

APPRAISAL OF PROBATIONARY FACULTY

As required by Board of Regents Policy: Faculty Tenure

Appraisal during academic year 20		-20
Name:		Employee ID:
Department/division in which probationary appointment is held:		
College/Campus:	Current Rank:	Appointment term: (select one) <input type="checkbox"/> 9 months <input type="checkbox"/> 12 months
Beginning date of probationary appt:		

Probationary Appointment Tally (See appendix for instructions)

A	B	C	D
Appointment year count	Appointment year dates (e.g. 2022-2023)	Probationary year	Comments
		Box 1: Years of prior service if applicable:	Institution (prior service) From - To Rank
Year 1			
Year 2			
Year 3			
Year 4			
Year 5			
Year 6			
Year 7			
Year 8			
Year 9			
Year 10			
Year 11			
Year 12			
Year 13			
Year 14			

Academic unit's recommendation:

Continuation of probationary appointment Executive Vice President and Provost to send written notice of terminal appointment
 Indefinite tenure Promotion Signed and dated resignation letter attached

For new faculty only: Has the unit head met with the faculty member during the first year of the probationary appointment to review the terms of the appointment as outlined in the [Procedures for Reviewing Candidates for Tenure and/or Promotion: Tenure-Track and Tenure Faculty Section II.D.](#) Yes No

The candidate has met with the unit head (or designee) to discuss this form and the attached appraisal X _____ Probationary faculty member Date	The unit head (or designee) has attached the unit appraisal of the candidate's teaching, research, and service and has discussed it with the candidate X _____ Unit head Date
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Dean's/Chancellor's comments and recommendation

X _____
Dean/Chancellor Date

Executive Vice President and Provost's recommendation

X _____
Executive Vice President and Provost Date

For office use only Board of Regents Action Approval date Indefinite tenure effective Promotion effective	Date of notice of termination of appointment if such action is taken a. Receipt of letter of resignation _____ Effective date of resignation _____ b. EVPP letter posted date _____ Effective date _____
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Appendix
Instructions for completing Form 12 and computation of probationary period.

Probationary Appointment Tally

Column B:

- Enter the fiscal year during which the appointment was made.

Column C:

- Enter the years of prior service from previous institution in box 1 if applicable. Refer to section 5.4. Prior Service, of Board of Regents Policy *Faculty Tenure* for information about calculating prior service years. See: z.umn.edu/tenure

Year 1:

- Enter 1 if the appointment was made on or before October 31 for faculty on 12-month appointments.
- Enter 1 if the appointment was made on or before November 30 for faculty on 9-month appointments.
- Enter 0 if the appointment was made on November 1 or later for faculty on 12-month appointments. The faculty member's appointment was below 67% effort.
- Enter 0 if the appointment was made on December 1 or later for faculty on 9-month appointments. The faculty member's appointment was below 67% effort.
- Add number for years of prior service to number in probationary year 1.

Subsequent years:

- Add probationary years. Repeat probationary year count if a continuation year was added, i.e. if the probationary year was extended. See examples below. Examples apply to both 12-month and 9-month appointments.

Example 1: Faculty member hired August 15 with 2 years of prior service and was granted an extension of probationary period.

A	B	C	D
Appointment year count	Appointment year dates (e.g. 2019-2020)	Probationary year	Comments
		Box 1: Years of prior service: 2	Institution _____ From - To _____ Rank _____ University of X Sept 2017-June 2019 Assistant Professor
Year 1	2019-2020	3	Extension of probationary period granted
Year 2	2020-2021	3	Continuation year
Year 3	2021-2022	4	
Year 4	2022-2023	5	
Year 5	2023-2024	6	
Year 6			

Example 2: Faculty member hired August 15 with no prior service and two extensions of probationary period during their first appointment year.

A	B	C	D
Appointment year count	Appointment year dates (e.g. 2019-2020)	Probationary year	Comments
		Box 1: Years of prior service: 0	Institution _____ From - To _____ Rank _____
Year 1	2019-2020	1	Extension of probationary period granted. Automatic extension granted due to 2020 coronavirus pandemic.
Year 2	2020-2021	1	Continuation year
Year 3	2021-2022	1	Continuation year
Year 4	2022-2023	2	
Year 5	2023-2024	3	
Year 6	2024-2025	4	
Year 7	2025-2026	5	
Year 8	2026-2027	6	

Example 3: Faculty member hired December 15 and did not extend their probationary period.

A	B	C	D
Appointment year count	Appointment year dates (e.g. 2019-2020)	Probationary year	Comments
		Box 1: Years of prior service: 0	Institution _____ From - To _____ Rank _____
Year 1	2019-2020	0	Appt started December 15, 2019
Year 2	2020-2021	1	
Year 3	2021-2022	2	
Year 4	2022-2023	3	
Year 5	2023-2024	4	
Year 6	2024-2025	5	
Year 7	2025-2026	6	