

DATE: October 3, 2007

TO: Chancellors, Vice Presidents, and Deans

FROM: E. Thomas Sullivan, Senior Vice President for Academic Affairs and Provost

SUBJECT: 1) Due Dates for Recommendations for Continuous Appointment;  
2) Due Dates for Annual Appraisals of Probationary Academic Professionals;  
3) Non-reappointment and Non-renewal 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 Karen Linquist, Human Resources, 120 Morrill Hall, 100 Church St. S.E., Mpls., MN 55455, or contact her at 612/624-9817. To assist units in preparing dossiers, a checklist of suggested documentation is available within Appendix B, Section IX, of the administrative policy: Appointments of Academic Professional and Administrative Employees, located at <http://www1.umn.edu/ohr/policies/hiring/academic/appendixb.html>.

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. I will present recommendations for continuous appointment to the Board of Regents for approval at the May 2008 meeting. Documentation on the flow of events in the continuous appointment review and/or promotion review process is available in Appendix B, Section VI, of the administrative policy: Appointments of Academic Professional and Administrative Employees, located at <http://www1.umn.edu/ohr/policies/hiring/academic/appendixb.html>.

Computer printouts are enclosed for those units that have probationary academic professional staff. 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.

**Due in Central Administration\***

1. Non-reappointment of probationary academic professionals in their first year of service Friday, January 4, 2008
2. Non-reappointment of probationary academic professionals in other than their first year of service Friday, February 22, 2008
3. Recommendations for Continuous Appointment With/Without Promotion (Include UM 26) Friday, February 22, 2008
4. Annual Appraisal Forms (UM 26) recommending continuation of probationary Academic Professionals Friday, March 21, 2008
5. Continuous appointment recommendations presented to the Board of Regents Thursday, May 8, 2008

\*Send files and annual appraisals (UM 26) to Karen Linqvist, Office of Human Resources, 120 Morrill Hall.

**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: Academic Staff Non-Renewal of Appointment located at <http://www1.umn.edu/ohr/policies/departure/nonrenewal.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 my office or Karen Linqvist at 612/624-9817 or via e-mail at [linqu002@umn.edu](mailto:linqu002@umn.edu).

Thank you.

ETS/kl  
Enclosures

c: Robert H. Bruininks, President  
Arlene Carney, Vice Provost for Faculty and Academic Programs  
Ann Cieslak, Executive Director and Corporate Secretary, Board of Regents  
Nan Wilhelmson, Director, Human Resources  
Mark Rotenberg, General Counsel