

FACULTY IN DECISION YEAR
UNIVERSITY OF MINNESOTA CROOKSTON
2023-2024 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 |
|-----------------------|---|---|
| March 6 Monday | Associate Vice Chancellor and Faculty Candidate for Group B & C below. | Faculty candidate confirms with the Associate Vice Chancellor that they have seen the procedures and understand the steps needed in their decision year. If the faculty does not confirm this with the AVC, the AVC will reach out to the faculty candidate. |
| March 6 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 Associate Vice Chancellor to discuss further and will confirm whether they wish to be considered. Department P&T Committee needs to be consulted. |
| March 6 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 Associate Vice Chancellor to discuss further and will confirm whether they wish to be considered. |
| March 6 Monday | Decision Year Faculty Candidate based on 1-year Covid extension (Group C) | Faculty candidate confirms with the Associate Vice Chancellor that they have seen the procedures and understand the steps needed in their decision year. If the faculty does not confirm this with the Associate Vice Chancellor, the AVC will reach out to the faculty candidate. |
| March 8 Wednesday | Associate Vice Chancellor | The AVC will notify the P&T Committee of the decision year candidates as well as early year decision year candidates. |
| April 10 Monday | Department P&T Committee | Department P&T Committee decides whether to conduct the requested early review(s) and notifies Associate Vice Chancellor of decision. |
| April 24 Monday | Associate Vice Chancellor | E-mail 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. |
| April 24 Monday | ATSS | All decision year canvas sites are set up with a 2023-2024 folder and populated with documents from the previous year. |
| April 26 Wednesday | ATSS | ATSS gives editing permission to candidates for year 2023-2024 only. |
| August 18 Friday | Associate Vice Chancellor | E-mail completed list of external reviewers to ATSS. |
| August 25 Friday | Faculty Candidate, Associate Vice Chancellor | 2023-2024 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 Associate Vice Chancellor can provide you with a copy of this guide. Any additional documents candidate wants added after this date must be submitted to AVC. |

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| August 25 Friday 12:01 PM | ATSS | Candidate access is changed to view only. |
| August 29 Tuesday | ATSS | Provide link to canvas site (and google folders) to the Associate Vice Chancellor for forwarding to external reviewers. |
| August 29 Tuesday | Associate Vice Chancellor | Send e-mail to external reviewers with link to the dossier that is provided by ATSS. |
| September 4 Monday | Associate Vice Chancellor | Send ATSS the Department P&T Committee list and outline which faculty Canvas site(s) they should be able to access. |
| October 27 Friday | Associate Vice Chancellor | Send the external reviews to ATSS for uploading to Canvas site. |
| October 27 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 |
| October 27 Friday | Department P&T Committee | Begin review of faculty receiving early consideration and decision-year faculty. |
| November 22 Wednesday | Department P&T Committee | Department P&T Committee appraisal/votes is completed for all candidates using the department template and sent to AVC. |
| November 28 Tuesday | Associate Vice Chancellor | Deadline to hold individual meetings with candidates to share the Department P&T Committee appraisal/vote review. |
| December 4 Monday 11:59 PM | Faculty Candidate | Candidate response (if any) on Department P&T Committee appraisal/vote due to AVC. |
| December 5 Tuesday | Associate Vice Chancellor | 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 Associate Vice Chancellor review of decision year faculty. |
| December 5 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. |
| December 5 Tuesday | Campus P&T Committee Chair | Notify ATSS of Campus P&T Committee members. |
| December 8 Friday | Associate Vice Chancellor | AVC 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&T consideration</i> |
| December 8 Friday | ATSS | Upload Associate Vice Chancellor's independent recommendation. |
| December 13 Wednesday 11:59 PM | Faculty Candidate | Candidate response due (if any) on Associate Vice Chancellors recommendation to Associate Vice Chancellor. |
| December 14 Thursday | Associate Vice Chancellor | Forward candidate responses (if any) to ATSS for uploading. |

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| December 14 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. |
| December 14 Thursday | Campus P&T Committee | Campus P&T Review Committee review of the following begins: <i>tenure-track faculty in their decision year</i> <i>tenure-track faculty receiving early P&T consideration</i> |
| January 4 Thursday | Campus P&T Committee Chair | Campus P&T Review Committee appraisal/votes review is sent electronically (using template) to Academic Affairs and Associate Vice Chancellor on the following: <i>tenure-track faculty in their decision year</i> <i>tenure-track faculty receiving early P&T consideration</i> |
| January 4 Thursday | Associate Vice Chancellor | Send Campus P&T Review committee appraisal/votes review to faculty member and ATSS for uploading. |
| January 4 Thursday | ATSS | Upload Campus P&T Committee appraisal/votes review to Canvas. Remove Campus P&T Committee viewing access. |
| January 9 Tuesday 11:59 PM | Faculty Candidate | Candidate response due (if any) on Campus P&T Committee appraisal/vote and sent to Associate Vice Chancellor and ATSS for uploading. |
| January 10 Wednesday | ATSS | Upload candidate response (if any) to Campus P&T Committee appraisal/votes review to Canvas. Add Senior Vice Chancellor's viewing access. |
| January 10 to January 15 | Senior Vice Chancellor | Senior Vice Chancellor review week for: <i>tenure track faculty in their decision year</i> <i>tenure-track faculty receiving early P&T consideration</i> |
| January 17 Wednesday 11:59 PM | Faculty Candidate | Candidate response (if any) on Senior Vice Chancellor review due to Academic Affairs. |
| January 17 Wednesday | ATSS | Upload candidate Senior Vice Chancellor recommendation letter and any responses to Canvas. Remove Senior Vice Chancellor's viewing access and add Chancellor's viewing access. |
| January 17 to January 22 | Chancellor | Chancellor review week for: <i>tenure track faculty in their decision year</i> <i>tenure-track faculty receiving early P&T consideration</i> Recommendation letter sent to ATSS for uploading and to Faculty Candidate on January 23. |
| January 23 Tuesday 4:30 PM | Academic Affairs Admin | Complete cover sheet and send to ATSS for dossier. |
| January 28 Sunday 11:59 PM | Faculty Candidate | Candidate response (if any) on Chancellor review due to Academic Affairs. |

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| January 29 Monday 10:00 AM | ATSS | Upload candidate Chancellor recommendation letter and any responses to Canvas. Remove Chancellor's viewing access. |
| January 30 Tuesday | Academic Affairs Admin | Academic Affairs Admin 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. |
| January 31 | Academic Affairs Admin | Upload final dossier to faculty canvas website. Academic Affairs Admin will work with Chris Winjum to place a copy of the dossier in the faculty academic affairs file. |

Academic Affairs - 3/20/2024

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

Deadline for promotion and/or tenure decisions **expected** to be due in TC on January 31, 2024.

Deadline for submission of supplementary material including additions by the candidate due in TC on

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