

Annual Appraisal of Tenure-Track Faculty in a Non-Decision Year

UNIVERSITY OF MINNESOTA CROOKSTON 2024-2025 PROCESSING DATES AND PROCEDURES

Spring 2024			
Day	Date	Responsibility	Action
Friday	March 15, 2024	Academic Affairs Admin	Notify ATSS of comprehensive list of candidates who will receive an annual appraisal of probationary faculty.
Monday	April 22, 2024	ATSS	All Canvas sites are set up with a 2024-2025 folder and populated with documents from the previous year.
Monday	April 22, 2024	ATSS	ATSS gives editing permission to candidate for year 2024-2025 only.
Fall 2024			
Monday	August 19, 2024	Academic Affairs Admin	Sends ATSS any newly hired Tenure Track faculty information
Friday	September 6, 2024	Associate Vice Chancellor	Faculty are encouraged to meet with AVC to discuss timeline, file content, file format, etc.
Monday	September 30, 2024	Associate Vice Chancellor	Send ATSS the Department P&T Committee member list and list of faculty Canvas sites in which Committee should receive viewing access.
Monday-1st	October 14, 2024	Academic Affairs Admin	Email ATSS and have them change access for candidates to view only, and give access to Dept P&T Committee
Monday-2nd	October 14, 2024	ATSS	Candidate access is changed to view only. Viewing access given to Department P&T Committee members for all years, along with directions on how to access Canvas site.
Monday-3rd	October 14, 2024	Non-Decision Year Faculty Candidate	2024-2025 Canvas site must be complete with all documents. Document files within the faculty Canvas file should be prepared per the "Guide to preparing P&T portfolios" document. The AVC can provide the candidate with a copy of this guide. Any additional documents the candidate wants added after this date must be submitted to AVC.
Tuesday	October 15, 2024	Department P&T Committee	Begin review of candidates.
2025			
Thursday	January 9, 2025	Department P&T Committee	Appraisal/votes review by Department P&T Committee are completed for all candidates and sent to the AVC. If there is a majority of votes for non-reappointment, the non-reappointment schedule is implemented at this time.
Thursday	January 23, 2025	Associate Vice Chancellor	Individual meetings have been held with candidates to share the Department P&T Committee appraisal/vote. A senior faculty member may assist Associate Vice Chancellor in individual meetings, depending on Department policy/practice.
Thursday	February 6, 2025	Non-Decision Year Faculty Candidate	Candidate response (if any) on Department P&T Committee review sent to Associate Vice Chancellor for that division.
Friday	February 7, 2025	Academic Affairs Admin	Academic Affairs Admin uploads P&T appraisal/vote and candidate responses to respective Canvas file.

Friday	February 7, 2025	Associate Vice Chancellor	Forward P&T appraisal/vote and any candidate responses to Academic Affairs Admin.
Friday	February 7, 2025	ATSS	Confirm Department P&T appraisal/vote are uploaded. Remove Committee access from candidate files.
Monday	February 25, 2025	Academic Affairs Admin	Prepares Form 25 and Form 12 for candidates using information received from the P&T Committee appraisal/vote review. Academic Affairs Admin sends forms to Associate Vice Chancellor's for
Friday	March 7, 2025	Associate Vice Chancellor	Secure candidates' signatures. Return signed form 25 and Form 12 for each candidate to Academic Affairs Admin.
Friday	April 11, 2025	Senior Vice Chancellor and Chancellor	Forms 25 and 12 on all tenure track faculty signed by Senior Vice Chancellor and Chancellor for all tenure-track faculty in their non-decision year.
Friday	April 18, 2025	Academic Affairs Admin	Academic Affairs Admin uploads form 25 and Form 12 to the Twin Cities folder in Google Drive. Each faculty file will be one single pdf file. Contact: Kat Little will give deadline.
	July -Aug	Academic Affairs Admin	Completed Form 25 and Form 12 with TC signatures for each faculty is returned to Crookston campus. Academic Affairs Admin to upload

Academic Affairs - 5/14/2024

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

Contact Information

Academic Affairs: Rosemary Johnsen

Academic Affairs Admin: Jana Brekken

Academic Technology Support Services (ATSS): umcatss@crk.umn.edu

Provost Office P&T Contact: Kat Little, klittle@umn.edu

