

# PROMOTION OF TENURED FACULTY TO FULL PROFESSOR

## UNIVERSITY OF MINNESOTA CROOKSTON

### 2020-2021 PROCESSING DATES AND PROCEDURES

Due Date	Responsibility	Action
<b>March 9</b> - Monday	Faculty Candidate, Unit Head	Faculty candidate consults with Unit Head to discuss readiness for promotion to full professor.
<b>April 30</b> - Thursday	Unit Head	Email Academic Affairs the names of faculty requesting consideration for promotion to full professor. (if none, indicate such)
<b>April 30</b> - Thursday	Academic Affairs	Notify ATSS of tenured faculty being considered for a full professor review.
<b>April 30</b> - Friday	Unit Head	Begin work on the external reviewer list.
<b>May 1</b> - Friday	ATSS	All faculty Canvas sites are rolled ahead for access by faculty, Unit Head and Academic Affairs.
<b>August 21</b> - Friday	Unit Head	Email list of external reviewers to ATSS.
<b>August 21</b> - Friday 12:00 pm	Faculty Candidate, Unit Head	Canvas site for candidates must be complete with all documents. Any additional documents candidate wants added must be submitted to Unit Head.
<b>September 8</b> - Tuesday 12:00 pm	ATSS	Candidate access is changed to view only.
<b>September 10</b> - Thursday	ATSS	Create a pdf dossier (all Canvas site documents) for the Unit Head to send to the external reviewers.
<b>September 11</b> - Friday	Unit Head	Send email to external reviewers with link to the dossier that is provided by ATSS.
<b>September 25</b> - Friday	Academic Affairs	Send ATSS the Full Professor Committee list outlining which faculty Canvas site(s) they should be able to access.
<b>November 11</b> - Wednesday	Unit Head	Last day to upload the external reviewers' letters.
<b>November 12</b> - Thursday	ATSS	ATSS loads external reviews to Canvas site
<b>November 13</b> - Friday	Full Professors Committee	Campus Full Professors committee review of full professor candidates begins.
<b>December 4</b> - Friday	Full Professors Committee Chair	Unit Head submits written report to Academic Affairs summarizing Full Professor Committee appraisal and vote using the template.
<b>December 7</b> - Monday	Academic Affairs	Prepare and send candidate's coverletter to ATSS to upload to the Canvas site.
<b>December 7</b> - Monday	ATSS	ATSS loads forms from Full Professor Committee to Canvas site.
<b>December 7</b> - Monday	Academic Affairs	Candidate for full professor notified of Full Professor Committee appraisal/vote and given 10 days to respond.

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<b>December 17</b> - Thursday 11:59 pm	Faculty Candidate	Candidate response to Full Professors Committee's appraisal/votes, (if any), due to Academic Affairs.
<b>December 18</b> - Friday	Academic Affairs	Send candidate response (if any) to ATSS to load to Canvas site.
<b>December 18</b> - Friday	ATSS	Full Professors Committee's appraisal/votes uploaded to Canvas site. Give access to Vice Chancellor and Chancellor along with Canvas instructions to access site.
<b>December 18</b> to <b>December 28</b>	Vice Chancellor	Vice Chancellor completes recommendation letters and sends letter to ATSS for uploading.
<b>January 4</b> - Monday 11:59 pm	Faculty Candidate	Candidate response to Full Professors Committee's appraisal/votes, (if any), due to Academic Affairs.
<b>January 5</b> to <b>January 15</b>	Chancellor	Chancellor completes recommendation letters and sends letter to ATSS for uploading.
<b>January 22</b> - Friday 11:59 pm	Faculty Candidate	Candidate response to Full Professors Committee's appraisal/votes, (if any), due to Academic Affairs.
<b>January 25</b> - Monday	Academic Affairs	Send completed cover sheet(s) and recommendation letters from Vice Chancellor and Chancellor to ATSS.
<b>January 25</b> - Monday	ATSS	Upload cover sheet and recommendation letters to faculty Canvas site.
<b>January 28</b> - Thursday	ATSS	ATSS will upload the completed dossier to the folder in the TC Google Drive. Each file will be one single pdf with bookmarks as outlined by the Twin Cities.

Academic Affairs - 2/28/20

Deadline for promotion and/or tenure decisions expected to be due in TC on February 2, 2021.

#### Contact Information:

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