

NON-REAPPOINTMENT OF PROBATIONARY FACULTY MEMBERS

UNIVERSITY OF MINNESOTA CROOKSTON

2020-2021 PROCESSING DATES AND PROCEDURES*

Due Date	Responsibility	Action
IF DEPARTMENT VOTES FOR NON-REAPPOINTMENT, CONTINUE WITH STEPS BELOW		
January 14 - Thursday	Unit Head or Designee	If an appraisal/votes review by Department P&T Committee has a majority of votes for a non-reappointment, follow the below schedule.
January 18 - Monday	Unit Head	Unit head prepares an independent review. If the review supports termination of the appointment, notify Academic Affairs that a campus review will be required. Meet with the faculty candidate to share the Department P&T Committee appraisal/vote and independent review. A senior faculty member may assist Unit Head in individual meeting, depending on department policy/practice.
January 19 - Tuesday	Vice Chancellor	Vice Chancellor notifies Campus P&T Committee of non-continuation recommendation and requests names for committee.
January 19 - Tuesday	Academic Affairs	Form 25 and Form 12 are prepared and sent to Unit Head to secure signatures.
January 20 - Wednesday	Campus P&T Committee Chair	Campus P&T Committee Chair notifies Academic Affairs and ATSS of committee members.
January 22 - Friday	Non-Decision Year Faculty Candidate	Faculty member has signed Form 25 and Form 12.
January 31 - Sunday 11:59 pm	Non-Decision Year Faculty Candidate	Candidate response is due to Unit Head or Designee via email.
February 1 - Monday 12:00 noon	Unit Head or Designee	P&T Committee appraisal/vote, independent review, signed Form 12 and 25 along with candidate response is sent to ATSS for uploading.
February 1 - Monday pm	ATSS	ATSS uploads the afore mentioned documents and gives access to files to Campus P&T Review Committee with directions on how to access files sent to Campus P&T Committee members.
February 2 - Tuesday	Campus P&T Committee Chair	Campus P&T Committee Review begins.
February 19 - Friday	Campus P&T Committee Chair	Campus P&T Committee sends advisory recommendation electronically (using template) to Academic Affairs.
February 19 - Friday	Academic Affairs	Campus P&T Committee review sent to appropriate faculty member, Unit Head, and to ATSS for uploading.
February 28 - Sunday 11:59 pm	Faculty Candidate	Candidate response on Campus P&T Committee review sent to Unit Head.
March 1 - Monday	Vice Chancellor	Vice Chancellor review begins.
March 8 - Monday 12:00 noon	Vice Chancellor	Vice Chancellor recommendation due to ATSS.
March 8 - Monday	ATSS	ATSS uploads the Vice Chancellor recommendation into Canvas.

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March 8 - Monday	Chancellor	Chancellor review begins.
March 16 - Tuesday 12:00 noon	Chancellor	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.
March 16 - Tuesday	ATSS	ATSS uploads the Chancellor recommendation into Canvas.
March 17 - Wednesday	Academic Affairs	The following documents have been sent to the appropriate department unit and faculty member, and, to ATSS for uploading: <i>Signed Form 25, Signed Form 12, Cover Sheet</i> <i>Recommendation letter from Vice Chancellor</i> <i>Recommendation letter from Chancellor</i>
March 18 - Thursday	ATSS	ATSS will upload the completed files to the Twin Cities folder. Each file will be one single pdf with bookmarks as outlined by the Twin Cities. Upon completion of upload, review by the Twin Cities will begin.

Academic Affairs - 5/22/20

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

Early termination recommendations are due in TC by April 1, 2021.

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