

**FACULTY IN DECISION YEAR**  
**UNIVERSITY OF MINNESOTA CROOKSTON**  
**2020-2021 PROCESSING DATES AND PROCEDURES**

*Note: Candidates for tenure may withdraw from consideration at any time, up to the point of the Provost's review. (Procedures I.F.) Canvas file will retain all material posted at the time.*

<b>Due Date</b>	<b>Responsibility</b>	<b>Action</b>
<b>March 9</b> - Monday	Faculty Candidate, Unit Head	Faculty candidate confirms with the Unit Head that they have seen the procedures and understand the steps needed in their decision year. If the faculty does not confirm this with the Unit Head, the Unit Head will reach out to the faculty candidate.
<b>March 9</b> - Monday	Early Decision Year Faculty Candidate	If a faculty candidate is interested in being considered for an early decision, the candidate will consult with the Unit Head to discuss further and will confirm whether they wish to be considered.
<b>March 9</b> - Monday	Unit Head	The Unit Head will notify the P&T Committee of any early decision year requests and decision year candidates.
<b>April 13</b> - Monday	Department P&T Committee	Department P&T Committee decides whether to conduct the requested early review and notifies Unit Head of decision.
<b>April 27</b> - Monday	Unit Head	Email Academic Affairs the names of faculty the department has approved as candidates for early P&T decision and as candidates in decision year for 2020-2021 academic year. (if none, indicate such). Begin work on the external reviewer list.
<b>April 27</b> - Monday	Academic Affairs	Notify ATSS of tenure-track faculty being considered for early P&T review and those in the decision year.
<b>April 28</b> - Tuesday	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 completed list of external reviewers to ATSS.
<b>August 28</b> - Friday	Faculty Candidate, Unit Head	Canvas site for candidates must be complete with all documents that are included in the dossier. Any additional documents candidate wants added must be submitted to Unit Head.
<b>August 28</b> - Friday 12:01 pm	ATSS	Candidate access is changed to view only.
<b>September 1</b> - Tuesday	ATSS	Provide link to canvas site (and google folders) to the Unit Head for forwarding to external reviewers.
<b>September 1</b> - Tuesday	Unit Head	Send email to external reviewers with link to the dossier that is provided by ATSS.
<b>September 7</b> - Monday	Unit Head	Send ATSS the Department P&T Committee list and outline which faculty Canvas site(s) they should be able to access.
<b>October 30</b> - Friday	Unit Head	Send the external reviews to ATSS for uploading to Canvas site.
<b>October 30</b> - Friday	ATSS	Access given to Department P&T Committee members along with instructions on how to access each site.
<b>October 30</b> - Friday	Department P&T Committee	Begin review of faculty receiving early consideration and decision-year faculty.
<b>November 25</b> - Wednesday	Unit Head or Designee	Department P&T Committee appraisal/votes is completed for all candidates on a Word document using the department template and sent to Academic Affairs.

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<b>November 30</b> - Monday	Academic Affairs	Academic Affairs prepares Form 25 for candidate using appraisal/votes information received from the Department P&T Committee Chair and gives to Unit Head to secure signatures.
<b>December 1</b> - Tuesday	Unit Head	Deadline to hold individual meetings with candidates to share the Department P&T Committee appraisal/vote. Signed forms have been returned to Academic Affairs.
<b>December 7</b> - Monday 11:59 pm	Faculty Candidate	Candidate response (if any) on Department P&T Committee appraisal/vote due to Unit Head.
<b>December 8</b> - Tuesday	Unit Head	Send Department P&T Committee appraisal/vote of decision-year faculty to ATSS for uploading into Canvas. Also, forward any candidate responses received to ATSS and Academic Affairs. Begin Unit Head review of decision year faculty.
<b>December 8</b> - Tuesday	ATSS	Uploads Department P&T Committee appraisal/votes and candidate responses (if any) for decision year faculty.
<b>December 8</b> - Tuesday	Campus P&T Committee Chair	Notify ATSS of Campus P&T Committee members.
<b>December 11</b> - Friday	Unit Head	Unit Head's independent recommendations for the following sent to Academic Affairs: <i>tenure-track faculty in their decision year</i> <i>tenure-track faculty receiving early P&amp;T consideration</i>
<b>December 11</b> - Friday	Academic Affairs	Send ATSS Unit Head recommendations in pdf form.
<b>December 17</b> - Thursday	ATSS	Access (to files) given to Campus P&T Committee, Vice Chancellor, and Chancellor. Send instructions on how to access files sent to Campus P&T Committee members.
<b>December 17</b> - Thursday	Campus P&T Committee	Campus P&T Review Committee review of the following begins: <i>tenure-track faculty in their decision year</i> <i>tenure-track faculty receiving early P&amp;T consideration</i>
<b>January 8</b> - Friday	Campus P&T Chair Committee Chair	Campus P&T Review Committee review sent electronically (using template) to Academic Affairs on the following: <i>tenure-track faculty in their decision year</i> <i>tenure-track faculty receiving early P&amp;T consideration</i>
<b>January 8</b> - Friday	Academic Affairs	Campus P&T Committee appraisal/votes sent to appropriate faculty member, Unit Head, and ATSS for uploading to Canvas.
<b>January 13</b> - Wednesday	Faculty Candidate	Candidate response due (if any) on Campus P&T Committee appraisal/vote and sent to Unit Head.
<b>January 13 to January 18</b>	Vice Chancellor	Vice Chancellor review week for: <i>tenure-track faculty in their decision year</i> <i>tenure-track faculty receiving early P&amp;T consideration</i> <b>Recommendation letter sent to ATSS for uploading on Jan. 18</b>

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<b>Due Date</b>	<b>Responsibility</b>	<b>Action</b>
<b>January 21</b> - Thursday 11:59 pm	Faculty Candidate	Candidate response (if any) on Department P&T Committee appraisal/vote due to Academic Affairs.
<b>January 22</b> <b>to</b> <b>January 28</b>	Chancellor	Chancellor review week for: <i>tenure-track faculty in their decision year</i> <i>tenure-track faculty receiving early P&amp;T consideration</i> <b>Recommendation letter sent to ATSS for uploading on Jan. 28</b>
<b>January 31</b> - Sunday 11:59 pm	Faculty Candidate	Candidate response (if any) on Department P&T Committee appraisal/vote due to Academic Affairs.
<b>February 1</b> - Monday 11:59 am	Academic Affairs	The following are sent via email to the appropriate Unit Head and faculty member, and, to ATSS for uploading: <i>Form 25, Cover Sheet</i> <i>Recommendation letter from Vice Chancellor</i> <i>Recommendation letter from Chancellor</i> <i>Candidate response, if any</i>
<b>February 1</b> - Monday	ATSS	The above documents are uploaded to the appropriate site.
<b>February 2</b> - Tuesday	ATSS	ATSS will upload the completed dossier to the folder in Google Drive created for Crookston campus by the Twin Cities. Each file will be one single pdf with bookmarks as outlined by the Twin Cities. Upon completion of upload, access for Crookston will be removed and review by the Twin Cities will begin.

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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