



COLLEGE OF EDUCATION
+ HUMAN DEVELOPMENT

UNIVERSITY OF MINNESOTA
Driven to Discover

Implementation, Annual Review, and Promotion of Contract Faculty Procedures

College of Education and Human Development

Table of Contents

Implementing Contract Faculty Appointments	3
Conducting Annual Reviews	3
Promoting Contract Faculty Members	3
Dossier	3
Unit Promotion Committee	4
Unit Level Procedures	4
College Level Procedures	5

Related Documents

- [CEHD Contract Faculty Appointment, Review and Promotion Policy](#)
- [University Academic Appointment Category Details](#)
- [University Academic Appointments with Teaching Functions Policy](#)
- [University Policy on Hiring Faculty and Staff](#)
- [CEHD Academic Appointment Chart](#)
- [CEHD Academic Work Scope Guidelines](#)
- [UofM Approved Curriculum Vitae Format for Promotion and Tenure](#)
- [CEHD Collegiate Personnel Plan](#)

History

(amended dates)

Previously Approved 11/2020

Revised and Approved 02/2023

Revised and Approved 06/2023

Revised and Approved 1/2024

Revised and Approved 10/2025

Revised and Approved 04/2026

Implementing Contract Faculty Appointments

Academic units seeking to implement contract faculty appointments must submit a contract faculty plan to the dean for approval, in accordance with the following:

1. Academic unit human resource plan outlining the role and percentage of contract faculty in the unit, which aligns with the CEHD Collegiate Personnel Plan
2. CEHD Academic Work Scope Guidelines that identifies the purpose and responsibilities of the contract faculty role
3. CEHD Contract Faculty Appointment, Review and Promotion Policy that specifies the indices and standards that will be used to determine whether a candidate meets the threshold criteria for appointment

Conducting Annual Reviews

Contract Faculty should use the Annual Review Process and Forms developed for their specific roles and responsibilities as developed by individual units.

1. 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 appointment.
2. Documentation should be provided to the supervisor in a concise and well organized format.
3. At a minimum, documentation should cover the candidate's work since the last annual appraisal and include an up-to-date curriculum vitae.
4. The contract faculty member may be required to provide additional evaluative elements, as based on their particular contract and academic unit requirements.
5. If a contract faculty believes that a decision not to conduct a promotion review was made unfairly, they may raise their concerns with the academic unit head, associate dean for graduate education and faculty development, or the dean.

Promoting Contract Faculty Members

Dossier

The deadline for submitting dossiers to the Dean's Office is typically in October or November, and will be announced the prior Spring each year. Dossiers for promotion should include the following:

1. Unit's contract faculty promotion document

2. Curriculum Vitae
3. Job description and if applicable documentation of service credit granted from another institution
4. Concise teaching or research narrative
5. Reports of teaching evaluations or reports of research activities (whichever is applicable)
6. Teaching syllabi for each course taught (if applicable)
7. Documentation of teaching or research-related service work with regional, national, international organizations
8. Concise documentation of other teaching-related or research-related achievements
9. List of other related service activities (local, national and international) since previous review, with dates and brief descriptions
10. Copies of annual review documentation leading up to consideration for promotion

Unit Promotion Committee

Each unit should form a Promotion Committee of at least two members composed of contract faculty at the promotion level under consideration (or higher) and tenured faculty.

Significant contract faculty membership on the Promotion Committee is strongly recommended. If the unit has no contract faculty, the unit should recruit tenured professors to the Promotion Committee and consider inviting contract faculty members from outside the unit, but within CEHD, to serve as members of the committee.

The Promotion Committee reviews the candidate's dossier for completeness and consistency with unit 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.

Unit Level Procedures

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

1. The Contract faculty member ("candidate") should consult with the academic unit head about readiness, preparation, and processes for promotion at least one year prior to putting themselves forward. Any request for special circumstance exceptions to the dean should be submitted to the faculty development director prior to step 2.
2. The candidate prepares a dossier as described in the previous section of this document and ensures consistency with unit standards.
3. The academic unit head will seek input regarding the candidate's nomination for promotion from the Promotion Committee.
4. The Promotion Committee reviews the dossier and prepares a written report.

5. The report becomes part of the dossier and is forwarded to eligible voting faculty (defined as tenured faculty and contract faculty at the promotion level under consideration or higher) for review at least two weeks prior to a scheduled faculty deliberation and vote.
6. Eligible faculty meet and vote on the question of "Shall the candidate be recommended for promotion?"
7. The academic unit head reviews the dossier, reports the vote of the faculty, and prepares their own recommendation to the college dean. The academic unit head's report will be added to the dossier.
8. The academic unit head sends the dossier and all supporting materials electronically to the CEHD faculty development director by the deadline set by the College.
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 academic unit head will provide feedback and meet with the candidate to share and discuss the recommendation.

College Level Procedures

Contract faculty promotion review follows a similar timeline as the tenured/tenure-track faculty reviews. The dean will establish a yearly deadline for the submission of materials regarding candidates for review and promotion. The deadline will be announced to academic unit heads during Spring Semester each year.

College Contract Faculty Promotion Review Committee

The College will establish a contract faculty promotion committee of at least 3 faculty members. Appointment to this committee will be for a three-year term and appointments will be staggered to ensure continuity within the committee from year to year. The committee will review each candidate's dossier using the unit's evaluation criteria, and make a recommendation to the dean. The CEHD faculty development director will facilitate the committee's process, provide consultation on related policy provisions, and serve as the liaison to the dean's office.

Committee Meeting Schedule

The CEHD Contract Faculty Review and Promotion Committee will meet no less frequently than twice a year. The first meeting will be an organizational meeting and the second will be for the purpose of deliberating on contract faculty promotion cases. The committee will make recommendations to the dean regarding each candidate for promotion.

Member Roles and Responsibilities

Committee members are responsible for reviewing candidate dossiers using the unit's evaluation criteria prior to the second committee meeting. The reviewers will have access to the candidate's dossier to complete their review. Only those senior in rank to the candidate are eligible to review the dossier.

Seeking Additional Information or Clarification about a Candidate

The committee must review the cases on the basis of the materials forwarded to the dean and as noted within this document. The committee may not seek additional information either from members of the academic unit or from others. If the committee finds that the dossier contains insufficient information for it to make an informed judgment or there are matters on which the committee would like clarification from the academic unit or the candidate, the committee must request that information from the director of faculty development. The director of faculty development will obtain the requested information and pass it on to the committee.

Deliberation and Final Recommendations

During the second committee meeting, committee members are expected to engage in a thorough discussion of each candidate's suitability for promotion. Following discussion, this body will vote on the question of: "Shall the candidate be recommended for promotion?" Only those senior in rank to the candidate are eligible to review the dossier and vote on the question of promotion. The committee vote will be reported to the dean.

If the committee vote differs from that of the academic unit, a report must state the reasons and show why the candidate does or does not meet the criteria as outlined in the applicable promotion guidelines.

The dean or designee will review the dossier and make a final decision, which may take into account an assessment of fiscal and/or curricular demand trends. The dean or designee may: (a) approve the promotion recommendation; (b) deny the promotion recommendation; or (c) defer the promotion recommendation to a later appointment year.