

UNIVERSITY OF MINNESOTA

Twin Cities Campus

*Office of the Vice Provost for Faculty
and Academic Affairs*

Office of the Executive Vice President and Provost

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TO: Chancellors and Twin Cities Deans

FROM: Beth Lewis, Vice Provost for Faculty and Academic Affairs

DATE: December 18, 2023

SUBJECT: Annual Appraisals of Probationary Faculty, Non-reappointment Recommendations;
Promotional Appraisals of Tenured Associate Professors

I write to remind you of the expectations that the University has for the review of tenure-track and tenured faculty members.

Review of Probationary Faculty

The progress of each probationary faculty member must be reviewed annually by the tenured faculty of the tenure-initiating unit. Please use the revised [University of Minnesota Form 12](#) (Appraisals of Probationary Faculty, UM 12) for documenting this review.

Annual appraisals must be conducted using the *Procedures for Reviewing Candidates for Tenure and/or Promotion: Tenure-Track and Tenured Faculty*. <http://z.umn.edu/procedures>. Guidelines for the overall review are found in Section II.E. Section II.F.4 provides information about preparation of the candidate's tenure file.

The unit head is responsible for informing each probationary faculty member of the recommendation made concerning continuation of appointment and for advising probationary faculty annually on their progress and growth.

Documenting Ongoing Effects of the Pandemic

As in past years, faculty may continue to submit a statement in their annual activity reporting material that addresses any ongoing negative effects of the pandemic on their progress towards tenure. Such statements should be considered by the unit in its annual appraisal of probationary faculty.

Deadline for Non-reappointment Recommendations

Please let me know as early as possible if you are recommending non-reappointment of a probationary faculty member. Recommendations for non-reappointment prior to the mandatory decision year must follow the same process as those for promotion and tenure decisions. That is, after a faculty vote in the

unit, the file must be sent to the collegiate promotion and tenure committee for their evaluation, followed by a review and recommendation from the dean's/chancellor's office. The final dossier must be sent to the Executive Vice President and Provost by **April 3, 2024**, to ensure time for central review.

Please consult the Board of Regents policy *Faculty Tenure*, section 6.22 with respect to deadlines for non-reappointment of tenure-track instructor appointments (job code 9404). For probationary instructor appointments of the maximum two years, notice of non-reappointment must be given no later than December 15 of the second probationary year.

Promotional Reviews of Associate Professors

Section II.A. of the Faculty Tenure Procedures states:

No less frequently than every four years, the unit's tenured faculty at the rank of professor shall review the progress toward promotion of each associate professor with tenure. This review will provide associate professors with feedback about their progress towards meeting the criteria in subsection 9.2 of Faculty Tenure and in the unit 7.12 statement. The four-year review of tenured associate professors must be reported in writing by the unit head. The associate professor meets with the unit head to discuss the review and signs the report of the review to acknowledge that the review took place.

We do not require that the forms (Form 13) documenting these evaluations be submitted to the Provost's Office. Instead, please keep record of the completion of these reviews in the dean's office.

Deadlines for Receipt of UM Form 12s

Probationary faculty being non-reappointed	April 3, 2024
Probationary faculty being continued in rank;	
All colleges, except health sciences	June 26, 2024
Health sciences colleges	September 4, 2024

Send UM Form 12s electronically to the Office of the Vice Provost for Faculty and Academic Affairs, vpfaa@umn.edu where you may also direct any questions you may have. Any policy related questions you may have should be directed to Ole Gram at gram@umn.edu.