DATE: March 23, 2018

TO: Chancellors and Twin Cities Deans

FROM: Rebecca Ropers-Huilman, Vice Provost for Faculty and Academic Affairs


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 establish their own review processes and guidelines for term faculty (non-tenure track contract faculty/clinical faculty) and those files need not be forwarded to the executive vice president and provost for further review.

Guidelines and Processes for Promotion and/or Tenure Decisions

A. Disseminating the correct 7.12 statement to the unit voting faculty and the collegiate/campus P&T committee

In departments with new, 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. 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

If you have questions concerning the correct 7.12 statement, please contact Ole Gram (612-624-5082; gram@umn.edu).
B. 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).

C. Voting

According to the Procedures section II.C.3, proxy votes, telephone votes, fax votes, and email votes are not permitted. Units are encouraged to use the University’s confidential electronic voting system, vote.umn.edu. Contact Jaclyn Adair (berg1282@umn.edu) for access and more information.

D. Handling Additions to the Dossier by the Candidate or Others

Faculty undergoing review for tenure and/or promotion may add materials to their dossier at any point 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, she or he may comment in writing to those who will review the matter further (Section 7.61). Units and colleges/campuses must provide adequate time (no fewer than five working days from the date that they receive a copy of the review) 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. 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 and material 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, etc.) after submission to the provost, will be placed in the supplementary material section with the date it was added.

E. 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. A folder will be created for each college or campus in Google Drive that will be shared with the P & T coordinators. The coordinator will receive a link to the folder from Jaclyn Adair (berg1282@umn.edu) where they should upload the complete candidate dossiers by their unit’s submission deadline (see Appendix C).

2. Supplementary material submitted after the collegiate submission deadline should be dated and emailed directly to Jaclyn Adair (berg1282@umn.edu) no later than March 12, 2019.

**Non-reappointment of Probationary Faculty Members**

Recommendations for non-reappointment of faculty in their final probationary year must follow the same process as those for promotion and tenure. That is, after a faculty vote in the unit, the file must be sent to the collegiate/campus promotion and tenure committee for their evaluation, followed by a review and recommendation from the dean’s office. The final dossier must be sent to the executive vice president and provost for her final recommendation and decision. Probationary faculty who are recommended for non-reappointment must receive notification from the executive vice president and provost by certified mail no later than May 15, 2019. The final non-reappointment recommendation should reach my office by March 12, 2019. If your college or campus has a case in which there has been—at any level—a vote for non-reappointment, please notify Jaclyn Adair as soon as possible after the first negative vote so that we can be prepared to handle the case.

**Recommendations 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, 2019. This presentation includes individuals who are contract faculty as well as P & As with continuous appointments.

The primary contact person for all P & T transmissions to the Provost’s Office is Jaclyn Adair (612-625-5652; berg1282@umn.edu). Policy and procedural questions may be directed to Ole Gram (612-624-5082; gram@umn.edu).

Enclosures

c: Karen Hanson, Executive Vice President and Provost
   Kathryn Brown, Vice President for Human Resources
   Brian Steeves, Executive Director and Corporate Secretary, Board of Regents
APPENDIX A
Electronic Dossier Format for Submission

Each candidate's dossier should be one single PDF with bookmarks. Label each individual’s dossier with his or her college, name, and decision in the title, e.g. “CLA_Smith_Associate with tenure” or “Law_Jones_Tenure only.”

The P&T coordinator should upload the complete candidate dossiers by their unit’s submission deadline via their college/campus folder in Google Drive. Files can be uploaded and shared before the deadline.

The PDF should include the following bookmarked sections:

- **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).

- **Dossier submission cover sheet** (See appendices B1 and B2)

- **Table of Contents**

- **Curriculum Vitae**
  - The candidate should use the standardized University of Minnesota template generated in *Works* ([works.umn.edu](http://works.umn.edu)) and also available as a Word template at [z.umn.edu/PandT](http://z.umn.edu/PandT).

- **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.

- **External Reviews**
  - List of reviewers and their qualifications, and their relationship to the candidate
  - Sample letter sent to reviewers
  - Letters from reviewers

- **Service**
  - Service narrative
• **Annual Appraisals** (probationary faculty only)
  - Copies of signed Form 12s from the year of hire through 2017-2018

  *Please note that this is a change in practice: It is no longer necessary to include a Form 12 for the academic year in which a decision regarding tenure and promotion is made (i.e. 2018-2019)*

• **Reports**
  - Department evaluation
  - Majority and minority reports
  - Letter from chair or head
  - Collegiate/campus committee review report
  - Dean/chancellor’s letter

• **Supplementary material** (if added by the candidate or other faculty during the review process)

• **Assurance page** (if required by the college/campus)

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

  See the attachment “Bookmark example” for samples of bookmark headers and subsections.

  Colleges can make some variation in the format above as long as it is clear from the bookmark names what they contain.
APPENDIX B1
2018-19 Recommendations
Tenure & Promotion to Associate Professor
(Probationary Assistant to Associate Professor with Tenure or
Probationary Associate to Associate Professor with Tenure)

Candidate Name: 
Candidate Email: 
Campus Mailing Address: 

Unit Name: 
College/Campus Name: 
Unit Chair/Head Name: 
Unit Chair/Head Email: 

UMN Faculty Appointment Information

<table>
<thead>
<tr>
<th>Current Rank:</th>
<th>Effective date:</th>
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<tbody>
<tr>
<td>Current Appt. Type (e.g., Tenure-track):</td>
<td>Effective date:</td>
</tr>
<tr>
<td>Previous Rank/Appt. Type:</td>
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</table>

**Proposed Rank:** Proposed Appointment Type: Tenured

UMN Probationary Service (as calculated on UM Form 12)

Prior Service Credit: ______ years
Extension of probationary period: ______ years (include leaves w/o pay)
UMN probationary service (including current year): ______ years

Voting Information (Fill in with total numbers voting in each category)

<table>
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<th>Unit Tenure and/or Promotion Vote</th>
<th>Unit Head Recommendation</th>
<th>College/Campus P&amp;T Committee Tenure and/or Promotion Vote</th>
<th>Dean/Chancellor Recommendation</th>
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<td>Abstain</td>
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<td>Not voting</td>
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<td>Notes:</td>
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</table>


APPENDIX B2
2018-19 Recommendations
Promotion to Professor Only (Tenured)

Candidate Name:
Candidate Email:
Campus Mailing Address:

Unit Name:
College/Campus Name:
Unit Chair/Head Name:
Unit Chair/Head Email:

UMN Faculty Appointment Information

**Current Rank:**
**Effective date:**

**Current Appt. Type:** Tenured
**Effective date:**

**Previous Rank/Appt. Type:**
**Effective date:**

**Proposed Rank:**
**Proposed Appt. Type:** Tenured

Voting Information (Fill in with total numbers voting in each category)

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<th></th>
<th>Unit Promotion Vote</th>
<th>Unit Head Recommendation</th>
<th>College/Campus P&amp;T Committee Promotion Vote</th>
<th>Dean/Chancellor Recommendation</th>
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Notes:
APPENDIX C
Deadlines for Submission of Materials for 2018-2019

P & T Dossiers

Carlson School of Management  January 8, 2019
Center for Allied Health Programs
Humphrey School of Public Affairs
Law School
Rochester Campus
School of Nursing
School of Public Health

College of Biological Sciences  January 15, 2019
College of Design
College of Education and Human Development
College of Food, Agricultural, & Natural Resource Sciences

College of Science and Engineering  January 22, 2019
College of Liberal Arts  January 29, 2019

Crookston Campus  February 5, 2019
Morris Campus

College of Pharmacy  February 12, 2019
College of Veterinary Medicine
Medical School
School of Dentistry

Duluth Campus  March 12, 2019

Target date for submission of relevant supplementary materials for all colleges and campuses;
Non-reappointment recommendations  March 12, 2019

Board of Regents

Tenure and/or promotion recommendations presented to the Board of Regents  May 9, 2019
(date subject to change)