

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

UNIVERSITY OF MINNESOTA CROOKSTON 2023-2024 PROCESSING DATES AND PROCEDURES

Due Date	Responsibility	Action
March 17 Friday	Academic Affairs Admin	Notify ATSS of comprehensive list of candidates who will receive an annual appraisal of probationary faculty in their division.
April 24 Monday	ATSS	All Canvas sites are set up with a 2023-2024 folder and populated with documents from the previous year.
April 24 Monday	ATSS	ATSS gives editing permission to candidate for year 2023-2024 only.
September 4 Friday	Associate Vice Chancellor	Faculty are encouraged to meet with AVC to discuss timeline, file content, file format, etc.
September 25 Monday	Associate Vice Chancellor	Send ATSS the Department P&T Committee member list and list of faculty Canvas sites in which Committee should receive viewing access.
October 16 Monday 11:59 AM	Non-Decision Year Faculty Candidate	2023-2024 Canvas site must be complete with all documents. Document files within the faculty Canvas file should be prepared per the "Guide to preparing P&T portfolios" document. The AVC can provide the candidate with a copy of this guide. Any additional documents the candidate wants added after this date must be submitted to AVC.
October 16 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 site.
October 17 Tuesday	Department P&T Committee	Begin review of candidates.
January 11 Thursday	Associate Vice Chancellor	Appraisal/votes review by Department P&T Committee are completed for all candidates and sent to the P&T Division Admin and the AVC. If there is a majority of votes for non-reappointment, the non-reappointment schedule is implemented at this time.
January 25 Thursday	Associate Vice Chancellor	Individual meetings have been held with candidates to share the Department P&T Committee appraisal/vote. A senior faculty member may assist Associate Vice Chancellor in individual meetings, depending on Department policy/practice.
February 8 Thursday	Non-Decision Year Faculty Candidate	Candidate response (if any) on Department P&T Committee review sent to Associate Vice Chancellor for that division.
February 9 Friday	Associate Vice Chancellor	Forward P&T appraisal/vote and any candidate responses to P&T Division Admin. to be uploaded.
February 9 Friday	Academic Affairs Admin	Academic Affairs Admin uploads P&T appraisal/vote and candidate responses to respective Canvas file.
February 9 Friday	ATSS	Confirm Department P&T appraisal/vote are uploaded. Remove Committee access from candidate files.
February 26 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 Associate Vice Chancellor's for signatures.

March 8 Friday	Associate Vice Chancellor	Secure candidates' signatures. Return signed form 25 and Form 12 for each candidate to P&T Division Admin.
April 12 Friday	Senior Vice Chancellor and Chancellor	Forms 25 and 12 on all tenure track faculty signed by Senior Vice Chancellor and Chancellor for all tenure-track faculty in their non-decision year.
June 1 Note: Exact deadline given in November 2023 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.
July to August	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 current year and following year on appropriate faculty Canvas sites.

Academic Affairs - 3/20/2024

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

Provost Office P&T Contact: Jaclyn Adair, berg1282@umn.edu