

NON-REAPPOINTMENT OF PROBATIONARY FACULTY MEMBERS

UNIVERSITY OF MINNESOTA CROOKSTON

2022-2023 PROCESSING DATES AND PROCEDURES

Due Date	Responsibility	Action
IF DEPARTMENT VOTES FOR NON-REAPPOINTMENT, CONTINUE WITH STEPS BELOW		
January 12 - Thursday	Division Head or Designee	If an appraisal/votes review by Department P&T Committee has a simple majority of votes for a non-reappointment, follow the below schedule.
January 16 - Monday	Division Head	Division Head 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 Division Head in individual meeting, depending on department policy/practice.
January 16 - Monday	Vice Chancellor	Vice Chancellor notifies campus P&T of non-continuation recommendation and requests names for committee.
January 18 - Wednesday	Campus P&T Committee Chair	Campus P&T Committee Chair notifies Academic Affairs and ATSS of committee members.
January 20 - Friday	Academic Affairs Admin	Form 25 and Form 12 are prepared and send to Division Head to secure faculty and Division Head signatures
January 20 - Friday	Non-Decision Year Faculty Candidate	Faculty member has signed Form 25 and Form 12
January 22 - Sunday 11:59 pm	Non-Decision Year Faculty Candidate	Candidate response is due to Division Head or Designee via email
January 24 - Tuesday	Division Head or Designee	P&T Committee appraisal/vote, independent review, signed form 12 and 25 along with candidate response is sent to ATSS for uploading.
January 25 - Wednesday	ATSS	ATSS uploads the afore mentioned 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.
January 26 - Thursday	Campus P&T Committee Chair	Campus P&T Committee Review begins.
February 20 - Monday	Campus P&T Committee Chair	Campus P&T Review Committee sends advisory recommendation electronically (using template) to Vice Chancellor, Academic Affairs.
February 20 - Monday	Vice Chancellor	Campus P&T Committee review sent to appropriate faculty member, Division Head, and to ATSS for uploading.
February 26 - Sunday 11:59 pm	Faculty Candidate	Candidate response on Campus P&T Committee review sent to Division Head and Vice Chancellor.
February 27 - Monday	Division Head	Candidate response sent to ATSS for uploading.

February 27 - Monday	ATSS	ATSS uploads the Campus P&T Committee review and candidate response. Viewing access is removed for Campus P&T Committee members. Vice Chancellor is added for viewing.
February 27 - Monday	Vice Chancellor	Vice Chancellor review begins.
March 3 - Friday	Vice Chancellor	Vice Chancellor recommendation due and sent to faculty member, Division Head, Academic Affairs Admin and ATSS.
March 9 - Thursday 11:59 pm	Faculty Candidate	Candidate response on Campus P&T Committee review sent to Division Head and Chancellor.
March 10 - Friday	ATSS	ATSS uploads the Vice Chancellor recommendation and candidate response. Chancellor is added for viewing.
March 10 - Friday	Chancellor	Chancellor review begins.
March 14 - Tuesday	Chancellor	Chancellor recommendation due and sent to faculty member, Division Head, Academic Affairs Admin and ATSS.
March 20 - Monday 11:59 am	Faculty Candidate	Candidate response on Campus P&T Committee review sent to Division Head
March 21 - Tuesday	ATSS	ATSS uploads the Chancellor recommendation into Canvas.
March 21 - Tuesday	Academic Affairs Admin	The following documents have been sent to the appropriate Division Head and faculty member, and, to ATSS for uploading: <i>Signed Form 25, Signed Form 12</i> <i>Recommendation letter from Vice Chancellor</i> <i>Recommendation letter from Chancellor</i>
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 upload, review by the Twin Cities will begin.

Academic Affairs - 3/31/2022

Early termination recommendations are due in TC by March 31, 2023.

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

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