

# NON-REAPPOINTMENT OF PROBATIONARY FACULTY MEMBERS

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

Due Date	Responsibility	Action
<b>IF DEPARTMENT VOTES FOR NON-REAPPOINTMENT, CONTINUE WITH STEPS BELOW.</b>		
<b>Thursday</b> January 9	Associate Vice Chancellor or Designee	If appraisal/votes review by Department P&T Committee has a simple majority of votes for a non-reappointment, follow the below schedule.
<b>Monday</b> January 13	Associate Vice Chancellor	AVC prepares an independent review. If the review supports termination of the appointment, notify Academic Affairs that a campus review will be required. Meet with the faculty candidate to share the Department P&T Committee appraisal/vote and independent review. A senior faculty member may assist Associate Vice Chancellor in individual meeting, depending on Department policy/practice.
<b>Monday</b> January 13	Senior Vice Chancellor	Senior Vice Chancellor notifies campus P&T of non-continuation recommendation and requests names for committee.
<b>Wednesday</b> January 15	Campus P&T Committee Chair	Campus P&T Committee Chair notifies Academic Affairs and ATSS of committee members.
<b>Friday</b> January 17	Academic Affairs Admin	Form 25 and Form 12 are prepared and sent to Associate Vice Chancellor to secure faculty and AVC signatures.
<b>Friday</b> January 17	Faculty Candidate	Faculty member has signed Form 25 and Form 12.
<b>Sunday</b> January 21  11:59 PM	Faculty Candidate	Candidate response is due to Associate Vice Chancellor or Designee via e-mail.
<b>Tuesday</b> January 21	Associate Vice Chancellor	P&T Committee appraisal/vote, independent review, signed Form 12 and Form 25 along with candidate response is sent to ATSS for uploading.
<b>Wednesday</b> January 22	ATSS	ATSS uploads the aforementioned documents and gives access to files to Campus P&T Review Committee with directions on how to access files sent to Campus P&T Committee members.
<b>Thursday</b> January 23	Campus P&T Committee Chair	Campus P&T Committee Review begins.
<b>Monday</b> February 17	Campus P&T Committee Chair	Campus P&T Review Committee sends advisory recommendation electronically (using template) to Senior Vice Chancellor, Academic Affairs.
<b>Monday</b> February 17	Senior Vice Chancellor	Campus P&T Committee review sent to Faculty Candidate, Associate Vice Chancellor, and to ATSS for uploading.
<b>Sunday</b> February 23	Faculty Candidate	Candidate response on Campus P&T Committee review sent to Associate Vice Chancellor and Senior Vice Chancellor.

<b>Monday</b> February 24	Associate Vice Chancellor	Candidate response sent to ATSS for uploading.
<b>Monday</b> February 24	ATSS	ATSS uploads the Campus P&T Committee review and candidate response. Viewing access is removed for Campus P&T Committee members. Senior Vice Chancellor is added for viewing.
<b>Monday</b> February 24	Senior Vice Chancellor	Senior Vice Chancellor review begins.
<b>Friday</b> February 28	Senior Vice Chancellor	Senior Vice Chancellor recommendation due and sent to faculty candidate, Associate Vice Chancellor, Academic Affairs Admin, and ATSS.
<b>Thursday</b> March 6  11:59 PM	Faculty Candidate	Candidate response on Senior Vice Chancellor review sent to Associate VC and Chancellor.
<b>Friday</b> March 7	ATSS	ATSS uploads the Senior Vice Chancellor recommendation and candidate response. Chancellor is added for viewing.
<b>Friday</b> March 7	Chancellor	Chancellor review begins.
<b>Tuesday</b> March 11	Chancellor	Chancellor recommendation due and sent to faculty candidate, Associate VC, Academic Affairs Admin, and ATSS.
<b>March 17</b> Monday 11:59 AM	Faculty Candidate	Candidate response on Chancellor review sent to Associate VC.
<b>Tuesday</b> March 18	ATSS	ATSS uploads the Chancellor recommendation into Canvas.
<b>Tuesday</b> March 18	Academic Affairs Admin	The following documents have been sent to the appropriate Associate VC, faculty candidate, and ATSS for uploading: <i>Signed Form 25, Signed Form 12</i> <i>Recommendation letter from Vice Chancellor</i> <i>Recommendation letter from Chancellor</i>
<b>Monday</b> March 31	ATSS	ATSS will upload the completed files to the Twin Cities folder. Each file will be one single PDF with bookmarks as outlined by the Twin Cities. Upon completion of the upload, review by the Twin Cities will begin.

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](mailto:umcatss@crk.umn.edu)

Provost Office P&T Contact: Kat Little, [klittle@umn.edu](mailto:klittle@umn.edu)