

## **PERIODIC MULTI-YEAR REVIEW FREQUENTLY ASKED QUESTIONS**

**Q: Do I have to go through PMYR?**

A: Yes. Unless you indicate (in writing) that you intend to retire within three years.

**Q: Can the timing of my PMYR be altered?**

A: Yes it can but only upon written agreement between you and your department head/chair and only under certain circumstances (which can be found in the "Timing of Process" section of the policy included on pg. 4 of this packet).

**Q: What developmental funds are available to me through this review?**

A: 1) College Development Funds. Maximum of \$2,000. Make funding request in your personal statement.

2) Grants for Professional Development in Teaching. In the fall after completing your PMYR review, you will be invited to submit proposals to the Center for Teaching & Learning for funds to support innovation or improvement in your teaching. See the proposal guidelines (pg. 12 of this packet) for more information.

**Q: What if my department head wants to deny me other funds because I've had use of PMYR funds?**

A: The policy says you aren't to be denied other sources of funding for which you would regularly be eligible because you have undergone PMYR. The central administration agrees on this point. Call MSP if this does happen.

**Q: Can I use PMYR money to fund a TA or RA?**

A: Yes, if you have a project that you need assistance with, you can apply for PMYR money for a TA or RA.

**Q: How will I be informed about the result of my PMYR review and when can I expect funds to be allocated?**

A: Some faculty members have reported hearing nothing after having submitted their review materials so the MSP insisted that contract language be added that would ensure proper notification. The contract now explicitly states that a copy of the PMYR recommendation made by a personnel committee or academic administrator shall be sent to the faculty member at the time the recommendation is forwarded to the next level of review. If you encounter any problems with lack of notification, please let the MSP know immediately. PMYR reviews are expected in the Provost's office during the month of August following the semester you were reviewed. Funds should be allocated to deaneries the following fall (usually late October) and college personnel officers have been instructed to let candidates know when the funds have arrived.

**Q: How long can I take to use my PMYR money?**

A: A reasonable period. Once it has been allocated to you, it is yours to use per your PMYR plan so be sure that it's clear in your statement if you intend to use the money over a time period that is longer than the academic year in which the funds are allocated to you.

**Q: What if the money doesn't come in on time for a conference I've received authorization to fund?**

A: If you should miss the conference because of an administrative delay in disbursing PMYR money, you should talk to your department chair/head about substituting something suitable; the administration has said they will be cooperative in these cases.