



OFFICE OF FACULTY
DEVELOPMENT

To: Ranked Faculty
From: Cynthia Wells, Director of Faculty Development & School Deans
Date: May 12, 2021
Re: Professional Development and Performance Report

Professional Development and Performance Report (PDPR) forms are attached. These forms are also available on FalconLink by searching PDPR.

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

- **Annual Record of Professional Activities** (July 1, 2020 – June 30, 2021)
- **Self-Assessment of Performance** (July 1, 2020 - June 30, 2021) 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, 2021 - June 30, 2022)
- **Workload Reallocation Report** (if applicable)

To access the Navigation tool, click on View, then Navigation Pane. Click on the name of the section you would like to go to.

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.

If you have any unused funds from the current year (2020-2021), up to \$500 will automatically be carried over to the coming year. The annual individual allocation of funds to support professional development for 2021-22 is currently slated to be \$700. After July 1, you will receive a letter from the Office of Faculty Development indicating the amount you have available. Faculty 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 report is submitted after September 1.

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