

ANNUAL APPRAISAL OF TENURE-TRACK FACULTY IN NON-DECISION YEAR

UNIVERSITY OF MINNESOTA CROOKSTON

2021-2022 PROCESSING DATES AND PROCEDURES

Due Date	Responsibility	Action
March 19 - Friday	P&T Division Admin	Notify ATSS of comprehensive list of candidates who will receive an annual appraisal of probationary faculty in their division.
April 26 - Monday	ATSS	All Canvas sites are set up with a 2021-2022 folder and populated with documents from the previous year.
April 26 - Monday	ATSS	ATSS gives editing permission to candidate for year 2021-2022 only.
September 3 - Friday	Division Head	Faculty are encouraged to meet with Division Head to discuss timeline, file content, file format, etc.
September 27 - Monday	Division Head	Send ATSS the Department P&T Committee member list and list of faculty canvas sites in which Committee should receive viewing access.
October 18 - Monday 11:59 am	Non-Decision Year Faculty Candidate	2021-2022 canvas site for candidates must be complete with all documents. Document files within the faculty canvas file should be prepared per the "Guide preparing P&T portfolios" document. The Division Head can provide you with a copy of this guide. Any additional documents candidate wants added after this date must be submitted to Division Head.
October 18 - Monday 12:01 pm	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 sites.
October 19 - Tuesday	Department P&T Committee	Begin review of candidates.
January 13 - Thursday	Division Head or Designee	Appraisal/votes review by Department P&T Committee are completed for all candidates and sent to the P&T Division Admin and the Division Head. If there is a majority of votes for a non-reappointment, the non-reappointment schedule is implemented at this time.
January 27 - Thursday	Division Head	Individual meetings have been held with candidates to share the Department P&T Committee appraisal/vote. A senior faculty member may assist Division Head in individual meetings, depending on department policy/practice.
February 10 - Thursday	Non-Decision Year Faculty Candidate	Candidate response (if any) on Department P&T Committee review sent to Division Head.
February 11 - Friday	Division Head	Forward P&T appraisal/vote and any candidate responses to P&T Division Admin. to be uploaded.
February 11 - Friday	P&T Division Admin	P&T Division Admin uploads P&T appraisal/vote and candidate responses to respective canvas file.
February 11 - Friday	ATSS	Confirm Department P&T appraisal/vote are uploaded. Remove Committee access from candidate files.

February 28 - Monday	P&T Division Admin	Prepares Form 25 and Form 12 for candidates using information received from the P&T Committee appraisal/vote review. P&T Division Admin sends forms to Division Head for signatures.
March 11 - Friday	Division Head	Secure candidates' signatures. Return signed Form 25 and Form 12 for each candidate to P&T Division Admin.
April 15 - Friday	Vice Chancellor and Chancellor	Forms 25 and 12 on all tenure track faculty signed by Vice Chancellor and Chancellor for all tenure-track faculty in their non-decision year
June 1 Exact deadline given in November 2021 Vice Provost memo	P&T Division Admin	P&T Division 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: Jaclyn Adair will give deadline
July to August	P&T Division Admin	Completed Form 25 and Form 12 with TC signatures for each faculty is returned to Crookston campus. P&T Division Admin to upload to current year and following year on appropriate faculty canvas sites.

Academic Affairs - 3/4/21

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

Contact Information:

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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