

## FOUR-YEAR REVIEW OF ASSOCIATE PROFESSORS

### UNIVERSITY OF MINNESOTA CROOKSTON 2024-2025 Processing dates and procedures

Fall 2024			
Due Date		Responsibility	Action
Friday	August 23, 2024	Associate Vice Chancellor & Associate Professor	By any date prior to August 23, Identify associate professors up for 4-year review and notify faculty, Academic Affairs admin and ATSS.
Friday	August 23, 2024	ATSS	Establish the needed Canvas sites that contain the four-year review template shortly after receiving notification. Editing access given to Associate Professor, Associate Vice Chancellor for that Division, Academic Affairs Admin along with directions on how to access site.
Tuesday	October 22, 2024	Associate Vice Chancellor	Associate Vice Chancellor works with Senior Vice Chancellor to identify members of 4-year review committee and send names of the committee members, ATSS and Associate Professor.
2025			
Thursday	February 13, 2025	Associate Professor	Canvas site for Associate Professor must be complete with all documents. Associate professor access is changed to <b>view only</b> .
Friday	February 14, 2025	ATSS	Change access for Associate Professor from editing to viewing. Viewing access to Canvas site given to review committee members along with directions on how to access each site.
Friday	February 14, 2025	Review Committee	Begin review of Associate Professor dossier.
Wednesday	March 12, 2025	Review Committee	Provide written report to Associate Vice Chancellor, and Academic Affairs (AA Admin & SVC)
Friday	March 14, 2025	Academic Affairs Admin	Enter information from review committee's written report into form UM13. Once complete, this form is sent back to the AVC for signatures.
Monday	March 24, 2025	Associate Vice Chancellor	Deadline to hold individual meeting with Associate Professor to share the review committee report. Obtain signature from faculty member.
Monday	March 24, 2025	Associate Vice Chancellor	Send a copy of the fully signed UM13 to Academic Affairs admin for uploading.
Tuesday	April 1, 2025	Associate Professor	Response (if any) on review committee's report sent to Associate Vice Chancellor
Monday	April 7, 2025	Associate Vice Chancellor	Send the Associate Professor response (if any) to Academic Affairs and Academic Affairs admin for uploading.
Wednesday	April 23, 2025	Academic Affairs Admin	Academic Affairs admin uploads signed UM13 form and candidate responses (if any) to respective canvas file.

Academic Affairs - 3/13/2024

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

#### Contact Information

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