

## FACULTY IN DECISION YEAR

### UNIVERSITY OF MINNESOTA CROOKSTON 2024-2025 Processing dates and procedures

***Note: Candidates for tenure may withdraw from consideration at any time, up to the point of the Provost's review (Procedures I.F.) Canvas file will retain all material posted at the time.***

Spring 2024			
Due Date		Responsibility	Action
<b>Monday</b>	March 4, 2024	Associate Vice Chancellor and Faculty Candidate for Group B & C below.	Faculty candidate confirms with the Associate Vice Chancellor that they have seen the procedures and understand the steps needed in their decision year. If the faculty does not confirm this with the AVC, the AVC will reach out to the faculty candidate.
<b>Monday</b>	March 4, 2024	Early Decision Year Faculty Candidate (Group A)	If a faculty candidate is interested in being considered for an early decision based on the <u>pre-Covid</u> decision year schedule, the candidate will consult with the Associate Vice Chancellor to discuss further and will confirm whether they wish to be considered. Department P&T Committee needs to be consulted.
<b>Monday</b>	March 4, 2024	Original Pre-Covid Schedule Decision Year Faculty Candidate (Group B)	If a faculty candidate is interested in being considered for decision year based on the <u>pre-Covid</u> decision year schedule, the candidate will consult with the Associate Vice Chancellor to discuss further and will confirm whether they wish to be considered.
<b>Monday</b>	March 4, 2024	Decision Year Faculty Candidate based on 1-year Covid extension (Group C)	Faculty candidate confirms with the Associate Vice Chancellor that they have seen the procedures and understand the steps needed in their decision year. If the faculty does not confirm this with the Associate Vice Chancellor, the AVC will reach out to the faculty candidate.
<b>Wednesday</b>	March 6, 2024	Associate Vice Chancellor	The AVC will notify the P&T Committee of the decision year candidates as well as early year decision year candidates.
<b>Monday</b>	April 8, 2024	Department P&T Committee	Department P&T Committee decides whether to conduct the requested early review(s) and notifies Associate Vice Chancellor of decision.
<b>Monday</b>	April 22, 2024	Associate Vice Chancellor	E-mail Academic Affairs Admin, and ATSS the names as follows: Early Decision Year Faculty Candidates (Group A) Original Decision Year Faculty Candidates (Group B) Decision Year Faculty Candidates (Group C) Begin work with candidates on the external reviewer list (with template provided by AA Admin)
<b>Monday</b>	April 22, 2024	ATSS	All decision year canvas sites are set up with a 2024-2025 folder and populated with documents from the previous year.

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Due Date		Responsibility	Action
<b>Wednesday</b>	April 24, 2024	ATSS	ATSS gives editing permission to candidates for year 2024-2025 only.
Fall 2024			
<b>Friday</b>	August 16, 2024	Associate Vice Chancellor	E-mail completed list of external reviewers to ATSS.
<b>Friday</b>	August 23, 2024	Faculty Candidate, Associate Vice Chancellor	2024-2025 canvas site for candidates must be complete with all documents. Document files within the faculty canvas file must be prepared per the " <b>Guide preparing P&amp;T portfolios</b> " document. The Associate Vice Chancellor can provide you with a copy of this guide. It is also located on the P&T Canvas site. Any additional documents candidate wants added after this date must be submitted to AVC.
Friday	August 23, 2024	Academic Affairs Admin	Email ATSS and have them change access for candidates
<b>Friday</b> 12:01 PM	August 23, 2024	ATSS	Candidate access is changed to view only.
<b>Tuesday</b>	August 27, 2024	ATSS	Provide link to canvas site (and google folders) to the Associate Vice Chancellor for forwarding to external reviewers.
<b>Tuesday</b>	August 27, 2024	Associate Vice Chancellor	Send e-mail to external reviewers with link to the dossier that is provided by ATSS.
<b>Monday</b>	September 2, 2024	Associate Vice Chancellor	Send ATSS the Department P&T Committee list and outline which faculty Canvas site(s) they should be able to access.
<b>Friday</b>	October 25, 2024	Associate Vice Chancellor	Send the external reviews to ATSS for uploading to Canvas site.
<b>Friday</b>	October 25, 2024	ATSS	External reviews uploaded to Canvas. Viewing Access given to Department P&T Committee members for all years along with instructions on how to access each site.
<b>Friday</b>	October 25, 2024	Department P&T Committee	Begin review of faculty receiving early consideration and decision-year faculty.
<b>Wednesday</b>	November 2, 2024	Department P&T Committee	Department P&T Committee appraisal/votes is completed for all candidates using the department template and sent to AVC.

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<b>Tuesday</b>	November 26, 2024	Associate Vice Chancellor	Deadline to hold individual meetings with candidates to share the Department P&T Committee appraisal/vote review.
<b>Monday</b> 11:59 PM	December 2, 2024	Faculty Candidate	Candidate response (if any) on Department P&T Committee appraisal/vote due to AVC.
<b>Monday</b>	December 2, 2024	Full Professor Committee	Begin review of tenured faculty seeking promotion to full professor
<b>Tuesday</b>	December 3, 2024	Associate Vice Chancellor	Send Department P&T Committee appraisal/vote of decision-year faculty to Academic Affairs admin for uploading into Canvas. Also, forward any candidate responses received to Academic Affairs Admin. Begin Associate Vice Chancellor review of decision year faculty.
<b>Tuesday</b>	December 3, 2024	Academic Affairs Admin	Uploads Department P&T Committee appraisal/votes review along with candidate responses (if any) for decision year faculty.
<b>Tuesday</b>	December 3, 2024	ATSS	Remove Department P&T Committee viewing access.
<b>Tuesday</b>	December 3, 2024	Campus P&T Committee Chair	Notify ATSS of Campus P&T Committee members.
<b>Friday</b>	December 6, 2024	Associate Vice Chancellor	AVC independent recommendations for the following sent to Academic Affairs Admin: <i>tenure-track faculty in their decision year</i> <i>tenure-track faculty receiving early P&amp;T consideration</i>
<b>Friday</b>	December 6, 2024	Academic Affairs Admin	Upload Associate Vice Chancellor's independent recommendation.
<b>Wednesday</b> 11:59 PM	December 11, 2024	Faculty Candidate	Candidate response due (if any) on Associate Vice Chancellors recommendation to Associate Vice Chancellor.
<b>Thursday</b>	December 12, 2024	Associate Vice Chancellor	Forward candidate responses (if any) to Academic Affairs Admin for uploading.

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Due Date		Responsibility	Action
<b>Thursday</b>	December 12, 2024	Academic Affairs Admin	Upload candidate responses (if any). Communicate to ATSS to give access to Campus P&T Committee
<b>Thursday</b> 11:59 AM	December 12, 2024	ATSS	Access (to view all files for all years) given to Campus P&T Committee only. Send instructions on how to access files sent to Campus P&T Committee members.
<b>Thursday</b>	December 12, 2024	Campus P&T Committee	Campus P&T Review Committee review of the following begins: <i>tenure-track faculty in their decision year</i> <i>tenure-track faculty receiving early P&amp;T consideration</i>
Spring Semester 2025			
<b>Thursday</b>	January 2, 2025	Campus P&T Committee Chair	Campus P&T Review Committee appraisal/votes review is sent electronically (using template) to Academic Affairs and Associate Vice Chancellor on the following: <i>tenure-track faculty in their decision year</i> <i>tenure-track faculty receiving early P&amp;T consideration</i>
<b>Thursday</b>	January 2, 2025	Full Professor Committee	Full Professor Committee Review letter due into Academic Affairs and Associate Vice Chancellor <i>*tenured faculty undergoing review to full Professor</i>
<b>Thursday</b>	January 2, 2025	Associate Vice Chancellor	Send Campus P&T Review committee appraisal/votes review to faculty member and Academic Affairs Admin for uploading.
<b>Thursday</b>	January 2, 2025	Academic Affairs Admin	Upload Campus P&T Committee appraisal/votes review to Canvas. Work with ATSS to remove Campus P&T Committee viewing access.
<b>Thursday</b>	January 2, 2025	ATSS	Remove Campus P&T Committee viewing access.
<b>Tuesday</b> 11:59 PM	January 7, 2025	Faculty Candidate	Candidate response due (if any) on Campus P&T Committee appraisal/vote and sent to Associate Vice Chancellor and ATSS for uploading.
<b>Wednesday</b>	January 8, 2025	Associate Vice Chancellor	Send candidate responses (if any) to Academic Affairs Admin.
<b>Wednesday</b>	January 8, 2025	Academic Affairs Admin	Upload candidate response (if any) to Campus P&T Committee appraisal/votes review to Canvas. Work with ATSS to add Senior Vice Chancellor's viewing access.

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Due Date		Responsibility	Action
<b>Wednesday</b>	January 8, 2025	ATSS	Add Senior Vice Chancellor's viewing access.
<b>Wednesday to Monday</b>	January 8 - January 13	Senior Vice Chancellor	Senior Vice Chancellor review week for: * <i>tenure track faculty in their decision year</i> * <i>tenure-track faculty receiving early P&amp;T consideration</i> <b>Recommendation letter sent to ATSS for uploading and to Faculty Candidate on January 16.</b>
<b>Monday</b>	January 13, 2025	Senior Vice Chancellor	Review letter due to faculty candidate.
<b>Wednesday</b>	January 15, 2025	Faculty Candidate	Candidate response (if any) on Senior Vice Chancellor review due to Academic Affairs.
<b>Wednesday</b>	January 15, 2025	Academic Affairs Admin	Upload candidate Senior Vice Chancellor recommendation letter and any responses to Canvas. Work with ATSS to remove Senior Vice Chancellor's viewing access and add Chancellor's viewing access.
<b>Wednesday</b>	January 15, 2025	ATSS	Remove Senior Vice Chancellor's viewing access and add Chancellor's viewing access.
<b>Wednesday to Monday</b>	January 15 - January 20	Chancellor	Chancellor review week for: * <i>tenure track faculty in their decision year</i> * <i>tenure-track faculty receiving early P&amp;T consideration</i> * <i>tenured faculty undergoing review for full professor</i> <b>Recommendation letter sent to Academic Affairs Admin for uploading and to Faculty Candidate on January 23.</b>
<b>Tuesday</b>	January 23, 2025	Academic Affairs Admin	Complete cover sheet and send to ATSS for dossier.
<b>Sunday</b>	January 26, 2025	Faculty Candidate	Candidate response (if any) on Chancellor review due to Academic Affairs.
<b>Monday</b>	January 27, 2025	Academic Affairs Admin	Upload candidate Chancellor recommendation letter and any responses to Canvas. Work with ATSS to remove Chancellor's viewing access.
<b>Monday</b>	January 27, 2025	ATSS	Remove Chancellor's viewing access.

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<b>Tuesday</b>	January 28, 2025	Academic Affairs Admin	Academic Affairs Admin will gather documents and prepare dossier. Completed dossier to be uploaded to the folder in Google Drive created for Crookston Campus by the Twin Cities. Each file will be one single pdf with bookmarks as outlined by the Twin Cities. Upon completion of upload, access for Crookston will be removed and review by the Twin Cities will begin.
<b>Wednesday</b>	January 29, 2025	Academic Affairs Admin	Upload final dossier to faculty canvas website. Academic Affairs Admin will work with Chris Winjum to place a copy of the dossier in the faculty academic affairs file.

Academic Affairs - 3/20/2024

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

Deadline for promotion and/or tenure decisions **expected** to be due in TC on February 5, 2025

Deadline for submission of supplementary material including additions by the candidate due in TC on April 4, 2025

Tenure and/or promotion recommendations presented to the Board of Regents - May 10, 2025\*

#### Contact Information

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

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