Professional Development Assignment (PDA) Timeline

(Effective December 19, 2025-April 30, 2026)

September

- Provost's Office places **PDA Submission** spreadsheet (for fall/spring of following year) in *Professional Development Assignment* (PDA) folder located in the **Provost's Council of Deans** Teams folder.

- PDA applications open (for fall/spring of following year). Each faculty member's application

October

- PDA applications due to dean, including a letter of evaluation/recommendation from the Chair/Director and a copy of their prior PDA report (if applicable).

November-December

- Deans review PDA award nominations (for fall/spring of following year).

January

- Deans send PDA information for each faculty request that includes the following components by January 31:

  o **01. Faculty Application for PDA**

    NOTE: A strong application includes a description of how this PDA will provide a direct contribution to our R1 Mission.
  o **02. Faculty CV**
  o **03. Dean's recommendation letter** for faculty member's PDA that also includes how continuity of instruction will be handled.
  o **04. PDA Submission** spreadsheet listing information for all PDA requests.

- All data should be sent to provost@memphis.edu.

February

- Provost's Office reviews **PDA** recommendations.
  o Email notification of approval or denial will be sent to deans by the end of February.

March

- Provost's Office sends "final check" email to deans to review their entries on the **PDA Submission** spreadsheet for any changes by end of month.

What happens AFTER PDAs are approved?

- On **May 1** the **PDA Submission** spreadsheet is shared with HR. The information contained on this spreadsheet and drives employee processes such as Leave Reports, Payroll, and Retirement Contributions.

- If, at any time after April 30, changes need to be made to this **PDA Submission** spreadsheet, please email provost@memphis.edu **IMMEDIATELY** and provide the following information/documents:

   - Faculty written request to dean, asking for change and reason.
   - Dean's written explanation of the change needed including their recommendation.

- Provost will review the change request.
   - Provost's Office will send an email to the dean indicating approval/denial of change.
   - Provost's Office will work with HR to implement any change in the system.

AFTER PDA Assignment is complete:

- Faculty submit a report following college procedures within 3 months of completing their PDA assignment. Reports should describe the accomplishments and benefits of the assignment.

- A copy of the report should be forwarded by the college to provost@memphis.edu.