 2019 - June 30, 2020)
- **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 electronic copies to the faculty member, the department chair, and the Office of Faculty Development.

The annual individual allocation of funds to support professional development remains at \$700. If you have any unused funds from the current year (2018-2019), up to \$700 will automatically be carried over to the coming year. Any unused funds in excess of \$700 will be forfeited. Early in the academic year, you will receive a letter from the Office of Faculty Development indicating the amount you have available. Faculty who submit their PDPR by **April 15** can access funds beginning on July 1. Submission after May 31 will result in a 50% reduction in your annual allocation. (The due date for faculty members leading a May cross-cultural is June 30 instead of May 31.) Funding is eliminated if your report is submitted after September 1.

If you have questions about this *process*, please feel free to contact the Office of Faculty Development (ext. 2720). Questions about the *content* of your annual report should be directed to your School Dean.