

FOUR-YEAR REVIEW OF ASSOCIATE PROFESSORS

UNIVERSITY OF MINNESOTA CROOKSTON

2022-2023 PROCESSING DATES AND PROCEDURES

Due Date	Responsibility	Action
August 26 - Friday	Division Head & Associate Professor	By any date prior to August 26, Identify associate professors up for 4-year review and notify faculty, Academic Affairs Admin and ATSS.
August 26 - 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, Academic Affairs admin along with directions on how to access site.
October 25 - 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 16 - 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 17 - 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 17 - Friday	Review Committee	Begin review of associate professor dossier.
March 15 - Wednesday	Review Committee Chair	Provide written report to division head, P&T division admin, and Academic Affairs.
March 17 - Friday	Academic Affairs Admin	Enter information from review committee's written report into form UM13.
March 27 - Monday	Division Head	Deadline to hold Individual meeting with associate professor to share the review committee report. Obtain signature from faculty member.
March 27 - Monday	Division Head	Send a copy of the fully signed UM13 to Academic Affairs and P&T division admin for uploading
April 4 - Tuesday	Associate Professor	Response (if any) on review committee's report sent to division head.
April 10 - Monday	Division Head	Send the Associate Professor response (if any) to Academic Affairs and Academic Affairs admin for uploading.
April 26 - Wednesday	Academic Affairs Admin	Academic Affairs Admin uploads signed UM13 form and candidate responses (if any) to respective canvas file.

Academic Affairs - 3/31/2022

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

Contact Information:

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