



## **CEHD GUIDELINES FOR ANNUAL REVIEW AND PROMOTION FOR CONTRACT FACULTY**

Contract Faculty

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## SECTION 1: INTRODUCTION

### 1.A. Overview of the Document

The College of Education and Human Development—CEHD (College) adopted administrative guidelines for annual review and promotion of Term Faculty-Contract or Term Faculty-Temporary (**see link below to CEHD *Contract Faculty Policy and Procedures*, dated November 18, 2019**). Faculty hires into these positions must be integral to the department and in accordance with the *CEHD Collegiate Personnel Plan*, dated 2018, and the *CEHD Academic Work Scope Guidelines (see link below)*, dated November 18, 2019. The Dean approves all contract faculty appointments and promotions in writing. University policies govern this document. In the event there is a change to University policy or a discrepancy between this document and University policy, University policy will preside.

A primary measure of excellence of an educational institution is the quality of its faculty. Contract faculty employed in a department assist in the fulfillment of the College and University mission and vision, and are integral members of a department. CEHD is committed to creating a culture of success and pathways for promotion of contract faculty. Academic units are expected to support the process of contract faculty members going up for promotion at any level who have meet department promotional standards and procedures and who have received "exceeds expectations" annual performance reviews consistently during employment. Contract faculty would not pursue promotion until they have served at least four years in their role.

**Each department that recommends promotion of contract faculty must have a document that specifies the following before Contract Faculty positions are developed or hires undertaken: (1) The indices and standards that will be used to determine whether candidates (Contract Teaching/Clinical or Contract Research faculty) meet the respective threshold criteria of promotion in rank, and (2) The goals, expectations, and procedures that will be used when evaluating contract faculty members' performance. Departmental promotional statements, including updated statements, must be approved by a simple majority faculty vote (including both tenured and tenure track members), contract faculty, and the dean.**

### 1.B. University Contract Faculty Definition

Contract faculty (Term Faculty-Contract or Term Faculty-Temporary) are individuals whose primary responsibility in a department is mission-central to teaching/clinical or research. Contract faculty must hold a terminal degree (i.e., Ph.D., Ed.D., J.D., MFA) and must be appointed to a position of 75% time or greater for nine months or more. The position titles of contract faculty include assistant professor, associate professor, or professor level with one of these titles: Teaching Assistant Professor, Teaching Associate Professor or Teaching Professor of (field in X department), Clinical Assistant Professor, Clinical Associate Professor or Clinical Professor of (field in X department) or Research Assistant Professor, Research Associate Professor or Research Professor of (field in X department). Contract faculty hold classifications of 9401T, 9402T, 9403T, 9401C, 9402C, 9403C, 9401R, 9402R, and 9403R –all corresponding to professor ranks in teaching, clinical work, or research (Refer to Job Code and Title Information for a complete list of possible titles and appropriate job codes for contract faculty in the document titled: *CEHD Academic Appointment Chart*, created by CEHD HR Office and dated November 18, 2019.)

## **SECTION 2: DEPARTMENTAL PROCEDURES FOR CONDUCTING ANNUAL REVIEWS**

### 2.A. College Statement

The process of reviewing a contract faculty member's performance is continual. It is intended to be supportive and informative, although it is necessarily evaluative. The annual review should point out strengths and opportunities to a contract faculty member, so that the strengths can be built upon and the opportunities achieved. Three elements are essential to the review process: information gathering, deliberation, and consultation with the contract faculty member.

All contract faculty shall receive an official annual performance review, in writing, according to the provisions of their contracts. The yearly evaluation becomes a part of the contract faculty member's accumulating record for later decisions concerning performance, contract renewal and/or potential promotion. The annual review process timeline is developed by the department—and informed by college and university deadlines—and made available to contract faculty. Contract faculty are to be reviewed by their immediate supervisor. The annual performance review documents become part of the department's personnel files.

### 2.B. Annual Review Procedures

Annual appraisals are to follow University policies and collegiate requirements for review of contract faculty performance. The supervisor is to complete an annual performance review of the contract faculty member. Performance expectations shall be consistent with the contract faculty member's:

- (a) job classification
- (b) the *CEHD Academic Work Scope Guidelines*, and
- (c) the specific position description/expectations created by the department for the individual

Note: Items a-c should be in accordance with one another.

It is expected that an individual's performance expectations, accomplishments and professional growth are documented and discussed in the context of the contract faculty's annual review. The performance review should include strengths and opportunities, so that the individual may build upon the strengths and receive timely guidance on areas where improvement is needed. Upon completion of the written review, the feedback documentation must be retained by the contract faculty member, unit and college. A minimum of 4 years of employment is required for promotion eligibility. Thus, departments are encouraged to provide more comprehensive feedback during the year 2 annual review process to allow informed and comprehensive growth by contract faculty members.

### 2.C. Documentation

Departments are charged with developing clear statements about documentation requirements and providing these to contract faculty members. It is the responsibility of the contract faculty member to provide annual documentation demonstrating accomplishments and progress as it relates to the terms of their contract. Documentation should be provided to the supervisor in a concise and well-organized format. At a minimum, documentation should cover the candidate's work since the last annual appraisal and include an up-to-date curriculum vitae. Note that these are general standards and the contract faculty member may be required to provide additional evaluative elements, as based on their particular contract and department requirements. Upon completion of the written annual review, it must be retained by the contract faculty member, unit and college.

### 2.D. Periodic Career Review

The college recommends that senior contract faculty members (Associate Professor and Professor) receive periodic career review feedback every 4 years, providing an in-depth assessment of their career development and substantive feedback to help support future growth.

## **SECTION 3: Guidelines for CRITERIA FOR RECOMMENDING PROMOTION TO ASSOCIATE PROFESSOR**

### 3.A. College Statement

A recommendation for promotion to Associate Professor from Assistant Professor is made when an eligible contract faculty member has fulfilled the specific standards for promotion to Teaching/Clinical Associate Professor (see below) and accomplished the following:

- holds a terminal degree,
- has demonstrated a consistent record of excellence in annual reviews, and
- has served a minimum of four years or greater at the assistant professor rank

### 3.B Expectations for **Teaching/Clinical** Associate Professor Contract Faculty

While quantity and type of teaching is highly variable for contract faculty, teaching excellence is required for promotion. Evidence of high-quality contributions to the teaching of undergraduate, graduate or post-graduate students in a small group laboratory, seminar, or classroom setting is required. The *CEHD Academic Work Scope Guidelines*, dated November 18, 2019, indicate the type of work the individual was assigned at this level and the accomplishments that the individual should be assessed on, along with performance data from annual reviews on these same job specifications. Each department will develop specific evaluation criteria for contract faculty promotion. These evaluation criteria must be approved by the college.

### 3.C. Expectations for **Research** Associate Professor Contract Faculty

While quantity and type of research is variable for contract faculty, research excellence is required for promotion. Research accomplishments, the significance of the efforts, and intellectual contribution to collaborative or interdisciplinary research are highly valued. The *CEHD Academic Work Scope Guidelines*, dated November 18, 2019, indicate the type of work the individual was assigned at this level and should be assessed on, along with performance data from annual reviews on these same job specifications. Each unit with research contract faculty will develop specific evaluation criteria for contract faculty promotion. These evaluation criteria must be approved by the college.

## **SECTION 4: Guidelines for CRITERIA FOR RECOMMENDED PROMOTION TO PROFESSOR**

### 4.A. College Statement

A recommendation for promotion to Professor from Associate Professor is made when an eligible contract faculty member has fulfilled the specific standards for promotion to Professor (see below) and accomplished the following:

- holds a terminal degree,
- has demonstrated a consistent record of excellence in annual reviews, and
- has served a minimum of four years or greater at the associate professor rank.

### 4.B. Expectations for **Teaching/Clinical** Professor Contract Faculty

A recommendation for promotion to Teaching Professor is made when an eligible contract faculty member consistently demonstrates excellence in teaching, is recognized as a leader in teaching, achieves national and/or international visibility; and presents evidence of effective mentoring of other teaching faculty members. While quantity and type of teaching is variable for teaching faculty, teaching is required for promotion to Professor. The *CEHD Academic Work Scope Guidelines*, dated November 18, 2019, indicate the type of work the individual was assigned at this level and should be assessed on, along with performance data from annual reviews on these same job specifications. Each department will develop specific evaluation criteria for contract faculty promotion. These evaluation criteria must be approved by the college.

### 4.C. Expectations for **Research** Professor Contract Faculty

While quantity and type of research is variable for contract faculty, research excellence is required for promotion. Continued productivity in research accomplishments, continued work that has significance in the field, and intellectual contribution to collaborative or interdisciplinary research are highly valued. The *CEHD Academic Work Scope Guidelines*, dated November 18, 2019, indicate the type of work the individual was assigned at this level and should be assessed on, along with performance data from annual reviews on these same job specifications. Each unit will develop specific evaluation criteria for contract faculty promotion. These evaluation criteria must be approved by the college.

## **SECTION 5: DEPARTMENTAL PROCEDURES FOR PROMOTION IN RANK**

### 5.A. College Statement

A primary measure of excellence of an educational institution is the quality of its faculty, including contract faculty. To attract and retain outstanding teaching/clinical and research contract faculty, it is important to acknowledge sustained excellent performance. This is accomplished by considering and recommending eligible contract faculty for promotion. To be eligible for promotion, a contract faculty member must do the following:

- establish a record of employment in the College and a department as a contract faculty member for at least 4 years;
- receive "exceeds expectations" annual reviews consistently during employment in the department; and
- meet department promotional standards and procedures followed

The dean approves all contract faculty member promotions in writing. The dean can also grant approval for special circumstance exceptions.

The major difference between the standards for (1) tenured and tenure-track faculty, and (2) contract faculty is that contract faculty must have demonstrated a consistent record of receiving "exceeds expectations" performance evaluation ratings in the areas included in their contract and department performance standards. In contrast, tenured-tenured track faculty are required to sustain performance in all areas of research, teaching, and service. The *CEHD Academic Work Scope Guidelines*, dated November 18, 2019, indicate the type of work a contract faculty member should be assigned at particular levels, and the work scope assessed. Each department will develop specific evaluation criteria for contract faculty promotion. These evaluation criteria must be approved by the college.

### 5.B. Promotion Committee (optional)

The composition of promotion committees in each department may vary. Promotion reviews in smaller departments may be conducted independently by the supervisor, but larger departments with a multiple contract faculty members should form a Promotion Committee comprised of contract faculty at the promotion level under consideration (or higher) and tenured faculty. It is recommended that the Promotion Committee membership be equally comprised of contract faculty and tenured faculty. If the unit has no contract faculty, the department should recruit tenured professors to the Promotion Committee and consider inviting contract faculty members from outside the department, but within CEHD, to serve as members of the committee. Significant contract faculty membership on the Promotion Committee is strongly recommended.

### 5.B. Dossier

The contents of the dossier will include the following:

- Curriculum Vitae
- Job description

- Teaching or Research position job description
- Concise teaching or research narrative where teaching or research is placed in context relative to the criteria related in Section 3 and Section 4 above in this document
- Reports of teaching evaluations or reports of research activities (whichever is applicable)
- Teaching syllabi for each course taught (if applicable)
- Documentation of teaching or research-related service work with regional, national, international organizations
- Concise documentation of other teaching-related or research-related achievements
- List of other related service activities (both local, national and international) since previous review, with dates and brief descriptions
- Copies of annual review documentation leading up to consideration for promotion

### 5.C. Consideration for Promotion Procedures

The following steps will guide the promotion process for a Contract Faculty member:

#### Department Level Procedures:

1. The Contract faculty member ("candidate") will consult with the department chair about readiness, preparation, and processes for promotion.
2. The candidate prepares a dossier as described in the "Dossier" section of this document and ensures consistency with department standards.
3. The chair will seek formal input regarding the candidate's nomination for promotion from the Promotion Committee (this committee is optional for departments with small numbers of contract faculty). If no department Promotion Committee is established, the department chair will carry out the committee functions.
4. If established, the Promotion Committee sets deadlines; reviews the candidate's dossier for completeness and consistency with department standards; and may solicit evaluations from internal and external peers, faculty, and students, or other appropriate constituencies if not already part of the promotion review. The request for information and the responses become part of the candidate's dossier.
5. The Promotion Committee reviews the dossier and prepares a written report; this report may include a recommendation regarding support of promotion.
6. If the Contract Faculty member is recommended for promotion, then the report is forwarded to the department chair. If the Contract faculty is not recommended for promotion, a written report to that effect is also forwarded to the Department Chair.
7. The department chair reviews the Promotion Committee report and any other formal input and prepares a recommendation to the college dean. (Note: Consideration for teaching contract faculty promotion should not be based solely upon student evaluations.)
8. The department chair sends the dossier and all supporting material electronically to the CEHD Director of Human Resources.
9. In addition to the unit recommendation, college human resources will consult with the college finance office regarding proposed funding and demand trends.
10. If requested by the candidate, the chair will provide feedback and meet with the candidate to share and discuss the recommendation.

#### College-Level Procedures:

The college's Contract Faculty Promotion Committee will review each candidate's dossier and department recommendations—using the department's evaluation criteria—and also fiscal and curricular and/or demand trends. This body will then make recommendations to the dean. College human resources facilitates the committee's process, provides consultation on related policy provisions and serves as the liaison to the Dean's Office. The dean or designee reviews and makes a

final decision. The dean or designee may: (a) approve the promotion recommendation; (b) deny the recommendation or; (c) defer a decision to the next appointment year.

## **NOTES**

- 1. CURRICULUM VITAE OUTLINE –Contract Faculty should use the standard University of Minnesota vita format.**
- 2. CONTRACT FACULTY PROMOTION PROCESS SCHEDULE LETTER TO FACULTY –Departments will use the same schedule provided for TTTF review processes to guide the promotion and review of Contract Faculty.**
- 3. CONTRACT FACULTY ANNUAL REVIEW FORM—Contract Faculty should use the Annual Review Process and Forms developed for their specific roles and responsibilities as developed by individual departments.**

## **Links to Related Documents:**

[CEHD Contract Faculty Policy and Procedures](#)

[CEHD Academic Appointment Chart](#)

[CEHD Academic Work Scope Guidelines](#)