

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. The report is forwarded to the dean or chancellor and to the senior vice president for academic affairs and provost.” http://policy.umn.edu/Policies/hr/Contracts/TENURE_PROC01.html

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, supporting, and encouraging associate professors in their progress toward promotion to professor. Except for associate professors who have entered phased retirement, all associate professors are expected 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 Moodle 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 philosophy statements and a statement regarding future plans for teaching, research, and service. Additional materials may be provided to the committee by the associate professor.
- 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 will meet with the associate professor to review the comments/feedback.

- As a part of the review, the associate professor will be given the opportunity to meet with the committee to ask questions and receive further explanation of the comments/feedback.
- 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 Vice Chancellor for Academic and Student Affairs (Vice Chancellor).
- The Vice Chancellor will send the completed form UM 13 to the Provost by the date established in the annual UM promotion and tenure schedule.

Committee Members

The review committee will consist of five professors. The members will include the associate professor's department head, a professor within the department (named by the department head), and three additional UMC professors named by the Vice Chancellor. In the event that the department head is not a professor, a professor from the department's promotion and tenure committee will be asked to serve on the committee. In such instances, the department head will still participate in the discussion with the committee. (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 department head and the Vice Chancellor, in consultation with the associate professor, will determine the year of the review for 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 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 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 Moodle sites) will be in February of each year. Form UM 13 will be signed by the associate professor and department head and submitted to the Vice Chancellor by the end of March.

Please refer to the accompanying document named 'Four-Year Review Dates' to review the specific calendar dates for the current academic year.