September 10, 2013

TO: Chancellors and Twin Cities Deans

FROM: Arlene Carney, Vice Provost for Faculty and Academic Affairs

SUBJECT: 1) Due Dates for Recommendations for Continuous Appointment; and
2) Due Dates for Annual Appraisals of Probationary Academic Professionals; and
3) Non-reappointment and Nonrenewal Notice Dates for Academic Professional and Administrative Staff; and
4) Promotions of Academic Professionals

I would like to call your attention to policies and procedures related to the above four aspects of the academic professional and administrative personnel category.

1) Due Dates for Recommendations for Continuous Appointment; and
2) Due Dates for Annual Appraisals of Probationary Academic Professionals (96XX and 97XX Classes on "H" Appointment Type)

As you know, 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 the individual's 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. Sustained accomplishments over a period of time constitute evidence that the individual is likely to continue to make significant contributions in the future. While recommendations prior to the sixth year of probationary service are permissible, a case for a sustained record of accomplishment must be made.

At your earliest convenience, please forward the names of any probationary academic professional staff who will be recommended for continuous appointment to Jaclyn Adair, Office of the Senior Vice President for Academic Affairs and Provost, 110 Morrill Hall, 100 Church St. S.E., Minneapolis, MN 55455.

For specific information related to the continuous appointment review process, consult the administrative policy: Appointments of Academic Professional and Administrative Employees, located at http://policy.umn.edu/Policies/hr/Hiring/APPOINTPA.html see Appendices, Administrative Guidelines, Criteria, and Procedures for Review of Probationary (H) Academic Professionals Considered for Continuous (G) Appointment (Sections VI and IX).

In order to provide a systematic central review of units' recommendations, the following deadlines have been established. Please recall that you will need to establish earlier deadlines for your respective units to accomplish your reviews of department/division recommendations in advance of these deadlines. The senior vice president and provost will present recommendations for continuous appointment to the Board of Regents for approval at the May, 2014 meeting.

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 recall that to be considered for an appraisal for 2013-2014, a person must be hired on or before October 31, 2013, for an A-term appointment or on or before November 30, 2013, for a B-term appointment.
Due in Central Administration*

1. **Non-reappointment of probationary academic professionals in their first year of service**
   Friday, December 27, 2013

2. **Non-reappointment of probationary academic professionals in other than their first year of service**
   Friday, February 14, 2014

3. **Recommendations for Continuous Appointment**
   With/Without Promotion (Include UM 26)
   Friday, February 14, 2014

4. **Annual Appraisal Forms (UM 26) recommending continuation of probationary Academic Professionals**
   Friday, May 16, 2014

5. **Continuous appointment recommendations presented to the Board of Regents**
   Thursday, May 8, 2014

*Send files and annual appraisals (UM 26) to Jaclyn Adair, Office of the Senior Vice President for Academic Affairs and Provost, 110 Morrill Hall.

** 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 above schedule.

3) **Academic Professional and Administrative Staff Notice Dates for Non-reappointment, Non-renewal, or Termination of Appointment (93XX, 96XX, and 97XX Classes)**

Notice of non-reappointment for academic professionals holding probationary appointments must be given by the Senior Vice President for Academic Affairs and Provost.

Non-renewal of academic professional and administrative staff who hold date-specific appointments (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 at http://policy.umn.edu/Policies/hr/Departure/ACADNONRENEWAL.html.

4) **Promotions of Academic Professionals Not Involving Granting of Continuous Appointment (96XX and 97XX Classes - Appt. Types G, J, K)**

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.

If you have questions or need further information, please contact Jaclyn Adair at 612-625-5652 or via e-mail at berg1282@umn.edu.

Thank you,
AEC/jca

c: Eric W. Kaler, President
Karen Hanson, Senior Vice President for Academic Affairs and Provost
Kathryn Brown, Vice President for Human Resources
Brian Steeves, Executive Director and Corporate Secretary, Board of Regents
William P. Donohue, General Counsel