

Annual Appraisal of Tenure-Track Faculty in a Non-Decision Year

UNIVERSITY OF MINNESOTA CROOKSTON 2025-2026 PROCESSING DATES AND PROCEDURES

Spring 2025			
Day	Date	Responsibility	Action
Friday	March 14, 2025	Academic Affairs Admin	Notify ATSS of comprehensive list of candidates who will receive an annual appraisal of probationary faculty.
Monday	April 21, 2025	ATSS	All Canvas sites are set up with a 2024-2025 folder and populated with documents from the previous year.
Monday	April 21, 2025	ATSS	ATSS gives editing permission to candidate for year 2024-2025 only.
Fall 2025			
Monday	August 18, 2025	Academic Affairs Admin	Sends ATSS any newly hired Tenure Track faculty information
Friday	September 5, 2025	Associate Vice Chancellor	Faculty are encouraged to meet with AVC to discuss timeline, file content, file format, etc.
Monday	September 29, 2025	Associate Vice Chancellor	Send ATSS the Department P&T Committee member list and list of faculty Canvas sites in which Committee should receive viewing access.
Monday-1st	October 13, 2025	Non-Decision Year Faculty Candidate	2024-2025 Canvas site must be complete with all documents. Document files within the faculty Canvas file should be prepared per the "Guide to preparing P&T portfolios" document. The AVC can provide the candidate with a copy of this guide. Any additional documents the candidate wants added after this date must be submitted to AVC.
Monday-2nd	October 13, 2025	Academic Affairs Admin	Email ATSS and have them change access for candidates to view only, and give access to Dept P&T Committee
Monday-3rd	October 13, 2025	ATSS	Candidate access is changed to view only. Viewing access given to Department P&T Committee members for all years, along with directions on how to access Canvas site.
Tuesday	October 14, 2025	Department P&T Committee	Begin review of candidates.
Spring 2026			
Thursday	January 8, 2026	Department P&T Committee	Appraisal/votes review by Department P&T Committee are completed for all candidates and sent to the AVC. If there is a majority of votes for non-reappointment, the non-reappointment schedule is implemented at this time.
Thursday - Thursday	January 8 - January 22	Associate Vice Chancellor	Hold meetings with department candidates to review P&T committee appraisal.

Thursday	January 22, 2026	Associate Vice Chancellor	Individual meetings have been held with candidates to share the Department P&T Committee appraisal/vote. A senior faculty member may assist Associate Vice Chancellor in individual meetings, depending on Department policy/practice.
Thursday	February 5, 2026	Non-Decision Year Faculty Candidate	Candidate response (if any) on Department P&T Committee review sent to Associate Vice Chancellor for that division.
Friday	February 6, 2026	Associate Vice Chancellor	Forward P&T appraisal/vote and any candidate responses to Academic Affairs Admin.
Friday	February 6, 2026	Academic Affairs Admin	Academic Affairs Admin uploads P&T appraisal/vote and candidate responses to respective Canvas file.
Friday	February 6, 2026	ATSS	Work with AA Admin to confirm Department P&T appraisal/votes are uploaded. Remove Committee access from candidate files.
Monday	February 23, 2026	Academic Affairs Admin	Prepares Form 25 and Form 12 for candidates using information received from the P&T Committee appraisal/vote review. Academic Affairs Admin sends forms to Associate Vice Chancellor's for signatures.
Friday	March 6, 2026	Associate Vice Chancellor	Secure candidates' signatures. Return signed form 25 and Form 12 for each candidate to Academic Affairs Admin.
Friday	April 10, 2026	Senior Vice Chancellor and Chancellor	Forms 25 and 12 on all tenure track faculty signed by Senior Vice Chancellor and Chancellor for all tenure-track faculty in their non-decision year.
Friday	April 17, 2026	Academic Affairs Admin	Academic Affairs Admin uploads form 25 and Form 12 to the Twin Cities folder in Google Drive. Each faculty file will be one single pdf file. Contact: Kat Little will give deadline.
	July -Aug	Academic Affairs Admin	Completed Form 25 and Form 12 with TC signatures for each faculty is returned to Crookston campus. Academic Affairs Admin to upload current year and following year on appropriate faculty Canvas sites.

Academic Affairs - 1/31/2025

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

Contact Information

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Academic Affairs Admin: Jana Brekken

Academic Technology Support Services (ATSS): umcatss@crk.umn.edu

Provost Office P&T Contact: Kat Little, klittle@umn.edu