

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

## UNIVERSITY OF MINNESOTA CROOKSTON 2022-2023 PROCESSING DATES AND PROCEDURES

Due Date	Responsibility	Action
<b>March 18</b> - Friday	Academic Affairs Admin	Notify ATSS of comprehensive list of candidates who will receive an annual appraisal of probationary faculty in their division.
<b>April 25</b> - Monday	ATSS	All Canvas sites are set up with a 2022-2023 folder and populated with documents from the previous year.
<b>April 25</b> - Monday	ATSS	ATSS gives editing permission to candidate for year 2022-2023 only.
<b>September 2</b> - Friday	Division Head	Faculty are encouraged to meet with Division Head to discuss timeline, file content, file format, etc.
<b>September 26</b> - 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.
<b>October 17</b> - Monday 11:59 am	Non-Decision Year Faculty Candidate	2022-2023 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.
<b>October 17</b> - 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.
<b>October 18</b> - Tuesday	Department P&T Committee	Begin review of candidates.
<b>January 12</b> - 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.
<b>January 26</b> - 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.
<b>February 9</b> - Thursday	Non-Decision Year Faculty Candidate	Candidate response (if any) on Department P&T Committee review sent to Division Head.
<b>February 10</b> - Friday	Division Head	Forward P&T appraisal/vote and any candidate responses to P&T Division Admin. to be uploaded.
<b>February 10</b> - Friday	Academic Affairs Admin	Academic Affairs Admin uploads P&T appraisal/vote and candidate responses to respective canvas file.
<b>February 10</b> - Friday	ATSS	Confirm Department P&T appraisal/vote are uploaded. Remove Committee access from candidate files.

<b>February 27</b> - Monday	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 Division Head for signatures.
<b>March 10</b> - Friday	Division Head	Secure candidates' signatures. Return signed Form 25 and Form 12 for each candidate to P&T Division Admin.
<b>April 14</b> - 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
<b>June 1</b> Exact deadline given in November 2022 Vice Provost memo	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: Jaclyn Adair will give deadline
<b>July to August</b>	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 to current year and following year on appropriate faculty canvas sites.

Academic Affairs - 3/31/2022

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

Contact Information:

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