

FOUR-YEAR REVIEW OF ASSOCIATE PROFESSORS

UNIVERSITY OF MINNESOTA CROOKSTON

2021-2022 PROCESSING DATES AND PROCEDURES

Due Date	Responsibility	Action
August 27 - Friday	Division Head & Associate Professor	By any date prior to August 27, Identify associate professors up for 4-year review and notify faculty, P&T Division Admin and ATSS.
August 27 - Friday	ATSS	Establish the needed Canvas sites that contain the four-year review template shortly after receiving notification. Editing access given to associate professor, division head, division P&T admin along with directions on how to access site.
October 26 - Tuesday	Division Head	Division Head works with Vice Chancellor to identify members of 4-year review committee and send names of the committee members, ATSS and associate professor.
February 17 - Thursday	Associate Professor	Canvas site for associate professor must be complete with all documents. Associate professor access is changed to <u>view only</u> .
February 18 - Friday	ATSS	Change access for associate professor from editing to viewing. Viewing access to Canvas site given to review committee members along with directions on how to access each site.
February 18 - Friday	Review Committee	Begin review of associate professor dossier.
March 16 - Wednesday	Review Committee Chair	Provide written report to division head, P&T division admin, and Academic Affairs.
March 18 - Friday	P&T Division Admin	Enter information from review committee's written report into form UM13.
March 28 - Monday	Division Head	Deadline to hold Individual meeting with associate professor to share the review committee report. Obtain signature from faculty member.
March 28 - Monday	Division Head	Send a copy of the fully signed UM13 to Academic Affairs and P&T division admin for uploading
April 5 - Tuesday	Associate Professor	Response (if any) on review committee's report sent to division head.
April 11 - Monday	Division Head	Send the Associate Professor response (if any) to Academic Affairs and P&T division admin for uploading.
April 27 - Wednesday	P&T Division Admin	P&T Division Admin uploads signed UM13 form and candidate responses (if any) to respective canvas file.

Academic Affairs - 3/4/21

This timeline only serves as a guide and may be updated as necessary.

Contact Information:

Academic Affairs, John Hoffman, jlhoff@crk.umn.edu

P&T Division (Agriculture, Natural Sciences, and Technology) Admin: Molly Ramey, rame0029@crk.umn.edu

P&T Division (Business, Arts, and Education) Admin: Jana Brekken, ujll002@crk.umn.edu

AcademicTechnology Support Services (ATSS), umcatss@crk.umn.edu

Provost Office P&T Contact: Jaclyn Adair, berg1282@umn.edu