

UNIVERSITY OF MINNESOTA LAW SCHOOL
Law Faculty Procedures for Tenure, Promotion, and Post-Tenure Review
Amended September 27, 2007
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Approved by the Senior Vice President for Academic Affairs and Provost
November 9, 2011

SUMMARY DESCRIPTION

(Section 1). **Summary of Law School and University Procedures for the Awarding of Tenure.** This document describes the tenure process employed by the Law School, pursuant to provisions of the Law School Constitution and the University of Minnesota Regulations Concerning Faculty Tenure. It also describes the processes for promotion to the rank of professor and for annual and special post-tenure peer review of tenured professors. Additional materials on University-wide regulations and practices that may be applicable to all University faculty, including Law School faculty, can be obtained from the office of the University's Senior Vice President for Academic Affairs and Provost, from the Law School Dean's office, or through the Law School's Tenure Committee.

Tenure for persons who are already members of the Law School regular faculty is voted upon by the tenured faculty. The vote is taken after review by the tenured faculty of the candidate's performance as a teacher, scholar, and member of the academic community. The Dean transmits the results of the tenured faculty vote, together with the Dean's own recommendation, to the Senior Vice President for Academic Affairs and Provost for review in accordance with the University *Procedures for Reviewing Candidates for Tenure and/or Promotion: Tenure-Track and Tenured Faculty*. The Board of Regents ultimately contract for faculty employment and confer tenure.

TENURE PROCEDURES

(Section 2). **Probationary Appointments.** The initial appointment will normally be a probationary appointment, in accordance with the Regents Policy on *Faculty Tenure*.

(Section 3). **Time of Tenure Decision.** Normally a decision on permanent tenure will be taken during the tenure candidate's fifth year of appointment. Extension to a sixth year may, in special circumstances, be granted in accordance with the provisions of section 14. It is anticipated that faculty who engage in a substantial amount of teaching in courses and clinics with significant experiential learning components may seek extension to a sixth year, and that these more intensive teaching demands will constitute special circumstances warranting an extension. Where applicable, it is the right of probationary faculty to extend the probationary period according to Section 5.5 of the Regents Policy on *Faculty Tenure*. References to the number of years of appointment in this section and section 14 do not include additional time added to the probationary period due to such an extension. . When considering the record of probationary faculty who have extended the probationary period, criteria for promotion and tenure are no different than the criteria for those who do not have an extension to the probationary period.

During the first four years of probationary service, the appointment will be reviewed annually (as provided in sections 7 and 8) and will automatically be renewed for a further year unless the Dean or the tenured faculty decide that formal action (to recommend tenure or to recommend termination of the appointment) should be taken with respect to the appointment.

In the fifth year of probationary service (and in the sixth year of probationary service in the case of an extension of the appointment beyond the fifth year), there will be a formal tenure review (as provided in sections 10 through 15) and the tenured faculty will make a formal recommendation with respect to the appointment.

In some cases, the terms of the faculty member's appointment may call for an earlier or later decision. Among other considerations, the Regents Policy on *Faculty Tenure* may require a shorter total probationary period in some instances because of the faculty member's prior service at another institution. In all such cases the Dean with the advice and consent of the regular faculty will set the special terms of such appointment.

A decision on tenure in every case must be made no later than the sixth year of service, as modified by University regulations permitting a candidate to stop the tenure clock (*see* section 5.5 of *Faculty Tenure*). In the case of any negative decision, University regulations require an additional terminal year of employment; unless indefinite tenure is conferred, the seventh year of service must be the terminal year.

The Law School and the candidate for tenure may wish a tenure decision to be made earlier than would normally occur under the terms of the candidate's appointment. A candidate who has arrived early at a point where an affirmative decision on tenure is clearly indicated should be encouraged to consider an early decision. A decision to seek an early determination on tenure will be made by the Dean in consultation with the affected probationary faculty member after full review of the candidate's tenure and promotion file, and after informal consultation with members of the tenured faculty and with the members of the Tenure Committee. The normal procedures for determining questions of tenure apply. If tenure is not voted, the question will be reconsidered at the later time provided in the tenure candidate's contract.

(Section 4). **Tenure Offers to Faculty at Other Institutions.** If the Appointments Committee expects to propose an offer of a tenured appointment to a member of the faculty of another institution or of a unit of the University other than the Law School it will give advance notice to the faculty and will ordinarily arrange for the candidate to demonstrate skills in classroom teaching, to present a scholarly work to the faculty, and to have an opportunity for meetings with all members of the faculty, individually or in groups. An offer of a tenured appointment to faculty at other institutions may be recommended without a period of residence at the Law School. For each recommendation of a tenured appointment for faculty at other institutions, the Faculty Appointments Committee will assemble and arrange for an evaluation of all the material normally assembled for evaluating a tenure file, including teaching evaluations, and in addition will include reports on Committee contacts with colleagues of the candidate at other institutions.

(Section 5). **Tenure Offers to Visiting Faculty.** The Law School may have one or more visiting teachers and scholars in residence during all or part of an academic year. Usually, these faculty will be recruited for a special contribution to the academic program of the Law School for the period of their residence. A visit may have or may develop the additional purpose of permitting a mutual exploration of the desirability of a permanent relationship. For visiting faculty with substantial prior research and teaching experience, the decision on a long-term relationship may take the form of a tenured appointment. For a visiting faculty member relatively new to teaching and research, the long-term relationship typically will be inaugurated by a probationary contract made under the normal tenure review and decision procedures and contemplating a tenure decision during the second or later full year of residence depending on the length and nature of prior experience. The specific terms of such contracts will be negotiated by the Dean in consultation with the regular faculty. For each recommendation of a tenured appointment to visiting faculty, the Tenure Committee, with assistance from the Faculty Appointments Committee, will assemble and arrange for an evaluation of all the material normally assembled for evaluating a tenure file, including teaching evaluations.

In the case of tenure decisions under both section 4 and this section, the procedures outlined in the remainder of this paragraph apply. At least two votes must be taken in order to make an offer with tenure to faculty at or visiting from other institutions. One vote authorizes the Dean to extend an offer to the candidate. The normal procedures for votes on appointments, as set forth in the Law School Constitution, apply to this vote. The second vote concerns whether to recommend the candidate for tenure. The procedure for that vote is described in sections 12 through 15 below. A third vote will be held if the candidate is to be considered at the rank of professor. The procedure for that vote is that described in sections 18 through 20 below. In cases in which an offer is made with the intent of conferring tenure, the file will be sent to the Senior Vice President for Academic Affairs and Provost for the final recommendation to the Board of Regents regarding conferral of indefinite tenure.

(Section 6). **Faculty Tenure Files for Annual Reviews.** The Dean, with assistance of the Tenure Committee, will maintain a tenure file for each member of the regular faculty who is not tenured for the purpose of annual reviews of progress toward tenure. The candidate has the right to review this file to ensure thoroughness and accuracy, consistent with the *Procedures for Reviewing Candidates for Tenure and/or Promotion: Tenure-Track or Tenured Faculty* and the Dean must make the file available to the candidate. Each faculty member has the right to insert relevant material into his or her file. Pursuant to University policy, the Dean shall inform each tenure candidate of the right under law to know the contents of his or her file and to examine any document in it. This policy shall be communicated to persons outside the Law School who are asked to supply evaluations of a candidates' writings or other work.

The Tenure Committee will schedule class visits by tenured faculty to the classes of probationary faculty and of visiting faculty who will be considered for a tenured appointment. When an initial appointment is to be with tenure, the Tenure Committee assembles the relevant data with the assistance of the Faculty Appointments Committee.

The tenure file contains:

- i. the candidate's current resume and a summary of the candidate's accomplishments during the probationary period;
- ii. summaries of the candidate's teaching assignments, copies of selected course syllabi, handouts, assignments, and tests, and student and faculty evaluations of teaching;
- iii. summaries or copies of the candidate's research or other scholarly contributions;
- iv. evaluations, if any, by Law School faculty of the candidate's scholarly writings that have been published or accepted for publication;
- v. summaries of the candidate's discipline-related and institutional service activities;
- vi. copies of the Dean's letters to the candidate and any other formal appraisals which have been made;
- vii. any other relevant material, including evaluations of the candidate's discipline-related service activities.

Evaluations of scholarly writings obtained from Law School faculty and from persons outside of the University are part of the tenure file, but will be kept separate from the rest of the material. Significant concerns respecting teaching, scholarship, service, or integrity shall be documented in the file of candidates for tenure.

(Section 7). **Dean's Annual Consultation with Probationary Faculty Members.** The Dean, at least once each year, personally will hold a conversation with each probationary member of the faculty to review the faculty member's accomplishments and the faculty member's plans and goals. These subjects will be examined in sufficient detail that the faculty member is fully aware of the expectations of the Law School as outlined in this document. At a minimum the conversation will review teaching evaluations by students and colleagues that may be available, the faculty member's research published and underway, and the faculty member's research and teaching plans for the coming year. Each candidate's annual review memorandum will be made available to the tenured faculty as part of the annual review process (section 8) and as part of the tenure decision process.

(Section 8). **Annual Review Meetings.** The tenured faculty will meet at least once each academic year to discuss the progress of probationary faculty members about whom no tenure decision will be made in that year. Teaching evaluations, reports of class visits, and reviews by evaluators of each probationary member's published scholarship and other relevant contents of the candidate's tenure file (section 6) will be made available to the tenured faculty well in advance of the meeting or, in the case of individual late items, as they become available. Review of this material may provide an opportunity to acquaint the tenured faculty with problems on which assistance to the probationary member may be given or with accomplishments and plans which

the tenured faculty may wish particularly to encourage. The meeting provided for in this section should not be viewed as involving interim approval or disapproval of the probationary member. Therefore, a recommendation or “sense of the tenured faculty” resolution will not ordinarily be considered at this meeting. The tenured faculty shall have the power to take such action, however, and to direct further steps such as additional class visits or additional outside evaluations of scholarship. The Dean will inform the probationary faculty member in writing of the substance of the discussion at the annual review meeting. The letter from the Dean will be appended to Form 12, Appraisals of Probationary Faculty, and sent to the Senior Vice President and Provost.

(Section 9). **Mentor Relationships for Untenured Faculty.** The Law School faculty is committed to the development of the full scholarly and teaching potential of all of its junior faculty members. Accordingly, it is the Law School’s policy to assign a tenured faculty “Mentor” to each untenured faculty member, at the end of the untenured member’s first year at the Law School. The Mentor should be someone selected by the untenured faculty member, with the consent of the Dean. The Mentor will have the role of informal advisor and “honest broker” to act to assist the untenured faculty member in the process of seeking comments, feedback, and assistance from the law faculty in general, on both teaching and scholarship. The Mentor will have the responsibility to give helpful guidance to the untenured faculty member throughout the probationary period and through the tenure process, and to provide candid advice on the untenured faculty member’s status. The Mentor is not meant to be the only channel for feedback, but to facilitate the faculty’s commitment to providing regular, constructive, and candid comments, assistance, and advice to all members of the untenured faculty.

(Section 10). **Assembly of the Record for Tenure Decision.** Beginning in the fall of the academic year in which a probationary faculty member is to be considered for tenure, the Tenure Committee will conduct a final gathering of relevant material. The candidate will be asked to prepare a complete resume for distribution to the tenured faculty and to review the tenure file.

The Tenure Committee will solicit evaluations of the candidate’s scholarly writings from persons knowledgeable in the field of the writing, on this and other faculties. Outside reviewers should be experienced and highly knowledgeable in their field, with a preference for faculty members at institutions of a quality comparable to that of the Law School. If appropriate, the Tenure Committee may ask scholars from disciplines other than law to review the candidate’s scholarly writings if those writings contain a significant degree of inter-disciplinary research. Well in advance of the tenure meeting, the Tenure Committee will provide to the candidate the names of persons chosen for evaluation of the candidate’s scholarly writing, and the Tenure Committee may consult with the candidate in choosing those evaluators. The Tenure Committee will also give the candidate an opportunity to examine the separate file containing the evaluation of the candidate’s scholarly writing, if the candidate desires.

The candidate will be afforded the opportunity to provide any other material thought relevant and material by the candidate and to comment in writing upon each part of the file, including the student teaching evaluation forms, faculty teaching evaluation reports, and comments on the scholarly writings by inside and outside evaluators. The Tenure Committee will typically provide most of the assistance in assembling the file; the candidate is encouraged to

ensure that the file includes all favorable material that the candidate wishes the voting faculty and University officials to consider.

The Tenure Committee does not submit in any case a committee recommendation on the grant, denial, or deferral of tenure. In cases of initial appointments with tenure or of an appointment with tenure to a visiting faculty member, the Faculty Appointments Committee will submit a recommendation to hire with tenure as an associate professor or to hire with tenure at the rank of professor.

(Section 11). **Faculty Review of Candidate's File.** The Tenure Committee will complete its work of gathering material in time to afford the tenured faculty the opportunity to consider carefully the contents of the candidate's tenure file before the meeting of the tenured faculty. Each faculty member is responsible for consulting the full file. To facilitate review, the Tenure Committee customarily circulates to each tenured faculty member copies of the most significant and easily reproducible documents. Except for previously published material, the copies of the file documents thus circulated are kept confidential by each tenured faculty member and returned to the Tenure Committee at the conclusion of the tenure meeting.

(Section 12). **Tenure Meeting.** The tenured faculty meets at the written call of the Dean at a time sufficiently in advance of relevant University deadlines to permit full consideration of the question of tenure of all candidates. The Dean presides. Tenure meetings may be held separately to consider visiting, lateral, and probationary candidates.

Tenured members of the faculty are eligible to attend the tenure meeting. Discussion at the meeting and votes taken will be conveyed to the candidate by the Dean. Other communications may take place in the good judgment of faculty. It is the sense of the faculty that ordinarily discussions at tenure meeting should not be reported outside of the tenured faculty. The tenured faculty discusses the merits of each candidacy in view of the criteria for tenure in section 16. If more than one candidate is to be considered for tenure, the order of consideration is determined by lot.

(Section 13). **Voting Faculty.** As provided in the Law School Constitution, all members of the regular faculty are entitled to vote on proposals for new appointments to the faculty, including those which carry continuous tenure. Only members of the regular faculty with continuous tenure – the tenured faculty – are eligible to vote on recommendations to grant continuous tenure to members of the regular faculty who do not hold it. The Dean votes as a member of the tenured faculty.

For the purpose of the vote on tenure, all members of the tenured faculty are counted as voting, except for tenured faculty who are on leave and do not vote and those specifically excused from the meeting, for compelling reasons, at the sole discretion of the Dean, or, in the Dean's absence, of the most senior faculty member not on leave that semester. Faculty members who are on leave may elect to vote by sealed absentee ballot or, if they are able to attend, may elect to attend the tenure meeting and vote in person; in either event, the absence of a ballot of a faculty member on leave does not count as a negative. Faculty members who are not on leave and who are not able to attend the meeting of the tenured faculty but who are excused from the meeting are

permitted to cast a sealed absentee ballot on the question of tenure. A member voting absentee by permission is counted in determining a majority only if a ballot is actually received by the Dean before the meeting convenes. The Dean's decision whether to grant permission for a member to be absent for compelling reasons shall be final. The Dean must announce at the beginning of the tenure meeting the names of all faculty members who have submitted a valid absentee ballot prior to the convening of the meeting.

(Section 14). **Voting Procedures.** The two most senior members of the tenured faculty present traditionally are appointed as tellers. Votes on questions of tenure, deferral, and extension are taken by unsigned written ballot. After the ballots are tabulated by the tellers, the Dean will announce the result to the meeting. Written ballots are preserved for an appropriate period in the candidate's tenure file.

Tenure is recommended by the affirmative vote of a majority of the full number of faculty counted as voting according to the procedure of section 13 ("Voting Faculty"). If a majority but not all vote initially in favor of tenure, the question will automatically be reconsidered after further discussion. After reconsideration, a vote of tenure by a majority of the faculty counted as voting suffices as a faculty recommendation of tenure. For the purpose of the second vote, absentee ballots will not be considered in the vote or in determining the number necessary to constitute a majority.

Any other action (e.g., to defer a decision or to recommend termination of an appointment) requires a simple majority of the members of the tenured faculty present and voting.

If a vote on tenure is taken in any of the first four years of probationary service, and the recommendation is not to recommend tenure, the appointment will automatically be renewed, unless the tenured faculty votes some other specific action.

If a vote on tenure is taken in the fifth year of probationary service, and the recommendation is not to recommend tenure, the faculty will then consider whether the probationary appointment should be terminated or extended for one year, without a separate motion being made. If the faculty votes to terminate the appointment, the candidate will receive a final terminal year appointment. If the faculty votes to extend the appointment for one year, the candidate will be considered for tenure in the sixth year of probationary service. If the appointment is extended to a sixth year, the faculty will discuss whether higher expectations should be applied when tenure is considered in the sixth year.

In the fifth year of probationary service the faculty may consider a motion to renew the appointment for one year without taking a vote on tenure. In this case, the candidate will be considered for tenure in the sixth year of probationary service. The faculty will discuss whether higher expectations should be applied when tenure is to be considered in the sixth year.

Since a candidate should normally satisfy the requirements for tenure by the fifth year of service, the appointment will not normally be extended (with or without a tenure vote having been taken) except upon a showing of special circumstances.

The Dean shall inform the tenure candidate in writing of the substance of the discussion at the tenure meeting as is done in the case of annual review under section 8. If the decision is to extend the appointment to a sixth year of probationary service, the Dean shall inform the candidate of the sense of the faculty regarding the application of higher expectations in the tenure decision.

(Section 15). **Further Procedures.** In the case of either a favorable or unfavorable decision, the Dean in consultation with the Tenure Committee will prepare a summary of the discussion at the tenure meeting as a statement of the reasons for the vote. Both prevailing and dissenting views shall be recorded without attribution to individuals. A draft copy of the proposed statement of reasons will be circulated for comment and correction among the tenured faculty who attended the meeting before a final statement is prepared. A copy of the final statement of reasons will be given to the affected faculty member.

(Section 16). **Criteria for Tenure.** The criteria for tenure are described in section II of the Law School Statement of Standards for Tenure, Promotion and Post-Tenure Review Required by Section 7.12 of the Regulations Concerning Faculty Tenure.

PROCEDURES FOR PROMOTION TO PROFESSOR

(Section 17). **Assembly of the Record for Promotion Decision.** The Law Faculty normally makes initial appointments at the rank of associate professor. Promotion to the rank of professor is normally considered no earlier than two years but usually within six years after the candidate has achieved tenure. The candidate, in consultation with the Dean, may choose in which year he or she will be considered for promotion. Beginning in the fall of the academic year in which a tenured associate professor is to be considered for promotion to the rank of professor, the Tenure Committee will gather relevant material. It will follow the same procedure as in assembly of the record for the tenure decision, described in section 10. Outside reviewers will be asked to review the candidate's new scholarship not considered for the tenure decision and also to evaluate the candidate's overall level of scholarly achievement, although not every individual reviewer need address both questions. The promotion file will contain material similar to that of the tenure file, described in section 6. The faculty will review the file as provided in section 11 for faculty review of the tenure file.

In the case of a faculty member at another institution or a unit of the University other than the Law School, the faculty may decide to extend an offer of a tenured appointment at the rank of professor. In this case, the appointment, tenure, and promotion votes shall be taken separately, as described in section 5. If instead a faculty member at another institution or a unit of the University other than the Law School is given a tenured appointment at the level of associate professor, promotion to the rank of professor is normally considered no earlier than two years but usually within six years after the candidate is appointed with tenure, although the faculty may agree at the time of making the appointment offer to an earlier time for considering promotion to the rank of professor.

(Section 18). **Promotion Meeting.** The faculty meets at the written call of the Dean at a time sufficiently in advance of relevant University deadlines to permit full consideration of the question of promotion to professor of all candidates. The Dean presides.

Members of the faculty at the rank of professor are eligible to attend the promotion meeting. Discussion at the meeting and votes taken will be conveyed to the candidate by the Dean. Other communications may take place in the good judgment of faculty. It is the sense of the faculty that ordinarily discussions at promotion meetings should not be reported outside of the full professor faculty. The faculty at the rank of professor discusses the merits of each candidacy in view of the criteria for promotion in section 21. If more than one candidate is to be considered for promotion, the order of consideration is determined by lot.

(Section 19). **Voting Faculty.** Only members of the regular faculty who hold the rank of professor – the full professor faculty – are eligible to vote on recommendations to promote members of the regular faculty at the rank of associate professor to the rank of professor. The Dean votes as a member of the full professor faculty.

For the purpose of the vote on promotion, all members of the full professor faculty are counted as voting, except for full professor faculty who are on leave and do not vote and those specifically excused from the meeting, for compelling reasons, at the sole discretion of the Dean, or, in the Dean’s absence, of the most senior faculty member not on leave that semester. Faculty members who are on leave may elect to vote by absentee ballot or, if they are able to attend, may elect to attend the promotion meeting and vote in person; in either event, the absence of a ballot of a faculty member on leave does not count as a negative. Faculty members who are not on leave and who are not able to attend the meeting of the full professor faculty but who are excused from the meeting are permitted to cast a sealed absentee ballot on the question of promotion. A member voting absentee by permission is counted in determining a majority only if a ballot is actually received by the Dean before the meeting convenes. The Dean’s decision whether to grant permission for a member to be absent for compelling reasons shall be final. The Dean must announce at the beginning of the promotion meeting the names of all faculty members who have submitted a valid absentee ballot prior to the convening of the meeting.

(Section 20). **Voting Procedures.** The two most senior members of the full professor faculty present traditionally are appointed as tellers. Votes on questions of promotion are taken by unsigned written ballot. After the ballots are tabulated by the tellers, the Dean will announce the result to the meeting. Written ballots are preserved for an appropriate period in the candidate’s promotion file. Promotion is recommended by the affirmative vote of a majority of the full number of faculty counted as voting according to the procedure of section 19 (“Voting Faculty”). If the vote is against promotion, the candidate may be considered again for promotion in any subsequent year. The existence of a previous negative vote on promotion is not a factor in subsequent consideration of promotion.

(Section 21). **Criteria for Promotion.** The criteria for promotion are described in section III of the Law School Statement of Standards for Tenure, Promotion, and Post-Tenure Review Required by Section 7.12 of the Regulations Concerning Faculty Tenure.

ANNUAL AND POST-TENURE REVIEW

(Section 22). **Annual Review.** The Dean will annually review the performance of each tenured faculty member and meet individually with each one to review the faculty member's accomplishments, plans, and goals. This review is used for salary adjustment and faculty development. The faculty member's performance will be evaluated relative to the goals and expectations for tenured faculty (see Section 26 below). The dean will advise the faculty member of the evaluation and, if appropriate, of any steps that should be taken to improve performance, and will be provided assistance in that effort. The faculty member may also elect to discuss with the Dean his or her evaluation of the state of the Law School and any suggestions he or she may have for change. If the Dean concludes that the faculty member has performed at a level that is substantially below the goals and expectations for tenured faculty (see Section 26), the Dean will refer the case to the elected Post-Tenure Peer Review Committee (see Section 24 below).

(Section 23). **Post-Tenure Peer Review Committee.** The faculty elects a Post-Tenure Review Committee, which shall consist of three members of the regular tenured faculty who do not hold administrative appointments. One member of the committee will be elected each year by secret ballot at a faculty meeting early in the fall semester, on the basis of nominations from the faculty. The elections shall be conducted so that the term of one member expires each year. The initial election will be for one-, two- and three year terms. Vacancies will be filled for the remainder of the unexpired term. A majority of those present and voting is required for election. No one will serve on the committee for two consecutive terms.

(Section 24). **Referral to the Post-Tenure Review Committee.** If the Dean concludes that a faculty member has performed at a level that is substantially below the goals and expectations for tenured faculty (see Section 26 below), the Dean refers the case to the Post-Tenure Review Committee. If the Dean and the Post-Tenure Review Committee agree that the faculty member has performed at a level that is substantially below the goals and expectations for tenured faculty, then the Dean and the Post-Tenure Review Committee shall advise the faculty member in writing through a signed joint letter, including suggestions for improving performance, and establish a time period of at least one year within which the improvement shall be demonstrated. At the end of the specified time for improvement, both the Dean and the Post-Tenure Review Committee review the faculty member's performance again. If the faculty member now meets the goals and expectations for tenured faculty, the faculty member thereafter receives regular annual reviews only.

(Section 25). **Referral for Special Peer Review.** If, at the end of the time specified for improvement in the joint letter referred to in Section 24, the faculty member's performance continues to be substantially below the goals and expectations for tenured faculty and there has not been a sufficient improvement in performance, the Dean and the Post-Tenure Review Committee may jointly request the Senior Vice President and Provost to initiate special peer review in accordance with Section 7a.3 of *Faculty Tenure*. Before doing so, the Senior Vice President and Provost shall independently review the file to determine that special peer review is warranted.

(Section 26). **Criteria for Annual and Post-Tenure Review.** The criteria for annual and post-tenure review are described in section IV of the Law School Statement of Standards for Tenure, Promotion, and Post-Tenure Review Required by Section 7.12 of the Regulations Concerning Faculty Tenure.

TRANSITION PROCEDURES FOR PROFESSIONAL AND ADMINISTRATIVE (P&A) PROFESSIONAL SKILLS AND CLINIC STAFF TO TENURED OR TENURE-TRACK APPOINTMENTS

(Section 27). **P&A Professional Skills and Clinic Staff on Probationary Status as of September 1, 2011.** P&A professional skills and clinic staff at the Law School on probationary status as of September 1, 2011 who were hired onto the P&A track upon an affirmative vote of the full faculty may elect by December 31, 2011, to transfer to a tenure-track position and be eligible for all benefits afforded to tenure-track faculty. Faculty who make such a transfer may have up to six years from December 2011 before a tenure vote is required. The Law School Dean will work with the Provost's Office and other offices within the University to carry out the transfer of any P&A professional skills and clinic staff to tenure-track faculty status. Any such transfer will comply with University policy and procedures. P&A probationary professional skills and clinic staff who do not elect to transfer to a tenure-track position by December 31, 2011 will remain on the P&A track and will not be eligible to transfer to tenure-track status after that date except upon an affirmative vote of the faculty and in compliance with University policies, including the *Administrative Policy on Recruitment and Selection of Faculty and Academic Professionals and Administrative Employees*, available at <http://www.policy.umn.edu/Policies/hr/Hiring/RECRUITFACPA.html>.

(Section 28). **P&A Professional Skills and Clinic Staff on Continuous Appointment as of September 1, 2011.** P&A professional skills and clinic staff holding a continuous appointment as of September 1, 2011 who were hired onto the P&A track upon an affirmative vote of the full faculty may be considered for tenure any year between 2011 and 2017. P&A continuous appointment professional skills and clinic staff who wish to be considered for tenure in December of any year must inform the Tenure and Promotion Committee Chair of that decision by June 1 of that year. If a tenure vote on such P&A professional skills and clinic staff is affirmative, he or she becomes a tenured member of the faculty if subsequently approved through the University process for all tenure appointments recommended by a vote of the faculty. If a tenure vote on such P&A professional skills and clinic staff is negative or the appointment is not approved by the University, he or she retains the continuous P&A appointment but may not be considered again for tenure. The Law School Dean will work with the Provost's Office and other offices within the University to carry out the recommendation of the faculty to award tenure.

(Section 29). **Hiring After September 2011.** Law School faculty hires after September 1, 2011 may be made as P&A, tenure-track, or tenured appointments. Movement to tenure track of faculty first hired in a P&A appointment after September 1, 2011 will require an affirmative vote of the faculty and must comply with University policies, including the *Administrative Policy on*

Recruitment and Selection of Faculty and Academic Professionals and Administrative Employees,
available at <http://www.policy.umn.edu/Policies/hr/Hiring/RECRUITFACPA.html>.