


DATE: June 10, 2024

TO: University Libraries and the Law School

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

SUBJECT: **2024-2025 Schedule and Guidelines for Submission of Promotion and Continuous Appointment Recommendations, Non-reappointment and Non-renewal Notice Dates, and Annual Appraisals of Probationary Academic Professionals**

This memo includes policies and procedures related to promotion and/or continuous appointment recommendations as well as annual appraisals of probationary academic professionals. Additionally, it contains deadlines for recommendations of continuous appointment, non-reappointment, and annual appraisal submissions.

Granting Continuous Appointment

The awarding of continuous appointment marks a long-term commitment on the part of the University. The basis for granting it is the determination that the achievements of an individual have demonstrated a potential to continue to contribute significantly to the mission of the University and to enhance its programs of teaching, research, and service/outreach over the course of the academic professional staff member's career. A mandatory decision on continuous appointment is required for probationary academic professionals in their sixth year of probationary service. During the six-year probationary period, the individual should establish a consistent record of achievements and show evidence of continued professional development and growth. While recommendations prior to the sixth year of probationary service are permissible, a case for a sustained record of accomplishment must be made.

For specific information related to the continuous appointment review process, consult the administrative policy: Appointments of Academic Professional and Administrative Employees, located here <https://policy.umn.edu/hr/appointpa-appb>. See Appendices, Administrative Guidelines, Criteria, and Procedures for Review of Probationary (H) Academic Professionals Considered for Continuous (G) Appointment (Sections VI and IX).

Promotion of Academic Professionals on Continuous Appointment Track (96XX and 97XX)

Procedures for the review of academic professionals must be established by the individual unit. It is the responsibility of the administrative head of the unit to establish deadline dates for submission of promotion dossiers. Final decisions on promotions for academic professionals rest with the appropriate dean or administrative unit head. Promotions approved during the annual review process become effective with the candidate's term of appointment in the upcoming fiscal year.

Annual Appraisals of Probationary Academic Professionals

An [annual appraisal form \(UM 26\)](#) must be prepared for every probationary academic professional staff member in the unit and must be submitted according to the following schedule. Please send annual appraisals (UM 26) to Kat Little (klittle@umn.edu) no later than June 27, 2025.

Non-reappointment, Non-renewal, or Termination of Appointment (93XX, 96XX, and 97XX)

Notice of non-reappointment for academic professionals holding probationary appointments (tenure system and continuously appointed) must be given by the Executive Vice President and Provost.

Non-renewal of academic professional and administrative staff who hold date-specific appointments (formerly K, J) should follow formal procedures and official notice of non-renewal must be provided in a timely fashion by the appropriate administrator as stipulated in the administrative policy: Non-Renewal of Appointment for Academic Professional and Administrative Employees located here <https://policy.umn.edu/hr/acadnonrenewal>.

Important Dates and Deadlines

<u>Non-reappointment</u> of probationary academic professionals in their <u>first year</u> of service	January 7, 2025
<u>Non-reappointment</u> of probationary academic professionals in <u>other than their first year</u> of service	February 4, 2025
<u>Recommendations for Continuous Appointment</u> with or without promotion	February 4, 2025
<u>Continuous appointment recommendations</u> presented to the Board of Regents	May 8, 2025 (subject to change)
<u>Annual Appraisal Forms (UM 26)</u> recommending continuation of probationary Academic Professionals	June 27, 2025

The primary contact person for all continuous appointment related matters is Kat Little (klittle@umn.edu). Policy and procedural questions may be directed to Ole Gram (gram@umn.edu).

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