

ANNUAL APPRAISAL OF TENURE-TRACK FACULTY IN NON-DECISION YEAR

UNIVERSITY OF MINNESOTA CROOKSTON

2020-2021 PROCESSING DATES AND PROCEDURES*

Due Date	Responsibility	Action
April 27 - Monday	ATSS	All Canvas sites are ready for access by faculty, Unit Head and Academic Affairs.
August 20 - Thursday	Non-Decision Year Faculty Candidate	If a candidate is certain they do not wish to accept the automatic extension due to the coronavirus pandemic, they will need to put that in writing via email to the Unit Head, Vice Chancellor Hoffman and Jaclyn Adair at berg1282@umn.edu by August 20, 2020.
August 28 - Friday	Academic Affairs	Notify ATSS of comprehensive list of candidates who will receive an annual appraisal of probationary faculty.
September 4 - Friday	Unit Head	Faculty are encouraged to meet with Unit Head in non-decision year to discuss timeline, file, etc.
September 28 - Monday	Unit Head	Send ATSS the Department P&T Committee member list and which Canvas sites they should access.
October 19 - Monday 12:01 pm	Non-Decision Year Faculty Candidate	Canvas site for candidates must be complete with all documents. Any additional documents candidate wants added must be submitted to Unit Head.
October 19 - Monday 1:00 pm	ATSS	Candidate access is changed to view only. Access given to Department P&T Committee members, along with directions on how to access each site.
October 20 - Tuesday	Department P&T Committee	Begin review of candidates.
January 14 - Thursday	Unit Head or Designee	Appraisal/votes review by Department P&T Committee are completed for all candidates on a Word document using department template and sent to Academic Affairs and the Unit Head, if the Unit Head is not the chair. If there is a majority of votes for a non-reappointment, the non-reappointment schedule is implemented.
January 28 - Thursday	Unit Head	Individual meetings have been held with candidates to share the Department P&T Committee appraisal/vote. A senior faculty member may assist Unit Head in individual meetings, depending on department policy/practice.
February 11 - Thursday	Non-Decision Year Faculty Candidate	Candidate response (if any) on Department P&T Committee review sent to Unit Head.
February 12 - Friday	Unit Head	Forward any candidate responses (if any) to Academic Affairs and ATSS.
February 12 - Friday	ATSS	Uploads Department P&T appraisal/vote and candidate responses (if any).
March 1 - Monday	Academic Affairs	Academic Affairs prepares Form 25 and Form 12 for candidates using information received from the Unit Head. Academic Affairs gives forms to Unit Head for signatures.
March 26 - Friday	Unit Head	Secure candidates' signatures. Return signed Form 25 and Form 12 for each candidate to Academic Affairs.
April 16 - Friday	Vice Chancellor and Chancellor	Forms 25 and 12 on all tenure-track faculty signed by Vice Chancellor and Chancellor: <i>tenure-track faculty in their non-decision year</i>

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April 26 - Monday	Academic Affairs	Academic Affairs will upload Form 25 and Form 12 to the Twin Cities folder in Google Drive. Each faculty file will be one single pdf
July 16 - Friday	Academic Affairs	Completed Form 25 and Form 12 with TC signatures should be returned to Crookston campus for final review. Forward individual pdf files to ATSS for uploading.
July 30 - Friday	ATSS	Completed Form 25 and Form 12 with TC signatures are uploaded to the appropriate faculty sites.

Academic Affairs - 5/22/20

*This schedule is subject to change due to COVID planning.

Contact Information:

Academic Affairs, John Hoffman, jlhoff@crk.umn.edu

Academic Affairs, Diane Christianson, chri3776@crk.umn.edu

AcademicTechnology Support Services (ATSS), umcatss@crk.umn.edu