

# 2026-2027 Annual Appraisal of Tenure-Track in a Non-Decision Year



Processing dates and procedures

## Spring 2026

| Due Date                  | Responsibility            | Action                                                                                                          |
|---------------------------|---------------------------|-----------------------------------------------------------------------------------------------------------------|
| Friday,<br>March 13, 2026 | Academic<br>Affairs Admin | Notify ATSS of a comprehensive list of candidates who will receive an annual appraisal of probationary faculty. |
| Monday<br>April 20, 2026  | ATSS                      | All Canvas sites are set up with a 2026-2027 folder and populated with documents from the previous year.        |
| Monday<br>April 20, 2026  | ATSS                      | ATSS gives editing permission to candidate for the year 2026-2027 only.                                         |

## Fall 2026

| Due Date                             | Responsibility                            | Action                                                                                                                                                                                                                                                                                                                                      |
|--------------------------------------|-------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Monday,<br>August 17, 2026           | Academic<br>Affairs Admin                 | Add names & information for newly hired faculty to canvas site. Once complete, send this information to ATSS to create google folders and link them to P&T canvas site.                                                                                                                                                                     |
| Friday,<br>September 4, 2026         | Associate Vice<br>Chancellor              | Faculty are encouraged to meet with AVC to discuss timeline, file content, file format, etc.                                                                                                                                                                                                                                                |
| Monday,<br>September 28, 2026        | Associate Vice<br>Chancellor              | Send AA Admin the Department P&T Committee member list and list of faculty Canvas sites in which the Committee should receive viewing access.                                                                                                                                                                                               |
| Monday,<br>October 12, 2026<br>(1st) | Non-Decision<br>Year Faculty<br>Candidate | 2026-2027 Canvas site must be complete with all documents. Document files within the faculty Canvas file should be prepared per the "Guide to preparing P&T portfolios" document. The AVC can provide the candidate with a copy of this guide. Any additional documents the candidate wants added after this date must be submitted to AVC. |
| Monday,<br>October 12, 2026<br>(2nd) | Academic<br>Affairs Admin                 | Change access for candidates to view only, and give access to Dept P&T committee's along with directions for accessing canvas sites.                                                                                                                                                                                                        |
| Tuesday,<br>October 13, 2026         | Department<br>P&T Committee               | Begin review of candidates.                                                                                                                                                                                                                                                                                                                 |

## Spring 2027

| Due Date                                | Responsibility                        | Action                                                                                                                                                                                                                                     |
|-----------------------------------------|---------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Thursday, January 7, 2027               | Department P&T Committee              | Appraisal/votes review by Department P&T Committee are completed for all candidates and sent to the AVC. If there is a majority of votes for non-reappointment, the non-reappointment schedule is implemented at this time.                |
| Thursday-Thursday, January 7 - 21, 2027 | Associate Vice Chancellor             | Hold meetings with department candidates to review P&T committee appraisal.                                                                                                                                                                |
| Thursday, January 21, 2027              | Associate Vice Chancellor             | Individual meetings have been held with candidates to share the Department P&T Committee appraisal/vote. A senior faculty member may assist the Associate Vice Chancellor in individual meetings, depending on Department policy/practice. |
| Thursday, February 4, 2027              | Non-Decision Year Faculty Candidate   | Candidate response (if any) on Department P&T Committee review sent to Associate Vice Chancellor for that division.                                                                                                                        |
| Friday, February 5, 2027                | Associate Vice Chancellor             | Forward P&T appraisal/vote and any candidate responses to Academic Affairs Admin.                                                                                                                                                          |
| Friday, February 5, 2027                | Academic Affairs Admin                | Academic Affairs Admin uploads P&T appraisal/vote and candidate responses to respective Canvas file. Remove committee access from candidate files.                                                                                         |
| Monday, February 22, 2027               | Academic Affairs Admin                | Prepares Form 25 and Form 12 for candidates using information received from the P&T Committee appraisal/vote review. Academic Affairs Admin sends forms to Associate Vice Chancellors for signatures.                                      |
| Friday, March 5, 2027                   | Associate Vice Chancellor             | Secure candidates' signatures. Return signed form 25 and Form 12 for each candidate to Academic Affairs Admin.                                                                                                                             |
| Friday, April 09, 2027                  | Senior Vice Chancellor and Chancellor | Forms 25 and 12 on all tenure track faculty signed by Senior Vice Chancellor and Chancellor for all tenure track faculty in their non-decision year.                                                                                       |
| Friday, April 15, 2027                  | Academic Affairs Admin                | Academic Affairs Admin uploads form 25 and Form 12 to the Twin Cities folder in Google Drive. Each faculty file will be one single pdf file. Contact: Kat Little will give a deadline.                                                     |
| July - August                           | Academic Affairs Admin                | Completed Form 25 and Form 12 with TC signatures for each faculty is returned to Crookston campus. Academic Affairs Admin to upload current year and following year on appropriate faculty Canvas sites.                                   |

## Contact Information

- Academic Affairs: [Rosemary Johnsen](#)
- Academic Affairs Admin: [Jana Brekken](#)
- Academic Technology Support Services (ATSS): [umcatss@crk.umn.edu](mailto:umcatss@crk.umn.edu)
- Provost Office P&T Contact: Kat Little - [klittle@umn.edu](mailto:klittle@umn.edu)