


DATE: May 13, 2024

TO: Chancellors and Twin Cities Deans

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

SUBJECT: **2024-2025 Schedule and Guidelines for Submission of Tenure, Promotion and Termination Recommendations: Tenure-Track and Tenured Faculty and Term Faculty—Twin Cities, Crookston, Morris, Rochester**

This memo and its appendices include guidelines and deadlines for submission of materials by colleges/campuses for promotion and/or tenure reviews for tenured and tenure-track faculty.

Colleges must also submit names of term/contract faculty recommended for promotion by the deadline established for receipt of tenure and promotion dossiers (see Appendix C). Colleges/campuses establish their own review processes and guidelines for term faculty (non-tenure track contract faculty/clinical faculty) and promotion dossiers for term faculty need not be forwarded to the executive vice president and provost for review.

### **Outside Evaluation Letters**

As stated in Section II.F.4., *Preparation of the file for tenure decisions*, of the [Procedures](#):

“Units may determine a minimum number of external appraisals that they require, but at least half, and no fewer than four, of the external reviews must be obtained from individuals with no direct professional or personal interest in the advancement of the candidate's career.”

Examples of reviewers that generally do not count as “arm’s length” include co-authors, co-PIs, past colleagues, editor of a special issue journal/book in which the candidate published, past mentor/advisor/postdoc supervisor, and past graduate school colleagues. We recognize that there may be unique circumstances where a co-author could be considered arm’s length (e.g. publications with large numbers of co-authors). Please consult with the Faculty and Academic Affairs office if you believe an exception to these guidelines is warranted, and before contacting external reviewers. Please consult this [guide for selecting arm’s length reviewers](#).

Units are encouraged to begin the process of contacting external reviewers early in the process in order to secure an adequate number of review letters.

Files must include a concise statement of the relationship between the candidate and the reviewer in the list of reviewers submitted with the dossier (See *Appendix A*).

### **Revisions to the *Procedures re. Voting and Challenges to Participation***

Subsections II.C.2. and II.C.2. of the administrative policy [\*Procedures for Reviewing Candidates for Tenure and/or Promotion: Tenure-Track and Tenured Faculty\*](#) have been revised to clarify the process for situations in which participation in the P&T process is challenged; to clarify the protocol for voting; and to emphasize the requirement that faculty are expected to participate in the discussion and vote of a candidate, and that voting without participation is only permissible under limited circumstances.

The revised language in subsection II.C.2. is intended to ensure uniformity across the University in situations in which there is a challenge to a faculty member's participation in tenure and promotion votes. The new language clarifies that a final decision regarding disqualification rests with the executive vice president and provost. The revised language further states that the challenged faculty member must be informed about the challenge and that a copy of the challenge should be provided by the unit head rather than the person initiating the challenge.

The revised language in subsection II.C.3. clarifies voting procedures with respect to online voting. It is intended to mitigate situations in which faculty members may fail to vote by the established deadline, and it specifies that the University's voting software ([vote.umn.edu](http://vote.umn.edu)) is the appropriate vehicle for online voting.

The revision further reiterates the expectation that faculty must participate in the discussion and that voting without participation only may take place under compelling extenuating circumstances as indicated in section II.C.1. of the *Procedures*.

### **Contract (Term) Faculty Promotions**

Each college must maintain its own set of guidelines and criteria for the review of promotions of contract faculty (94xx job codes). The executive vice president and provost will present the recommendations for contract faculty promotions to the Board of Regents at its meeting in May, 2025. Colleges and campuses must provide Kat Little ([klittle@umn.edu](mailto:klittle@umn.edu)) with a list of contract faculty promotions by their unit's submission deadline (see *Appendix C*).

### **Disseminating the Correct 7.12 Statement to the Unit Voting Faculty and the Collegiate/Campus P&T Committee**

In departments with newly approved 7.12 statements, assistant and associate professors will have been given a choice of using the new or old version of the unit 7.12 statement as the set of criteria for review. Be sure to include in the dossier the correct 7.12 statement that was chosen by the candidate. If you have questions concerning the correct 7.12 statement, please contact Ole Gram ([gram@umn.edu](mailto:gram@umn.edu)).

Additionally, provide the candidate, voting faculty, and collegiate/campus P&T committee copies of the tenure regulations. The Board of Regents Policy on *Faculty Tenure* and the *Procedures for Reviewing Candidates for Tenure and/or Promotion: Tenure-Track and Tenured Faculty* are available at: <http://policy.umn.edu/hr/tenure>

### **Dissemination of Reviews and Reports to the Candidate and the Voting Faculty**

Candidates may view their dossier at any time during the review process, including reading external reviews as they are added to the file. Please recall that the report of the department discussion of each candidate for tenure and/or promotion, whether it is written by the chair or head or another designated tenured faculty member, must be distributed to the eligible voting faculty for their review before it is forwarded to the dean or chancellor (see section 7.4 (e) of the *Faculty Tenure* Policy).

### **Voting and Reporting the Unit Vote**

Attendance and participation at tenure and promotion meetings are essential obligations of the members of the tenured faculty. Proxy votes, telephone votes, fax votes, and email votes are not permitted. Units are strongly encouraged to use the University's confidential electronic voting system, [vote.umn.edu](http://vote.umn.edu). Contact Kat Little ([klittle@umn.edu](mailto:klittle@umn.edu)) for access and more information.

#### *Abstentions*

Please remind unit faculty that abstentions are strongly discouraged and will be considered an indication of lack of support for the candidate by those abstaining.

#### *Reporting the Unit Vote and the Unit Head Statement*

The unit report must contain a summary of the substance of the comments made during the unit discussion to provide context for interpreting the result of the unit vote. The specific reasons for no votes should be included in the report.

As indicated in section II.F.5. of the *Procedures*, the unit head must prepare a statement in a separate document expressing agreement or disagreement with the recommendation contained in the unit report, including the reasons for any disagreement.

### **Handling Additions to the Dossier by the Candidate or Others**

Faculty undergoing review for tenure and/or promotion may add relevant materials to their dossier prior to the decision made by the executive vice president and provost, including after the departmental/unit vote, the recommendation of the chair/head, the recommendation of the collegiate/campus meeting, and the recommendation of the dean/chancellor (see: *Procedures for Reviewing Candidates for Tenure and/or Promotion: Tenure-Track or Tenured Faculty*)

Once the candidate has received copies of reviews and/or recommendations, the candidate may comment in writing to those who will review the matter further (Section 7.61). Units and colleges/campuses must provide adequate time for candidates to respond, particularly to a negative or split vote of the faculty of a unit or college/campus or negative recommendations from chairs, heads,

and deans. If a response is likely to delay the review process at a given stage, the candidate should be advised about the opportunity to submit a response at the next level of review. There should be adequate time for the next level of review to consider the candidate's response.

In keeping with the guiding principle of the *Faculty Tenure* policy, there must be a good-faith effort to gather all relevant information necessary to make the tenure and/or promotion decision; relevant information must not be excluded from the file. Material added to the dossier at the unit or collegiate level (e.g. candidate's responses to comments from external reviewers or unit reports, letters from faculty) after submission to the provost, will be placed in the section with additions to the file with the date it was added. Updated CVs should be inserted into the Curriculum Vitae section of the dossier.

### **Communication of Promotion and/or Tenure Decisions**

After the final collegiate/campus recommendation regarding promotion and/or tenure (P&T) has been made, please follow these steps for submitting your materials:

1. College/campus P&T coordinators will receive a link to a college/campus specific Google Drive folder where they will upload the complete candidate dossiers by their unit's submission deadline (see *Appendix C*).
2. Any additional material submitted after the collegiate/campus submission deadline should be dated and emailed directly to Kat Little no later than April 4, 2025. Please contact Kat Little if the need should arise for adding relevant material past this deadline.

### ***Recommendation for Termination of Appointment***

#### **Termination in Mandatory Decision Year**

Recommendations for termination of tenure-track faculty in their mandatory decision year must follow the same process as those for tenure and promotion. That is, after a faculty vote in the unit, the dossier must be forwarded for second-level college/campus review followed by a review and recommendation by the executive vice president and provost.

#### **Early Termination prior to Mandatory Decision Year**

Please note that recommendations for termination of probationary faculty appointments prior to the mandatory decision year also require second-level and provostal review. **Early termination recommendations from colleges/campuses must be received by April 4, 2025.** Please consult section [II.F. of the \*Procedures for Reviewing Candidates for Tenure and/or Promotion: Tenure-Track and Tenured Faculty\*](#) for information about the procedures related to early terminations.

#### ***Contracts for Candidates Who Have Not Obtained Citizenship Or Permanent Residency in the U.S.***

Faculty members holding a non-immigrant visa status must have obtained citizenship or permanent residency before tenure can be conferred by the Board of Regents. The University has developed a special contract and release that allows the conferral of tenure to faculty holding a non-immigrant visa status. The contract protects a faculty member's tenured status while holding a non-immigrant work visa and it

commits the University to maintaining a tenured faculty member as an employee on an unpaid leave of absence for up to one year should anything adverse affect the candidate's visa status.

If any of the candidates recommended for tenure in your college anticipate a delay in the processing of their permanent resident visa, they should be encouraged to complete this contract. Please contact Ole Gram, [gram@umn.edu](mailto:gram@umn.edu), for information.

### ***Appointment of New Faculty Members with Tenure***

As far as possible, a complete tenure review should be completed prior to the appointment/start date of new faculty offered appointments with tenure. Appointment letters must specify that any tenured appointment that has not been approved by the Board of Regents is contingent upon regental approval. The executive vice president and provost will present recommendations for tenure of new faculty to the Board of Regents at its meeting in June, 2025 or subsequent meetings. Please consult the [Procedures](#) for additional information about appointments of new faculty members with tenure as well as this [guide for appointing new faculty with tenure](#), which contains deadlines for Board approval at other meetings throughout the year.

While the current *Procedures* indicate that only three arm's-length letters are required for tenure files for new faculty members with tenure, we ask that you make every effort to include a minimum of four external arm's length letters for outside tenured hires. We anticipate the policy will change to four external arm's length letters for all faculty, pending governance consultation in FY25.

### ***Review of Internal Appointments Recommended for Tenure***

Tenure files for current employees of the University being considered for tenured positions in the University follow the same guidelines as those described in the tenure regulations and this memorandum. Such files follow the same review schedule as other P&T cases. Internal appointments recommended for tenure must follow established policies and processes for academic searches or for [hiring without a search](#).

### ***Recommendation to the Board of Regents***

The executive vice president and provost makes final recommendations on faculty tenure, promotion, or non-reappointment for all units on the Twin Cities Campus and for the Crookston, Morris, and Rochester campuses. The provost will present the recommendations for tenure and/or promotion, including those for the Duluth campus, to the Board of Regents at its meeting in May, 2025. This presentation includes individuals who are contract faculty as well as academic professionals with continuous appointments.

The primary contact person for transmissions of all P&T material to the Provost's Office is Kat Little ([klittle@umn.edu](mailto:klittle@umn.edu)). Policy and procedural questions may be directed to Ole Gram ([gram@umn.edu](mailto:gram@umn.edu)).

c: Rachel T. A. Croson, Executive Vice President and Provost  
Ken Horstman, Vice President for Human Resources  
Brian Steeves, Executive Director and Corporate Secretary, Board of Regents

## APPENDIX A

### Electronic Dossier Format for Submission

Changes in format and instructions for 2024-2025 are highlighted below.

Each candidate's dossier should be one single PDF with bookmarks. Label each individual's dossier with his or her college, name, and proposed rank in the title, e.g. "CLA\_Smith\_Associate with tenure" or "Design\_Jones\_Full Professor."

The college/campus P&T coordinator should upload the complete candidate dossiers and a [candidate list](#) by their unit's submission deadline via their assigned college/campus google drive folder. Files can be uploaded and shared before the deadline.

For instructions on creating and nesting bookmarks in Adobe Acrobat Pro, [watch this video](#). Also see this [Example of Bookmarks for P&T Dossiers](#).

The PDF should include the following bookmarked sections and titles:

- **Dossier Cover Sheet** (See [Appendix B1](#) and [Appendix B2](#))
- **Table of Contents** [if required by the department/college/campus]
- **7.12 Statement**
  - Faculty who were hired or tenured while an older 7.12 statement was in effect will have had the choice to elect which 7.12 statement they wish to use as the set of criteria for the review. Make certain to include the correct, approved 7.12 statement.
- **Curriculum Vitae**
  - The candidate should use the standardized University of Minnesota CV template generated in *Works* [works.umn.edu] or the template available at [<http://z.umn.edu/mastercv>] called "Master Curriculum Vitae for Promotion and Tenure."
- **Teaching**
  - Teaching narrative
  - List of courses taught
  - Teaching evaluation data/summary
  - Peer reviews of teaching
  - Other pertinent information such as advising, student feedback, etc.
- **Research**
  - Research narrative
  - Other pertinent information required by the department and college such as relative stature of publications, evidence of forthcoming work, etc.
- **Service**
  - Service narrative

- **External Reviews**

- List or table of reviewers considered “arm’s length” reviewers, their qualifications, and an explanation of their relationship to the candidate
- Sample letter sent to reviewers
- Letters from reviewers

- **Other Review Letters**

- List of reviewers, their qualifications, and their relationship to the candidate.
- Internal or external review letters from individuals who are not considered “arm’s length.” Optional unless required by department/college/campus.
- Letters from reviewers.

- **Annual Appraisals** (probationary faculty only)

- Copies of signed Form 12s from the year of hire through 2023-2024  
*It is not necessary to include a Form 12 for the academic year in which a decision regarding tenure and promotion is made (2024-2025).*

- **Reports**

- Unit report
- Letter from chair/head/director [must be separate from the unit report]
- Collegiate/campus committee review report
- Dean’s/chancellor’s recommendation

- **Assurance Page** [if required by the college/campus]

- **Supplementary Material** [optional]

- Other relevant information included by the candidate, but not required by the college, such as samples of publications or presentations, raw SRT data, course syllabi, etc.

- **Additions to the File after the Unit Level Review**

- Include this section in the dossier for any relevant material that was added to the file at any stage after the initiating unit completed its review. This may include the candidate's responses to reports, or other material deemed relevant to the case.
- If an updated CV is added to the file, it should be inserted in the Curriculum Vitae section of the dossier. An updated CV must contain a date of the revision and any changes to the originally submitted CV must be clearly highlighted.

Other supplementary materials (such as journal articles, book manuscripts) need not be included in the electronic dossier for central review.

Units can make some variation in the format above as long as it is clear from the bookmark names what they contain. Pagination is optional unless required by the college/campus.

APPENDIX B1  
**2024-25 Recommendations**  
**Probationary to Tenured**

Candidate Name: \_\_\_\_\_ Candidate Email: \_\_\_\_\_

Campus Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

College/Campus Name: \_\_\_\_\_ Unit Name: \_\_\_\_\_

Unit Chair/Head Name: \_\_\_\_\_ Unit Chair/Head Email: \_\_\_\_\_

UMN Faculty Appointment Information

**Previous Appointment**

Rank: \_\_\_\_\_ Appointment Type: \_\_\_\_\_

Effective Date: \_\_\_\_\_

**Current Appointment**

Rank: \_\_\_\_\_ Appointment Type: \_\_\_\_\_

Effective Date: \_\_\_\_\_

Time in rank at other institutions (if applicable): \_\_\_\_\_ years

Total years in rank (including current year): \_\_\_\_\_ years

**Proposed Appointment**

Rank: \_\_\_\_\_ Appointment Type: \_\_\_\_\_

Voting Information (Fill in total numbers for Unit and College/Campus votes in each category)

	Unit Vote	College Vote	Chair/Head Recommendation	Dean/Chancellor Recommendation
Yes			<input type="checkbox"/>	<input type="checkbox"/>
No			<input type="checkbox"/>	<input type="checkbox"/>
Abstain			N/A	N/A
Not voting			N/A	N/A

Notes:



APPENDIX B2

**2024-25 Recommendations  
Promotion to Professor Only (already tenured)**

Candidate Name: \_\_\_\_\_ Candidate Email: \_\_\_\_\_

Campus Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

College/Campus Name: \_\_\_\_\_ Unit Name: \_\_\_\_\_

Unit Chair/Head Name: \_\_\_\_\_ Unit Chair/Head Email: \_\_\_\_\_

UMN Faculty Appointment Information**Previous Appointment**

Rank: \_\_\_\_\_ Appointment Type: \_\_\_\_\_

Effective Date: \_\_\_\_\_

**Current Appointment**

Rank: \_\_\_\_\_ Appointment Type: \_\_\_\_\_

Effective Date: \_\_\_\_\_

Time in rank at other institutions (if applicable): \_\_\_\_\_ years

Total years in rank (including current year): \_\_\_\_\_ years

**Proposed Appointment**

Rank: \_\_\_\_\_ Appointment Type: \_\_\_\_\_

Voting Information (Fill in total numbers for Unit and College/Campus votes in each category)

	<b>Unit Vote</b>	<b>College Vote</b>	<b>Chair/Head Recommendation</b>	<b>Dean/Chancellor Recommendation</b>
Yes			<input type="checkbox"/>	<input type="checkbox"/>
No			<input type="checkbox"/>	<input type="checkbox"/>
Abstain			N/A	N/A
Not voting			N/A	N/A

Notes:

**APPENDIX C**  
**Deadlines for Submission of Materials (FY25)**

**Promotion & Tenure Dossiers and Names of Term/Contract Faculty**

Carlson School of Management Center for Allied Health Programs Humphrey School of Public Affairs Law School Rochester Campus School of Nursing School of Public Health	January 17, 2025
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College of Biological Sciences College of Design College of Education and Human Development College of Food, Agricultural, & Natural Resource Sciences	January 29, 2025
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College of Liberal Arts College of Science and Engineering Crookston Campus Morris Campus	February 5, 2025
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College of Pharmacy College of Veterinary Medicine Medical School School of Dentistry	February 12, 2025
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Duluth Campus	March 20, 2025
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**Other Important Deadlines**

Early termination recommendations	April 4, 2025
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Deadline for submission of supplementary material including additions by the candidate	April 4, 2025
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Tenure and/or promotion recommendations presented to the Board of Regents	May 10, 2025*
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\*date subject to change