

Appendix Form 12 Terms and Examples

Terms

Appraisal Year: The academic year to which this appraisal applies (e.g., 2024-2025).

Start Date of Probationary Appointment: The date the UMN tenure-track appointment began. If a faculty member starts *after* the following dates, then that academic year will not be counted in their probationary appointment tally because they were below 67% effort (see Example 1 below):

- For 9-month appointments: November 30
- For 12-month appointments: October 31

Probationary Period: The standard length of the probationary appointment within a unit (e.g., 6 years).

Prior Service Years: Years served in a similar position at two-thirds time or more. Note: Three prior service years is the maximum allowable according to Section 5.4 of the [Faculty Tenure](#) Policy. (See Example 2 below.)

Extension Year: The academic year *after* the year in which an extension is granted.

Mandatory Decision Year: The last year of the probationary period, with known prior service years and extensions included.

- **Calculated Mandatory Decision Year** = (Start Date) + (Probationary Period) – (Prior Service Years) + (Extensions)

Examples of Probationary Appointment Tally

A 6-year probationary period is used in each example.

Example 1: Person A's start date was November 1, 2021, and they have a 12-month term.

The start date is *after* the October 31 cutoff, so 2021-2022 is *not* counted towards the probationary period.

Mandatory Decision Year = 2022 start + 6-year prob. period – 0 prior service years + 0 extensions = 2028 decision year.

Probationary Appointment Tally		
Academic Year	Year Count	Comments
Prior service years:	0	
2021-2022	0	Start date: 11/01/2021
2022-2023	1	
2023-2024	2	
2024-2025	3	
2025-2026	4	
2026-2027	5	
2027-2028	6	Decision year
Calculated Decision Year: 2027-2028		

Example 2: Person B was credited with 3 prior service years when they began their UMN appointment.

The Year Count starts at 4.

Calculated Decision Year = 2025 start + 6-year prob. period – 3 prior service years + 0 extensions = 2028 decision year.

Probationary Appointment Tally		
Academic Year	Year Count	Comments
Prior service years:	3	
2025-2026	4	Start date: 08/31/2025
2026-2027	5	
2027-2028	6	Decision year
Calculated Decision Year: 2027-2028		

Example 3: Person C had two extensions of the probationary period granted in the same year (2023-2024).

The Year Count stays the same (Year 3) for the next two academic years.

Calculated Decision Year = 2021 start + 6-year prob. period – 0 prior service years + 2 extensions = 2029 decision year.

Probationary Appointment Tally		
Academic Year	Year Count	Comments
Prior service years:	0	
2021-2022	1	Start date: 08/31/2021
2022-2023	2	
2023-2024	3	Two extensions granted
2024-2025	3	Extension year
2025-2026	3	Extension year
2026-2027	4	
2027-2028	5	
2028-2029	6	Decision year
Calculated Decision Year: 2028-2029		

For detailed instructions, additional examples, and a practice form, see [Form 12 Instructions and Examples](#).