

## MINNESOTA WEST COMMUNITY & TECHNICAL COLLEGE FACULTY PLANNED DAYS FOR 2022 – 2023

The Minnesota West 2022-2023 academic calendar included 5 days to be planned by faculty. These days are to be utilized by faculty for activities necessary for the successful accomplishment of their professional responsibilities.

**Only Unlimited Part-Time and Unlimited Full-Time faculty need to report their faculty planned days from the previous academic year.**

Please submit your report from last year's faculty days to Paula Paplow, [paula.paplow@mnwest.edu](mailto:paula.paplow@mnwest.edu), by **August 7, 2023**, as specified below. If you have any questions, please contact your Academic Dean.

**Your indicated days must fall within the date range of August 20, 2022 – August 11, 2023. Administrative duty days or contracted calendar days (outlined on the academic calendar) cannot be claimed as faculty planned days.**

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Name \_\_\_\_\_

Campus \_\_\_\_\_

I used my 5 faculty planned days for the August 20, 2022 – August 11, 2023 year as follows:

<b>1.</b>	<b>Date:</b>	<b>Activity:</b>
<b>2.</b>	<b>Date:</b>	<b>Activity:</b>
<b>3.</b>	<b>Date:</b>	<b>Activity:</b>
<b>4.</b>	<b>Date:</b>	<b>Activity:</b>
<b>5.</b>	<b>Date:</b>	<b>Activity:</b>

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*Signature*

*Date*

04/27/2021