# SENIOR LECTURER TIMELINE

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

| Due Date | | Responsibility | Action |
|---|---|---|---|
| **Spring 2024** | | | |
| Spring 2024 | before May 2024 | AVC/ Lecturer | Discuss candidates eligibility for and progress toward consideration for promotion. |
| | May 10, 2024 | AVC | Notify Academic Affairs who will be seeking promotion to Senior Lecturer |
| | May 11-Sept 16th | Academic Affairs Admin | Work with ATSS to create Senior Lecturer files in Canvas, google drive. |
| | May 11-Sept 16th | ATSS | Create folders for Senior Lecturers, give editing access to Senior Lecturers, and viewing access to AVC and AA Admin |
| **Fall 2024** | | | |
| Tuesday | September 17, 2024 | Academic Affairs Admin | Distributes detailed calendar to AVC's and candidates |
| Friday | November 1, 2024 | SVC | Appoints 5 member review committee |
| **Spring 2025** | | | |
| Saturday | January 25, 2025 | Senior Lecturer Candidates | Due date to complete upload to dossier files in preparation for AVC review |
| Monday | January 27th | Academic Affairs Admin | Academic Affairs Admin works with ATSS to change SL candidates access to files to view only. Make sure AVC has access to view the files. |
| Monday | January 27th | ATSS | Change candidate access to view only. Make sure AVC has access to all files. |
| Monday | January 27th | AVC | AVC review of candidate files begins |
| Saturday | February 15th | AVC | Review of files complete; provides recommendation for inclusion; submits to SL Committee |
| Monday | February 17th | Academic Affairs Admin | AA Admin works with ATSS to remove AVC access to files, give viewing access to Senior Lecturer Committee |
| Monday | February 17th | ATSS | Remove AVC access to candidate files, give access to members of the Senior Lecturer Review Committee. |
| Monday | February 17th | Senior Lecturer Committee | Review of candidate files begins |
| Saturday | March 15th | Senior Lecturer Committee | Deadline for SL Committee to review candidate files. SL Committee prepares report and yes/no recommendation, and submits report to candidate and AVC. |
| Monday | March 17th | AVC | Sends report to Academic Affairs Admin/ATSS for upload to candidates files. |
| Monday | March 17th | Academic Affairs Admin | Works with ATSS to upload Committee recommendation to candidate files and remove committee access to files and give access to Senior Vice Chancellor |
| Monday | March 17th | ATSS | Upload SL Committee recommendation and remove access of committee to candidates files. Give access of candidates files to Senior Vice Chancellor. |
| Monday | March 17th | SVC | Begins review of Senior Lecturer files. SVC will consult with Lecturer Promotion Review Committee and/or AVC as needed. |
| Tuesday | May 1st | SVC | Deadline to provide decision letter to the candidate and their Associate Vice Chancellor, outlining reasons for approval/denial of promotion. |
| Tuesday | May 1st | SVC | Provides HR/HR generalist of base salary increase to take effect at the beginning on the next fiscal year. |

Academic Affairs - 9/17/2024

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

<u>Contact Information</u>
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