

# NON-REAPPOINTMENT OF PROBATIONARY FACULTY MEMBERS

## UNIVERSITY OF MINNESOTA CROOKSTON 2023-2024 PROCESSING DATES AND PROCEDURES

Due Date	Responsibility	Action
<b>IF DEPARTMENT VOTES FOR NON-REAPPOINTMENT, CONTINUE WITH STEPS BELOW.</b>		
<b>January 11</b> Thursday	Associate Vice Chancellor or Designee	If appraisal/votes review by Department P&T Committee has a simple majority of votes for a non-reappointment, follow the below schedule.
<b>January 15</b> Monday	Associate Vice Chancellor	AVC 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 Associate Vice Chancellor in individual meeting, depending on Department policy/practice.
<b>January 15</b> Monday	Senior Vice Chancellor	Senior Vice Chancellor notifies campus P&T of non-continuation recommendation and requests names for committee.
<b>January 17</b> Wednesday	Campus P&T Committee Chair	Campus P&T Committee Chair notifies Academic Affairs and ATSS of committee members.
<b>January 19</b> Friday	Academic Affairs Admin	Form 25 and Form 12 are prepared and sent to Associate Vice Chancellor to secure faculty and AVC signatures.
<b>January 19</b> Friday	Faculty Candidate	Faculty member has signed Form 25 and Form 12.
<b>January 21</b> Sunday 11:59 PM	Faculty Candidate	Candidate response is due to Associate Vice Chancellor or Designee via e-mail.
<b>January 23</b> Tuesday	Associate Vice Chancellor	P&T Committee appraisal/vote, independent review, signed Form 12 and Form 25 along with candidate response is sent to ATSS for uploading.
<b>January 24</b> Wednesday	ATSS	ATSS uploads the aforementioned 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.
<b>January 25</b> Thursday	Campus P&T Committee Chair	Campus P&T Committee Review begins.
<b>February 19</b> Monday	Campus P&T Committee Chair	Campus P&T Review Committee sends advisory recommendation electronically (using template) to Senior Vice Chancellor, Academic Affairs.
<b>February 19</b> Monday	Senior Vice Chancellor	Campus P&T Committee review sent to Faculty Candidate, Associate Vice Chancellor, and to ATSS for uploading.
<b>February 25</b> Sunday 11:59 PM	Faculty Candidate	Candidate response on Campus P&T Committee review sent to Associate Vice Chancellor and Senior Vice Chancellor.
<b>February 26</b> Monday	Associate Vice Chancellor	Candidate response sent to ATSS for uploading.
<b>February 26</b> Monday	ATSS	ATSS uploads the Campus P&T Committee review and candidate response. Viewing access is removed for Campus P&T Committee members. Senior Vice Chancellor is added for viewing.
<b>February 26</b> Monday	Senior Vice Chancellor	Senior Vice Chancellor review begins.
<b>March 1</b> Friday	Senior Vice Chancellor	Senior Vice Chancellor recommendation due and sent to faculty candidate, Associate Vice Chancellor, Academic Affairs Admin, and ATSS.

<b>March 7</b> Thursday 11:59 PM	Faculty Candidate	Candidate response on Senior Vice Chancellor review sent to Associate VC and Chancellor.
<b>March 8</b> Friday	ATSS	ATSS uploads the Senior Vice Chancellor recommendation and candidate response. Chancellor is added for viewing.
<b>March 8</b> Friday	Chancellor	Chancellor review begins.
<b>March 12</b> Tuesday	Chancellor	Chancellor recommendation due and sent to faculty candidate, Associate VC, Academic Affairs Admin, and ATSS.
<b>March 18</b> Monday 11:59 AM	Faculty Candidate	Candidate response on Chancellor review sent to Associate VC.
<b>March 19</b> Tuesday	ATSS	ATSS uploads the Chancellor recommendation into Canvas.
<b>March 19</b> Tuesday	Academic Affairs Admin	The following documents have been sent to the appropriate Associate VC, faculty candidate, and ATSS for uploading: <i>Signed Form 25, Signed Form 12</i> <i>Recommendation letter from Vice Chancellor</i> <i>Recommendation letter from Chancellor</i>
<b>March 31</b>	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 the upload, review by the Twin Cities will begin.

Academic Affairs - 3/20/2024

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

Contact Information

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