

***DUE DATES FOR PERIODIC REVIEW OF TENURED FACULTY
2024-2025***

DATE	ACTION
2024	
Fri. Sept 20	Deadline for chairs to notify faculty to be reviewed and to distribute <i>2024-2025 Procedures for Evaluation of Faculty at UH Mānoa, (revised 2024)</i> .
Fri. Sept 27	Deadline for deans/directors (D/D) transmittal of any revised departmental criteria to the Office of the Vice Provost for Academic Excellence (OVPAE) attention: acadper@hawaii.edu or Hawai`i Hall 209
Fri. Sept 27	Deadline for indicating faculty due for periodic review or exemption status as appropriate on Academic Personnel Online Admin site
Fri. Dec 6	Deadline for faculty to submit academic profile to chair.
2025	
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.
Feb 15	Faculty deadline for written response (agree / disagree) to any identification of deficiencies by the chair.
Mar 1	Deadline for D/D's review (conducted when there is disagreement as to the finding of deficiencies, see Step #6).
Mar 1	Deadline for D/D's to inform OVPAE on Periodic Review outcomes for 2024-2025 (ie. no deficiencies, PDP being formulated, etc.).
April 1	Deadline for faculty to respond, agree or disagree with a D/D's identification of deficiencies.
Mon. Apr 07	D/D begins review of progress of ongoing (previously established) PDPs and completes "Professional Development Plan Status Report" (attached).
April 14	If D/D determines faculty is not meeting departmental expectations and faculty member disagrees in writing, then D/D refers to OVPAE for review and determination of need to formulate the MFERC or to otherwise notify UHPA. <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.

April 14	Deadline for faculty member, chair, and D/D to complete formulation of Professional Development Plan (PDP) if an MFERC is not needed. 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 _____

2024-2025 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.

III. For a PDP not yet complete:

(over)

**Dean/Director's Summary: Professional Development Plan Update
2024-2025**

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 OVPAE at acadper@hawaii.edu by **Friday, May 31, 2025**