

## FACULTY IN DECISION YEAR

### UNIVERSITY OF MINNESOTA CROOKSTON 2021-2022 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.*

Due Date	Responsibility	Action
<b>March 8</b> - Monday	Division Head and Faculty Candidate for Group B and C below.	Faculty candidate confirms with the Division Head that they have seen the procedures and understand the steps needed in their decision year. If the faculty does not confirm this with the Division Head, the Division Head will reach out to the faculty candidate.
<b>March 8</b> - Monday	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 Division Head to discuss further and will confirm whether they wish to be considered. Department P&T Committee needs to be consulted.
<b>March 8</b> - Monday	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 Division Head to discuss further and will confirm whether they wish to be considered.
<b>March 8</b> - Monday	Decision Year Faculty Candidate based on 1-year covid extension (Group C)	Faculty candidate confirms with the Division Head that they have seen the procedures and understand the steps needed in their decision year. If the faculty does not confirm this with the Division Head, the Division Head will reach out to the faculty candidate.
<b>March 10</b> - Wednesday	Division Head	The Division Head will notify the P&T Committee of the decision year candidates as well as early decision year candidates.
<b>April 12</b> - Monday	Department P&T Committee	Department P&T Committee decides whether to conduct the requested early review(s) and notifies Division Head of decision.
<b>April 26</b> - Monday	Division Head	Email P&T Division Admin, Academic Affairs 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 on the external reviewer list.
<b>April 26</b> - Monday	ATSS	All decision year canvas sites are set up with a 2021-2022 folder and populated with documents from the previous year.
<b>April 28</b> - Wednesday	ATSS	ATSS gives editing permission to candidates for year 2021-2022 only.
<b>August 20</b> - Friday	Division Head	Email completed list of external reviewers to ATSS.

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<b>August 27</b> - Friday	Faculty Candidate, Division Head	2021-2022 canvas site for candidates must be complete with all documents. Document files within the faculty canvas file must 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.
<b>August 27</b> - Friday 12:01 pm	ATSS	Candidate access is changed to view only.
<b>August 31</b> - Tuesday	ATSS	Provide link to canvas site (and google folders) to the Division Head for forwarding to external reviewers.
<b>August 31</b> - Tuesday	Division Head	Send email to external reviewers with link to the dossier that is provided by ATSS.
<b>September 6</b> - Monday	Division Head	Send ATSS the Department P&T Committee list and outline which faculty Canvas site(s) they should be able to access.
<b>October 29</b> - Friday	Division Head	Send the external reviews to ATSS for uploading to Canvas site.
<b>October 29</b> - Friday	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>October 29</b> - Friday	Department P&T Committee	Begin review of faculty receiving early consideration and decision-year faculty.
<b>November 24</b> - Wednesday	Department P&T Committee	Department P&T Committee appraisal/votes is completed for all candidates using the department template and sent to Division Head.
<b>November 30</b> - Tuesday	Division Head	Deadline to hold individual meetings with candidates to share the Department P&T Committee appraisal/vote review.
<b>December 6</b> - Monday 11:59 pm	Faculty Candidate	Candidate response (if any) on Department P&T Committee appraisal/vote due to Division Head.
<b>December 7</b> - Tuesday	Division Head	Send Department P&T Committee appraisal/vote of decision-year faculty to P&T Division Admin for uploading into Canvas. Also, forward any candidate responses received to P&T Division Admin and Academic Affairs. Begin Division Head review of decision year faculty.
<b>December 7</b> - Tuesday	ATSS	Uploads Department P&T Committee appraisal/votes review along with candidate responses (if any) for decision year faculty. Remove Department P&T Committee viewing access.
<b>December 7</b> - Tuesday	Campus P&T Committee Chair	Notify ATSS of Campus P&T Committee members.

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<b>December 10</b> - Friday	Division Head	Division Head's independent recommendations for the following sent to Academic Affairs and ATSS: <i>tenure-track faculty in their decision year</i> <i>tenure-track faculty receiving early P&amp;T consideration</i>
<b>December 10</b> - Friday	ATSS	Upload Division Head's independent recommendation.
<b>December 15</b> - Wednesday 11:59 pm	Faculty Candidate	Candidate response due (if any) on Division Head recommendation due to Division Head.
<b>December 16</b> - Thursday	Division Head	Forward candidate responses (if any) to ATSS for uploading
<b>December 16</b> - Thursday 11:59 am	ATSS	Upload candidate responses (if any). 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>December 16</b> - Thursday	Campus P&T Committee	Campus P&T Review Committee review of the following begins: <i>tenure-track faculty in their original or extended decision year</i> <i>tenure-track faculty receiving early P&amp;T consideration</i>
<b>January 6</b> - Thursday	Campus P&T Committee Chair	Campus P&T Review Committee appraisal/votes review is sent electronically (using template) to Academic Affairs and Division Head on the following: <i>tenure-track faculty in their decision year</i> <i>tenure-track faculty receiving early P&amp;T consideration</i>
<b>January 6</b> - Thursday	Division Head	Sent Campus P&T Review committee appraisal/votes review to faculty member and ATSS for uploading.
<b>January 6</b> - Thursday	ATSS	Upload Campus P&T Committee appraisal/votes review to Canvas. Remove Campus P&T Committee viewing access.
<b>January 11</b> - Tuesday 11:59 pm	Faculty Candidate	Candidate response due (if any) on Campus P&T Committee appraisal/vote and sent to Division Head and ATSS for uploading.
<b>January 12</b> - Wednesday	ATSS	Upload candidate response (if any) to Campus P&T Committee appraisal/votes review to Canvas. Add Vice Chancellor's viewing access.
<b>January 12</b> to <b>January 17</b>	Vice Chancellor	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 Jan. 17</b>
<b>January 20</b> - Thursday 11:59 pm	Faculty Candidate	Candidate response (if any) on Vice Chancellor review due to Academic Affairs.

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<b>January 20</b> - Thursday	ATSS	Upload candidate Vice Chancellor recommendation letter and any responses to Canvas. Remove Vice Chancellor's viewing access and add Chancellor's viewing access.
<b>January 20 to January 25</b>	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> <b>Recommendation letter sent to ATSS, Faculty Candidate, and P&amp;T Division Admin on Jan. 25</b>
<b>January 26</b> - Monday 4:30 pm	P&T Division Admin	Complete cover sheet and send to ATSS for dossier.
<b>January 30</b> - Sunday 11:59 pm	Faculty Candidate	Candidate response (if any) on Chancellor review due to Academic Affairs.
<b>January 31</b> - Monday 10:00 am	ATSS	Upload candidate Chancellor recommendation letter and any responses to Canvas. Remove Chancellor's viewing access. Remind P&T Division Admin coversheet is needed.
<b>February 2</b> - Wednesday	ATSS	ATSS 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>February 3</b>	P&T Division Admin	After ATSS has posted the final dossier to faculty canvas website, P&T Division Admin will work with Chris Winjum to place a copy of the dossier in the faculty academic affairs file.

Academic Affairs - 2/26/21

Deadline for promotion and/or tenure decisions **expected** to be due in TC on February 2, 2022.  
 Deadline for submission of supplementary material including additions by the candidate due in TC on March 22, 2022.

Contact Information:

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