

University of Minnesota Crookston
Four-Year Review of Associate Professors

Promotional Procedures Section III of the Procedures for Reviewing Candidates for Promotion

No less frequently than every four years, the unit's tenured faculty at the rank of professor shall review the progress toward promotion of each associate professor with tenure. This review will provide the associate professor with feedback about his or her progress towards meeting the criteria in subsection 9.2 of Faculty Tenure and in the unit 7.12 statement. The four-year review of tenured associate professors must be reported in writing by the unit head. The associate professor meets with the unit head to discuss the review and signs the report of the review to acknowledge that the review took place. <https://policy.umn.edu/hr/tenure-proc01#IIIA>

University of Minnesota Crookston Process for the Four-Year Review

The four-year review of tenured associate professors is a formative review with the goal of assisting associate professors in their progress toward promotion to professor. Except for associate professors who have entered phased retirement, all associate professors are required to undergo the four-year review process in a timely way.

Tenured associate professors undergoing the four-year review will be held harmless (i.e., no penalty will stem from the review). A positive or strong four-year review does not guarantee promotion.

The four-year review process is different than the process of application for promotion to full professor, which is described in the Procedures for Reviewing Candidates for Tenure and/or Promotion: Tenure-Track and Tenured Faculty.

As with all promotion and tenure processes, confidentiality of the review is crucial.

The four-year review of UMC associate professors will be conducted by professors at the University of Minnesota Crookston.

- Using Canvas to construct a four-year review dossier, the associate professor will provide the committee with a complete and current academic vitae (using the U of M template). The associate professor will also provide updated teaching, research, and service statements and a statement regarding future plans for teaching, research, and service. Representative materials documenting achievements of the review period should be provided to the committee by the associate professor (e.g., copies of publications).
- The committee will review the materials using the department's 7.12 statement.
- The committee will not vote.
- The committee will provide consensus written comments/feedback on the candidate's progress toward meeting the criteria for promotion in subsection 9.2 of the policy on Faculty Tenure and the applicable department 7.12 statement.
- The committee will forward the written comments/feedback to the department head.
- The department head and one member of the review committee will hold a meeting with the associate professor to review the comments/feedback. The associate professor will have the opportunity to ask for further explanation of the comments/feedback at this meeting.

- The department head will complete the form UM 13. The form will be signed by the department head and associate professor and routed to the Senior Vice Chancellor for Academic Affairs.

Committee Members

The review committee will consist of five or six professors. The members will include the associate vice chancellors of both divisions and three or four additional UMC professors named by the Senior Vice Chancellor. In the event that one of the AVCs is not a professor, a professor from one of the Division's departmental promotion and tenure committee will be asked to serve on the committee. In such instances, the AVC will still participate in the committee's discussion. (Appropriate adjustments in the committee membership will be made if the associate professor under review is a department head.)

Schedule for Review

The Academic Affairs Office will develop a list of associate professors by the date of their last promotion. The Associate Vice Chancellor and the Vice Chancellor will determine the year of the review for any faculty whose promotion to associate professor occurred more than four years earlier. Newly promoted associate professors will be added to the list with the year of their required review listed. Associate professors who have undergone the four-year review will remain on the four-year review list and undergo a review every four years.

In the fall of each academic year, the Senior Vice Chancellor will notify the associate professors who will be reviewed in the coming spring semester.

The review will be conducted during the Spring Semester. The date for submission of the materials to the professor committee (via Canvas sites) will be in February of each year. Form UM 13 will be signed by the associate professor and Associate Vice Chancellor and submitted to the Senior Vice Chancellor by the end of March.

The specific calendar dates for each academic year will be posted on the Academic Affairs website.