**Attachment: Sample PDP Status Report**

**Professional Development Plan (PDP) Status Report**

Date:

Name:

Faculty Rank:

Program/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 and timelines 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

III. For a PDP not yet complete:

1. What actions have been taken to support the completion of the PDP?

2. If expectations within the timeline of the PDP have not been met, what actions have been taken?

3. Are resources needed to assist the faculty member in completing the PDP over the next academic year? If so, what arrangements have been made?

4. If the PDP has been revised, please so indicate.

Signature (Dean/Director) Date