

***DUE DATES FOR PERIODIC REVIEW OF TENURED FACULTY
2023-2024***

DATE	ACTION
2023	
Fri. Sept 22	Deadline for chairs to notify faculty to be reviewed and to distribute <i>2023-2024 Procedures for Evaluation of Faculty at UH Mānoa, (revised 2023)</i> .
Fri. Sept 29	Deadline for deans/directors (D/D) transmittal of revised departmental expectations to the Office of the Vice Provost for Academic Excellence (OVPAE) attention: Faculty Excellence, Hawai'i Hall 209.
Fri. Sept 29	Deadline for returning printouts and exemption requests to OVPAE, attention: Faculty Excellence.
Fri. Sept 29	Deadline for OVPAE to compile and forward departmental expectations to UHPA.
Fri. Dec 1	Deadline for faculty to submit academic profile to chair.
2024	
Thurs. Feb 1	Deadline for chairs to complete review of academic profiles. <ul style="list-style-type: none"> ◆ If no deficiencies are found, the chair notifies the faculty member and the D/D. The review is complete. Chair notifies D/D. ↗ If deficiencies are identified, see Procedures.
Tues. Mar 1	Deadline for D/D's review (conducted when there is disagreement as to the finding of deficiencies, see Step #6).
Fri. Mar 1	Deadline for D/D's to inform OVPAE on Periodic Review outcomes for 2023-2024 (ie. no deficiencies, PDP being formulated, etc.).
Mon. Apr 07	D/D begins review of progress of ongoing (previously established) PDPs and completes "Professional Development Plan Status Report" (attached).
Mon. Apr 14	If D/D determines faculty is not meeting departmental expectations and faculty member disagrees in writing, then D/D refers to OVPAE to formulate the MFERC. <ul style="list-style-type: none"> ◆ If no deficiencies are found, OVPAE informs D/D, Chair and faculty. The review is complete. ↗ If deficiencies are identified, see Procedures.

September 11, 2023

- Wed. May 8 Deadline for faculty member, chair, and D/D to complete formulation of Professional Development Plan (PDP).
- If a PDP is not developed by this date, the dean may refer the matter to the OVPAE, Faculty Excellence.
- Wed. May 15 Deadline for OVPAE to determine the elements of any PDPs referred for resolution.
- Fri. May 31 Deadline for D/D's transmittal to OVPAE: 1) "Professional Development Plan Status Report"; 2) "Dean/Director Summary: Professional Development Plan Update"; and 3) one copy of each newly initiated Professional Development Plan.

Date _____

2023-2024 Professional Development Plan (PDP) Status Report

Name: _____

Faculty rank: _____

Affiliation: _____
(College/Department)

Date PDP approved _____

Projected/Actual date of completion _____

Date of notification when PDP is completed* _____

If retired/resigned, please provide date of separation _____

Amount of funds allocated toward PDP completion _____

Source(s) of funds _____

I. Briefly outline specific accomplishments called for in the PDP.

II. Extent of progress towards completion of the PDP.

- _____ No progress
- _____ Minimal progress
- _____ Progress, some accomplishments
- _____ Significant progress
- _____ Plan completed

*For completed PDPs, formal notification must be made to faculty members with a copy to the Chair.

(over)

**Dean/Director's Summary: Professional Development Plan Update
2023-2024**

Department	Name	Rank	Date PDP completed*/Date of Resignation or Retirement	Estimated Date of Completion	Progress Expected by 6/2023

Signature (Dean/Director)

Date

* For completed plans, formal notification must be made to faculty members with a copy to the chair. Pdf copy to be submitted to OVP&E at acadper@hawaii.edu by **Friday, May 31, 2023**