

# 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:**

<input type="checkbox"/> Continuation of probationary appointment	<input type="checkbox"/> Executive Vice President and Provost to send written notice of terminal appointment
<input type="checkbox"/> Indefinite tenure <input type="checkbox"/> Promotion	<input type="checkbox"/> 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](http://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	