

Professional Development Assignment (PDA) Timeline

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).

October

PDA applications due to dean, including a letter of evaluation/recommendation from the Chair/Director.

November-December

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

January -February

Provost's Office sends email in January to deans requesting data entry on **PDA Submission spreadsheet** be completed by the end of February.

March

Provost's Office reviews and approves recommendations on **PDA Submission spreadsheet** and sends email notifying deans of approval.

April

Provost's Office sends "final check" email to deans to review their entries for any changes.

May

Provost's Office sends **PDA Submission spreadsheet** to Human Resources.

NOTES:

- The PDA spreadsheet is shared with HR 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. Provide explanation of the change needed and the provost's office will work with HR to implement the change.

AFTER PDA Assignment is complete:

- Faculty members 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 the Office of the Provost (provost@memphis.edu).