

**SENIOR LECTURER TIMELINE**  
**UNIVERSITY OF MINNESOTA CROOKSTON**  
**2025-2026 Processing dates and procedures**

<b>Spring 2025</b>			
<b>Due Date</b>		<b>Responsibility</b>	<b>Action</b>
Spring 2025	before May 2025	AVC/ Lecturer	Discuss candidates eligibility for and progress toward consideration for promotion.
Friday	May 9, 2025	AVC	notify Academic Affairs who will be seeking promotion to Senior Lecturer
	May 12-Sept 15th	Academic Affairs Admin	Work with ATSS to create Senior Lecturer files in Canvas, google drive.
	May 11-Sept 15th	ATSS	Create folders for Senior Lecturers, give editing access to Senior Lecturers, and viewing access to AVC and AA Admin
<b>Fall 2025</b>			
Tuesday	September 16, 2025	Academic Affairs Admin	Distributes detailed calendar to AVC's and candidates
Friday	October 31, 2025	SVC	Appoints 5 member review committee
<b>Spring 2026</b>			
Saturday	January 24, 2026	Senior Lecturer Candidates	Due date to complete upload to dossier files in preparation for AVC review
Monday	January 26, 2026	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 26, 2026	ATSS	Change candidate access to view only. Make sure AVC has access to all files.
Monday	January 26, 2026	AVC	AVC review of candidate files begins
Saturday	February 14, 2026	AVC	review of files complete; provides recommendation for inclusion; submits to SL committee
Monday	February 16, 2026	Academic Affairs Admin	AA Admin works with ATSS to remove AVC access to files, give viewing access to Senior Lecturer Committee
Monday	February 16, 2026	ATSS	Remove AVC access to candidate files, give access to members of the Senior Lecturer Review Committee.
Monday	February 16, 2026	Senior Lecturer Committee	Review of candidate files begins
Saturday	March 14, 2026	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 16, 2026	AVC	Sends report to Academic Affairs Admin/ATSS for upload to candidates files.
Monday	March 16, 2026	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 16, 2026	ATSS	upload SL Committee recommendation and remove access of committee to candidates files. Give access of candidates files to Senior Vice Chancellor.
Monday	March 16, 2026	SVC	Begins review of Senior Lecturer files. SVC will consult with Lecturer Promotion Review Committee and/or AVC as needed.
Tuesday	May 5, 2026	SVC	deadline to provide decision letter to the candidate and their Associate Vice Chancellor, outlining reasons for approval/denial of promotion.
Tuesday	May 5, 2026	SVC	provides HR/HR generalist of base salary increase to take effect at the beginning on the next fiscal year.

Academic Affairs - 1/31/25

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

Contact Information

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