

PROCEDURES, CRITERIA, STANDARDS, AND BYLAWS
DEPARTMENT OF ART
CENTRAL MICHIGAN UNIVERSITY
(Approved: 7/31/95)

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**PROCEDURES, CRITERIA, STANDARDS, AND BYLAWS
DEPARTMENT OF ART
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I. Introduction/Preamble

A. Definition of Voting Faculty

1. Board of Trustees definition of a faculty member as the qualification for voting membership in the Department. This definition states:

"The University faculty shall include all those who have an academic rank of lecturer, instructor, or above, and whose appointment calls for at least half-time service in research or instruction or in a combination of the two. It shall also include the principal executive and administrative officers (president, vice president, deans), professional librarians, personnel counselors, curators, and

directors or administration of the Vice President of Academic Affairs, and others to whom the President, with the concurrence of the appropriate academic department or division, may assign an academic rank."

(Board of Trustees Minutes of January 22, 1969)

2. Exceptions to the Definition
 - a. Faculty members making a request for reappointment, tenure, and promotion do not vote on their own request.
 - b. Only tenured and tenure-track faculty may vote on personnel policy, issues, or decisions.
 - c. Temporary faculty with 3/4 time or greater appointments have full voting privileges on all departmental matters except personnel policy, issues, or decisions.
 - d. Part-time temporary faculty with less than a 3/4 time appointment can not vote on personnel policy, issues, or decisions. Other voting privileges will be determined through the consensus of the Department as the need may arise.

B. Definition of Voting Procedures

1. All decisions will be achieved by a majority vote. Tie votes will be considered as negative decisions.
2. During regular faculty meetings the Chairperson may request a voice, hand, or written ballot at his/her discretion.
3. Personnel decisions shall be determined by a secret written ballot that will be counted by the Executive Committee.

C. Schedules of Meetings, Procedures for Notification of Meetings

1. The Art Department faculty meets at least once a month, or more if necessary, at the call of the Department Chairperson. Urgent matters may necessitate the calling of meetings more often.
2. Faculty members are to be notified at least five (5) working days in advance of a departmental meeting and provided with an agenda of items for the meeting at such time providing the meeting is not of an emergency nature. Failure to provide a complete agenda or meet the five (5)-day prior notification date may not invalidate the results of a meeting providing the meeting is of an emergency

nature. Faculty are expected to attend all meetings that satisfy the above criteria.

3. The Executive Committee meets at least once a month or at the discretion of the Department Chairperson. The Executive Committee may recommend a faculty meeting to the Chairperson and discuss the agenda. (See Sec. II. B. for definition of Executive Committee.)
4. Students and graduate assistants may not attend faculty or committee meetings that discuss personnel matters or conduct student reviews.
5. Minutes of any faculty or committee meeting must show who was in attendance, who was the recording secretary, and the date.
6. The minutes of all faculty meetings are to be formally approved and accepted as the first item on the agenda of the next meeting.
7. Faculty members absent from a called Department meeting will be allowed to vote by absentee ballot, within the specified time limit, on matters of personnel only; that is, appointment, reappointment, tenure, and promotion.
8. All departmental and committee meetings will be conducted by Robert's Rules of Order.

D. Procedures for Revising and Amending the Bylaws

1. As per current Agreement between Central Michigan University and CMU Faculty Association ([Agreement](#)).
2. The Executive Committee will make recommendations for revision or amendment of bylaws to the full faculty as described in D.1. above. (Part I., Sec. 1.)

II. The Governance Structure and Operating Methods of the Art Department

A. The Position of Chairperson

1. Expectations of the Chairperson. In addition to the expectations of the Chairperson outlined below, additional expectations are included in the Chairperson's letter of appointment and the "Duties of the Chair" contained in the Department Chair Handbook.
 - a. Administrative Functions

The Department Chairperson is the chief administrative representative

of the Art faculty and the chief representative on campus of the Art Department. The Department Chairperson responds to administrative assignments from the Dean and Provost, maintains disciplinary standards on campus, and meets the expectations of departmental faculty. With the advice of the Executive Committee the Department Chairperson should:

- (1) Communicate effectively and promptly departmental needs and desires to the Dean and Provost.
- (2) Communicate promptly and interpret College and University decisions to the faculty.
- (3) Maintain open lines of communication among areas within the Department and encourage an appropriate balance between areas.
- (4) Encourage the development and improvement of departmental curriculum and see that the proper curriculum forms are submitted on schedule.
- (5) Prepare catalog information in accordance with deadlines.
- (6) Schedule class offerings in cooperation with faculty.
- (7) Assign faculty to classes, laboratories, and studios.
- (8) Take a leading role in recruiting and retaining a capable faculty.
- (9) Maintain faculty morale by preventing and resolving conflicts and by allocating effective and equitable faculty responsibilities.
- (10) Supervise secretarial and technical staff, maintain departmental records, and comply with the freedom of information regulations.
- (11) Monitor the condition of departmental facilities.
- (12) Requisition supplies, equipment, books, materials, and other class needs and maintain the inventory of supplies and equipment.
- (13) Provide direct supervision and accountability for the Department's budget and report to the faculty at the end of each semester.

- (14) Facilitate and encourage grants and contracts from extramural sources.
- (15) Supervise the preparation of the Department for accreditation and other reviews.

b. Faculty and Personnel Duties

Among the most important duties of the Department Chairperson are those relating to faculty personnel. The success of the Department is frequently dependent upon the abilities of the Department Chairperson in this regard. Among the specific tasks are:

- (1) Summarize faculty decisions relative to reappointment, tenure, and promotion, and leaves of absence and share these decisions with the individual involved and the faculty as soon as possible, but no later than five (5) working days prior to the time recommendations are made to the Dean.
- (2) Seek to improve faculty performance by fostering and acknowledging good teaching and to stimulate research, writing, and creative activity.
- (3) Recommend Department members for the Graduate Faculty in accordance with Department recommendations.
- (4) Arrange effective and equitable allocation of faculty responsibilities; and
- (5) Supervise orientation of new staff.

c. Liaison Functions

The Department Chairperson has primary responsibility for representing the Department and the discipline to the College, the University, and the community-at-large. Among the specific duties the Chairperson is expected to:

- (1) Develop a strong departmental image and reputation on campus and off and attend to public relations.
- (2) Promote interdepartmental and interdisciplinary cooperation.

d. Student-Related Duties

The recruitment and retention of outstanding students is often dependent upon how wisely and effectively the Chairperson responds to student needs. The Chairperson is expected to:

- (1) Supervise the academic advising process to insure that it is responsive to changing student goals and aspirations.
- (2) Support student clubs and organizations that help foster achievement and professional development.
- (3) Assist in recruitment and retention of talented students.
- (4) Advise students of special registration procedures and enrollment criteria, and administer those procedures when appropriate.
- (5) Assist faculty in advising to insure correct information is being given to students.

e. Role Characteristics

The Chairperson's duties will be consistent with the duties assigned to Central Michigan University faculty as per the current Agreement.

2. Procedures for the Formal Review of the Department Chairperson

- a. No later than the beginning of the Fall Semester in the final year of appointment as Department Chairperson, the incumbent will indicate to the Department whether or not he/she wishes to serve for an additional designated term.
- b. If the incumbent wishes to serve another term, the faculty shall elect a Review Committee as follows:
 - (1) Include at least five (5) but not more than seven (7) full-time teaching faculty.
 - (2) Represent as many of the areas of the departmental offerings as possibility.
 - (3) Contain a minimum of four (4) tenured faculty.
- c. The Review Committee shall implement the following procedures:

- (1) Inform the incumbent Chairperson requesting reappointment that he/she must submit a written request including supporting materials (which show Department involvement, College- and University-wide activities, and community and professional service such as letters and other documentation from the Department and individuals outside the Department).
- (2) Call a meeting of the Art faculty with the request for incumbent review stated on the agenda.
- (3) Provide the incumbent the opportunity to state his/her case verbally, with any supporting materials relating to his/her duties and possible future plans as Chairperson he/she wishes to present at the meeting.
- (4) Provide all departmental faculty, including the incumbent Chairperson and the Dean, a copy of the “Chairperson Evaluation Form” based on expectations outlined in II.A.1.
- (5) See that all evaluation forms are completed and returned to the Review Committee within five (5) working days of the meeting.
- (6) Provide the faculty, incumbent Chairperson, and Dean with a written summary of the results of the evaluations forms.
- (7) Call and chair a meeting of all voting faculty, minus the incumbent Chairperson, to discuss the completed evaluation after which all qualified voting faculty, excluding the candidate, will be provided a ballot and envelope.
- (8) Ensure that sealed ballots are returned to the Art Office within three (3) working days of the meeting.
- (9) Call a meeting of the Art Department Executive Committee to count the ballots. The Department’s decision is determined by a simple majority of YES or NO votes.
- (10) Present and discuss the evaluation and voting results with the Dean to see if there is agreement on continuing or terminating the incumbent Chairperson’s term.

3. Search Procedures for a Department Chairperson

- a. If the incumbent Department Chairperson resigns, is unable to continue

to serve, does not wish to serve another term, is removed from the position, or if the vote on the Chairperson is unfavorable, then the following procedures are followed:

- (1) The Department will meet to determine whether to conduct either an internal or an external search for the position of the Chairperson. The Dean will then be notified of the Department's *recommendation*.
- (2) If an internal search is determined and is approved by the Dean, the Department will open up a nomination process and within ten (10) days will meet to consider nominees to the position. Candidates for the position must then officially declare their intentions of running for the office by submitting a letter to the Chairperson of the Department. During the meeting, candidates for the position will be allowed to present their credentials and state their qualifications to the whole faculty. A discussion without the candidate(s) will ensue. A ballot vote (format to be determined by the Department) will be placed in voting faculty's mailboxes and will be counted in accordance with other faculty personnel decisions. (See VI. A.-L.)
- (3) If an external search has been determined, within ten (10) days a Search Committee will be elected by the faculty following Affirmative Action guidelines.
- (4) The Search Committee will select at least six (6) candidates to be presented for faculty review. The faculty will rank the candidates in order of preference. The top three (3) candidates will be forwarded to the Dean for interviews.
- (5) The Search Committee will establish an interview schedule for each of the candidates being considered for Chairperson which includes meetings with:
 - (a) Members of the Department,
 - (b) The Dean,
 - (c) The Provost.
- (6) After the three (3) candidates are interviewed, the Search Committee, in consultation with the faculty, determines whether or not these three (3) candidates are suitable to be forwarded to the Dean.

- (7) If a national search fails to produce a candidate satisfactory to the Department, or if an offer for the position is turned down, the Department, in consultation with the Dean, will then determine to either recommend an internal candidate or extend the search until a satisfactory candidate is selected.
 - (8) The final selection of a Chairperson is to be determined by a secret written ballot of voting faculty. Three-quarters of qualified voting faculty constitute a legal election.
 - (9) Every effort should be made to conclude the search and the selection of a Chairperson before the end of the Spring Semester.
4. All other procedures for the appointment, reappointment, or formal review of the Department Chairperson will be consistent with the current Agreement.
 5. Methods for providing informal feedback as called for in the Agreement.

The Department Chairperson will request informal annual feedback from the faculty during the second semester of each school year, as per the current Agreement.

B. The Executive Committee

1. Composition
 - a. Four (4) full-time faculty members.
 - b. The Department Chairperson who acts as Chairperson of the Committee.
2. Selection
 - a. Two (2) faculty members will be appointed by the Chairperson and the other two (2) faculty members are elected by the faculty-at-large during the first departmental meeting of the Fall Semester. Each member serves for one (1) year.
 - b. Vacancy replacements will be filled with a special election with the entire faculty voting, unless the person is an appointee of the Chairperson, in which case a replacement is done by the appointment of the Chairperson.

3. Duties

- a. Discuss and propose changes in the Art curricula and degree programs.
- b. Discuss and plan course assignments and utilization, faculty loads, course offerings, and schedules in consultation with the faculty for recommendation to the Chairperson.
- c. Consider budgetary requests forwarded to the Chairperson and presented to the Committee, prepare a list of priorities for equipment purchases and budget requests, and make emergency budget decisions.
- d. Assist in voting procedures for personnel issues.
- e. Review applicants for graduate assistantships and make recommendations to faculty.

4. Procedures

- a. The minutes of the Executive Committee meetings will be reported to the Art faculty within five (5) working days of their meeting.
- b. Any faculty member may request the Department Chairperson to place an item on the Committee meeting agenda.
- c. The Executive Committee can conduct business provided not more than two (2) members are absent.

C. Departmental Committees

1. The need for Standing and Ad Hoc committees is determined by the Chairperson upon consultation with the Executive Committee. The recommended committees are placed on the agenda for faculty approval.
2. All committee memberships are reviewed each year by the faculty during the first meeting of the Fall Semester.

D. General Departmental Procedures

1. All faculty are expected to attend departmental meetings and any and all meetings for committees to which they are assigned.
2. In an effort to encourage professional research, faculty are encouraged to make use of offices or studio spaces for their work as long as they do not use expendable materials assigned for student use or interfere with actual class time

usage.

3. Only students registered in an area are allowed to use that area's facilities unless they have been granted permission by the area instructor(s).
4. Art models are not to be photographed without a written consent signed by the model. Anyone using a model in the studio must use the Department's model release form. Any other consent forms or contracts used by students in the Art Department must be approved by the Department.
5. Travel money will be allotted to each faculty member annually through normal departmental procedures.
6. Art Department faculty are not to offer off-campus classes for Central Michigan University Art Department credit without departmental approval.
7. It is understood that faculty are expected to meet their classes as scheduled. Should situations arise that make this impossible, students should be notified in advance, if possible. If this is not possible, the Art Office should be contacted so that a notice can be posted at the classroom or studio for student notification. Faculty should also check University regulations concerning exams scheduled at other times.
8. Instructors will not use other instructors' materials or teaching aids without permission.
9. Faculty teaching University Program courses should follow the syllabi on file in the Art Office for their classes. In other courses faculty should account for the syllabi on file in the Art Office.

III. Procedures for Development of Criteria and Standards for Reappointment, Tenure, Promotion

A. Procedures to Assure Faculty Participation in Development of Criteria and Standards

1. All tenured and tenure-track faculty vote on criteria.
2. A simple majority of YES or NO votes is necessary for a decision.

IV. Department Bylaws

A. Procedures for the Selection of New Faculty

1. The faculty will elect a Search Committee composed of three (3) regular full-

time faculty with at least one (1) representative from a related area. This Committee will appoint a Chairperson for the Committee and prepare a job description to be circulated to appropriate art departments and to be advertised in appropriate professional journals and organizations, following all Affirmative Action procedures. All position announcements must be approved by the Dean's Office before they are sent to Affirmative Action for approval.

2. This Committee will review all applications and select a reasonable number of finalists. This selection will be presented to the faculty for discussion and vote by secret ballot. A minimum of three (3) finalists will be selected for on-campus interviews.
3. After candidates have been interviewed, a special faculty meeting will be called at which time the candidates are ranked in order of preference. The Department Chairperson then sends the results of the faculty vote to the Dean.
4. In emergency situations, available members of the faculty will work with the Department Chairperson to insure the recommendation of qualified candidates is forwarded to the Dean.
5. Every effort will be made to find the most highly qualified persons to fill faculty positions.
6. All other procedures will be as per current Agreement.

B. Procedures for Class Assignment, Advisement Responsibilities, and Committee/Service Responsibilities During the Academic Year

Determined by consultation with the Chairperson.

C. Sabbatical and Leave Recommendations

1. At the beginning of each academic year, the Department Chairperson will inform the faculty of application dates and procedures.
2. Sabbatical leave proposals should be submitted and processed in compliance with the Sabbatical Leave provisions of the Agreement and administrative rules and procedures promulgated by the President.
3. In accordance with University policy, applications will be reviewed relative to merit and FTE impact and/or accommodation. The faculty will vote on the proposal.
4. The Department Chairperson shall forward those applications approval by the faculty along with the Chairperson's recommendations to the Dean.

5. The Chairperson may request a faculty member to delay a sabbatical if it is in the best interest of the Department as per the current Agreement. The faculty member postponing his/her sabbatical will continue to accrue time towards his/her next sabbatical leave as per the current Agreement.

D. Procedures for Allocating Assigned Space

1. Assignment of space for classroom teaching and studios will be made by the Department Chairperson in conjunction with faculty input.
2. Reservation of space at unscheduled hours will be made by faculty and students in the Department Office in consultation with the Chairperson and/or Department secretary.

E. Teaching of Courses for Extended Learning and Summer Session

1. Teaching courses for the College of Extended Learning will depend on need and available faculty time and in arrangement with the Department Chairperson.
2. Faculty members must submit requests to the Chairperson in writing for teaching summer courses. Assignment of summer school classes depends on programmatic demands and FTE.
3. The Executive Committee of the Art Department assigns on-campus summer courses based on a rotation of faculty members from 1) the past three years, 2) the needs of the Department, and 3) the student demand.
4. Any inequities in assignments will be noted and adjusted the following year whenever possible.

V. Temporary Faculty

A. Definition

1. Temporary faculty is defined as a person holding a position which does not have a tenure-track.
2. Appointment of temporary faculty may be renewable on a semester or a yearly basis up to the maximum number of years specified by the CMU Policy on Temporary Faculty, and based on programmatic and enrollment needs.
3. The process of selecting and appointing less than full-time temporary faculty and assigning them their duties is essentially the Chairperson's responsibility, and will be based on the needs of the Department. However, when making the

selection, the Chairperson will consult with the Executive Committee and will seek the input and consensus of the Art faculty. The process of selecting full-time temporary faculty must follow Affirmative Action Guidelines.

4. Other definitions, guidelines, policies, and benefits pertaining to temporary faculty are referred to in the Policy on Temporary Faculty included in the Department Chair Handbook.

B. Duties and Rights of Temporary Faculty

1. Temporary faculty are expected to maintain a satisfactory level of teaching effectiveness.
2. Full-time temporary faculty are expected to go through a review process by the whole Department every year. Procedures and criteria for a review will be the same as those for reappointment decisions.
3. Part-time faculty with an appointment of less than 3/4 time are not required to be reviewed by the whole faculty. However, evidence of their teaching effectiveness such as a Student Opinion Survey or a comparable survey should be made available to the Chairperson prior to considering another appointment, or at the request of the Chairperson. The Department Chairperson, in consultation with the Executive Committee, will be responsible for determining the status of their employment based on the performance of their duties and the needs of the Department.
4. Full-time and 3/4 time temporary faculty have full voting privileges on all departmental matters except personnel policy, issues, or decisions.
5. Part-time temporary faculty with less than a 3/4 time appointment can not vote on personnel policy, issues, or decisions. Other voting privileges will be determined through the consensus of the Department as the need may arise.
6. Full-time and part-time temporary faculty can not serve on the Executive Committee.
7. Part-time temporary faculty are expected to serve their duties as defined in their contract.
8. Temporary faculty with appointments of 3/4 time or more may vote on graduate student admissions and serve on graduate student committees upon the faculty member's admission to temporary graduate faculty status.
9. Temporary faculty with appointments of 3/4 time or more receive the same amount of travel money from the Department as other faculty.

10. Temporary faculty with appointments of 3/4 time or more are eligible to apply for support for research and teaching from the various University sources.

VI. Procedures for Determining Departmental Recommendations for Reappointment, Tenure, Promotion

- A. The calendar for the submission of applications for tenure and promotion is included in the current Agreement. The Department Chairperson will inform faculty members of the due date for applications for these personnel matters, as well as the due dates for reappointment and sabbatical leave request applications.
- B. The faculty member requesting reappointment, tenure, or promotion submits a written request with a written statement, documentary, and other supporting evidence to the Department Chairperson.
- C. The Department Chairperson calls a meeting of the Art faculty with the appropriate request stated on the agenda.
- D. At this meeting, the member making the request may state his/her case verbally with all supporting materials he/she wishes to present: resumes, photographs of creative work, slides, etc.
- E. The faculty may question the member making the request during this meeting. The candidate will leave after his/her presentation so that the faculty continue to review and discuss the candidate's qualifications.
- F. A complete file of all the candidate's supporting materials is placed in the Art Office for review by all voting faculty.
- G. Each qualified faculty member, excluding the candidate, will be given a ballot and an envelope after they have reviewed the candidate's file. Full-time tenure-track faculty, full-time tenured faculty, and full-time tenured faculty on reduced assignment are entitled to vote on personnel matters. Faculty on sabbatical, medical, or unpaid leave will be eligible to vote by an absentee ballot.
- H. Faculty members currently or previously related by family or marriage, or who have or have had a relationship which would make it impossible to make an unbiased recommendation, shall not be involved in personnel discussions or recommendations affecting that faculty member.
- I. The ballots are sealed in the envelopes provided and given to the Chairperson of the Department within three (3) working days of the review meeting.
- J. Within five (5) working days of the review meeting, the Art Department Executive

Committee meets, opens, and counts the sealed ballots. A simple majority of YES or NO votes determines the decision. The Executive Committee summarizes any comments added to the ballots and then destroys the ballots.

- K. The Chairperson forwards the negative or positive recommendation to the Dean of the College.
- L. The Chairperson notifies the candidate by letter of the outcome of the vote. A meeting between the candidate and the Chairperson to discuss the decision is held within five (5) working days of receipt of the letter. At this meeting the candidate may request the numerical outcome of the vote.
- M. If the faculty member does not agree with the decision, he/she may ask for a review of the decision at a faculty meeting to be scheduled within ten (10) working days of the meeting with the Chairperson. At this meeting, the candidate restates his/her case with additional information. Steps (G., H., I., J.) will be repeated. Any further appeal must be conducted in accordance with the procedures specified in the current Agreement.

N. Retrenchment

1. The Executive Committee will be the initial body to deal with the issues of retrenchment. They shall investigate all possibilities and make a recommendation to the faculty.
2. The faculty will discuss all Committee recommendations.
3. Final decision will be made by the voting faculty.
4. Should the occasion arise, voting will be by secret ballot.

VII. Criteria for Reappointment, Tenure, Promotion

A. Preamble

Reappointment, tenure, and promotion decisions must be regarded with seriousness by the faculty member being considered for a personnel *recommendation*, and must be weighed objectively and judiciously by faculty making the personnel decision. The four criteria to be considered are: teaching effectiveness, scholarly and creative activity, professional growth, and University service.

Standards for reappointment, tenure, and promotion should be consistent with the College Art Association “Standards for Retention and Tenure of Visual Arts Faculty.”

1. Tenure recommendations/decisions are based on the candidate’s competence and promise, and the future needs of the University.

2. A decision for promotion must reflect the individual's meritorious accomplishments in all the named criteria for the period in rank.
3. Reappointment recommendations/decisions are based on the candidate's competence and promise, and the future needs of the University.

B. General Criteria

The criteria are intended as guidelines for prospective applicants for reappointment, tenure, and promotion to achieve excellence in all four categories, and for voting faculty to render a fair and equitable decision. A positive decision from the Department will be based on a weighed judgment on evidence in all four categories of the criteria with particular emphasis on the candidate's abilities in teaching and in scholarly and creative achievements. It is the responsibility of the candidate to define, explain, and qualify the merit of the material presented in their request for reappointment, tenure, and promotion. Reappointment and tenure recommendations/decisions take into consideration the future needs of the University as well as the promise of the candidate in addition to the candidate's competence.

C. Presentation of Evidence

Evidence may be presented in the form of curriculum vitae, actual publications, exhibition brochures, letters and testimonials, written teaching evaluations, teaching scores, visual material such as slides and videos, or any other proof the candidate chooses to present. Format for presentation should be organized according to categories provided in each criteria.

VIII. Criteria for Tenure

A. General Requirements for Requesting Tenure

1. An appropriate terminal degree. A terminal degree in art is defined as an M.F.A. in a studio field, or a doctorate in an art history or art education field.
2. Demonstrable evidence of continued involvement and professional development in the following four categories: teaching effectiveness, scholarly and creative activities, professional growth, and University service.
3. An individual's promise to contribute substantially to the University, Department, and field of expertise, as well as the future needs of the University.

B. Teaching Effectiveness

Teaching effectiveness is based on the candidate's understanding of subject matter,

effective communication, availability for advising and counseling, and the ability to direct students in their research and creative work. Teaching effectiveness must include a representative sampling of teaching evaluations such as the Student Opinion Survey or an equivalent survey. Additional evidence may include, but is not limited to, the following categories:

1. Letters from previous students.
2. Letters from peers of equivalent or higher rank within the Department and from outside the Department.
3. Course outlines, class assignments, and samples of tests.
4. New courses and syllabi prepared and introduced by the candidate.
5. Slides of student work representative of assignments in studio courses.
6. Statement of teaching objectives and methodologies.

C. Scholarly and Creative Activities

Studio faculty will be expected to present evidence of their creative activities. Art history and art education faculty will be expected to present evidence of scholarly activities.

1. Studio Faculty

a. Exhibition Requirement

Activities associated with the creation of art in any media, and participation in exhibitions regionally, state-wide, and nationally are required of studio faculty requesting tenure.

At least two (2) exhibitions for every year of teaching is expected. Exhibitions can be juried, invitational, group, or solo shows. However, acceptance to juried exhibitions of state or national caliber carry more weight. The candidate must provide evidence of at least four (4) juried exhibitions during the probationary period. Local exhibitions will be counted if they demonstrate an exceptional effort or are solo exhibitions. One-person shows require extensive preparation and reflect artistic dedication and therefore deserve more weight. Additional weight will be given to national and international exhibitions. Candidates working in alternative and/or non-traditional creative activities may need to specify the nature of their activities more

explicitly.

b. Additional evidence of creative activity may include, but is not limited to, the following:

- (1) A statement describing the candidate's creative involvement, goals, and achievements in the studio or in grants received.
- (2) Slides of creative work as evidence of sustained creative involvement in candidate's own area of specialization.
- (3) Jurying an art exhibition.
- (4) Publishing a book or a monograph.
- (5) Publishing an article.
- (6) Writing a newspaper column or newsletter.
- (7) Publishing book reviews.
- (8) Reviewing an art exhibition for an art publication.
- (9) Exhibiting in a commercial art gallery.
- (10) Presenting papers or participating in panel discussions.
- (11) Conducting a workshop in an art community or another institution of higher education.
- (12) Completing an art commission.

2. Art History and Art Education Faculty

a. Scholarly Research and Publications

Art history and art education faculty are expected to conduct significant new scholarly research and publish the results. A successful candidate for tenure is expected to publish at least two (2) refereed articles during the probationary period. Monograph-length articles will be weighted the same as an individual monograph even when they are published in a journal format. Invitational articles will be considered the equivalent of refereed articles if they demonstrate significant original research and extensive writing. Because the preparation of a book or monograph requires extensive time and energy, the publication of either one is

considered the equivalent of at least two (2) major refereed articles.

- b. Additional evidence of scholarly activities may include, but are not limited to, the following:
 - (1) A summary describing sustained research activity, goals, and achievements in the candidate's area of specialization or in research grants received.
 - (2) Copies of unpublished manuscripts as evidence of sustained research involvement in candidate's own area of specialization during the probationary period.
 - (3) Refereeing articles for publication.
 - (4) A solo exhibition of creative work.
 - (5) Exhibiting creative work in a juried or invitational exhibition.
 - (6) Writing a newspaper column or newsletter.
 - (7) Publishing book reviews.
 - (8) Reviewing an art exhibition for an art publication.
 - (9) Publishing critical essays.
 - (10) Presenting research reports or papers to state, national, or international professional meetings or to art organizations.
 - (11) Conducting a workshop or seminar in a scholarly or art community or another institution of higher education.
 - (12) Completing a catalogue for a commercial gallery or auction house.

D. Professional Growth

Evidence of professional involvement in an academic discipline outside the classroom and/or University. Activities that may be considered include, but are not limited to, the following:

- 1. Writing and receiving grants for individual or programmatic projects.
- 2. Attendance at state, regional, and national meetings.

3. Membership and involvement in professional organizations.
4. Holding an office in a professional organization.
5. Receiving prizes or awards for creative work or scholarly research such as winning a prize for a creative work in an exhibition or a published or unpublished research report.
6. Attendance at workshops or summer residencies.
7. Recognition by organizations outside the University.
8. Professional travel to major exhibitions or museum collections and/or research or creative work in important museums or research centers.
9. Local, state, national, and international reputation in field.

E. University Service

A tenure candidate's commitment to the work place and the community is demonstrated in activities outside teaching, and scholarly and creative contributions. Evidence of having consistently contributed expertise, time, and energy to the Department, College, or University may include, but is not limited to, the following:

1. Department Activities
 - a. Serving on at least one departmental committee for each year of the tenure probationary period.
 - b. Serving on B.F.A. and/or M.F.A. committees.
 - c. Advising and/or sponsoring student organizations.
2. College Activities
 - a. Attendance at and participation in College meetings.
 - b. Service on College committees.
 - c. Collaborative involvement or research with other departments within the College.
3. University Service

- a. Serving on Academic Senate committees.
 - b. Election or appointment to boards and/or ad hoc committees.
 - c. Election to the faculty senate.
 - d. Advising and/or sponsoring student organizations.
4. Other Service Activities

Evidence of public service or activities reflecting positively on the image of the Department, the College, and the University. Those activities may include, but are not limited to, the following:

- a. Promotion of artistic activities within the campus and town communities.
- b. Participation in art openings around the state and the community.
- c. Contributions to civic and service organizations locally and state-wide.
- d. Serving on editorial boards for professional journals.

IX. Criteria for Promotion

Promotion recommendations are based upon demonstrated achievement including teaching competence, scholarly and creative activity, professional growth, and University service. Quantity and quality considerations will be commensurate with the length of period in rank. Higher expectations will be applied proportionately at each advancement in rank.

A. Teaching Effectiveness

Teaching effectiveness is based on the candidate's understanding of subject matter, effective communication, availability for advising and counseling, and the ability to direct students in their research and creative work. Teaching effectiveness must include a representative sampling of teaching evaluations such as the Student Opinion Survey or an equivalent survey. Additional evidence may include, but is not limited to, the following categories:

1. Letters from previous students.
2. Letters from peers of equivalent or higher rank within the Department, and from outside the Department.
3. Course outlines, class assignments, and samples of tests.

4. New courses and syllabi prepared and introduced by the candidate.
5. Slides of student work representative of assignments in studio courses.
6. Statement of teaching objectives and methodologies.

B. Scholarly and Creative Activities

Studio faculty will be expected to present evidence of their creative activities. Art history and art education faculty will be expected to present evidence of scholarly activities.

1. Studio Faculty

a. Exhibition Requirement

Activities associated with the creation of art in any media, and participation in exhibitions regionally, state-wide, and nationally are expected from studio faculty requesting promotion.

- (1) Instructor to Assistant Professor: an average of two (2) exhibitions for every year of teaching in rank is expected. Exhibitions can be juried, invitational, group, or solo shows. However, acceptance to juried exhibitions of the caliber of a state-wide or a national competition will be given more weight. Local exhibitions will be counted if they demonstrate an exceptional effort. One-person exhibitions require extensive preparation and reflect artistic dedication and therefore deserve more weight. Additional weight will be given to national and international exhibitions.
- (2) Assistant to Associate Professor: same as (1) but with at least two (2) national exhibitions, or a comparable achievement of national stature, for the period in rank.
- (3) Associate to Full Professor: same as (1) but with at least two (2) national exhibitions, or a comparable achievement of national stature, for the period in rank.

b. Additional evidence of creative activities may include, but are not limited to, the following:

- (1) A statement describing the candidate's creative involvement, goals, and achievements in the studio or in grants received.

- (2) Slides of creative work as evidence of sustained creative involvement in candidate's own area of specialization.
- (3) Jurying an art exhibition.
- (4) Publishing a book or a monograph.
- (5) Publishing an article.
- (6) Writing a newspaper column or newsletter.
- (7) Publishing book reviews.
- (8) Reviewing an art exhibition for an art publication.
- (9) Exhibiting in a commercial art gallery.
- (10) Presenting papers or participating in panel discussions.
- (11) Conducting a workshop in an art community or another institution of higher education.
- (12) Completing an art commission.

2. Art History and Art Education Faculty

a. Scholarly Research and Publications

Assistant to Associate Professor: art history and art education faculty applying for promotion to associate professor rank are expected to present at least one (1) major published referred article for the period in rank, and evidence of at least one other in progress. Invitational articles of exceptional significance based on the extent of research and writing involved may be substituted for one of refereed articles . The publication of a book or a monograph will be considered the equivalent of two (2) refereed articles.

Associate to Full Professor: faculty applying for promotion to the rank of professor are expected to present as evidence no less than two (2) major refereed articles or one (1) monograph for the period in rank. Significance of the publication is based on the extent of research and writing involved. The publication of a major book may be considered the equivalent of the two (2) major refereed articles.

- b. Additional evidence of scholarly activity may include, but are not limited to, the following:
- (1) A summary describing sustained research activities, goals, and achievements in the candidate's area of specialization or in grants received.
 - (2) Copies of unpublished manuscripts as evidence of sustained research involvement in candidate's own area of specialization during the probationary period.
 - (3) Refereeing articles for publication.
 - (4) A solo exhibition of creative work.
 - (5) Exhibiting creative work in a juried or invitational exhibition.
 - (6) Writing a newspaper column or newsletter.
 - (7) Publishing book reviews.
 - (8) Reviewing an art exhibition for an art publication.
 - (9) Publishing critical essays.
 - (10) Presenting research reports or papers to state, national, or international professional meetings or to art organizations.
 - (11) Conducting a workshop or seminar in a scholarly or art community or another institution of higher education.
 - (12) Completing a catalogue for a commercial gallery or auction house.

C. Professional Growth

Evidence of involvement in professional activities outside the classroom and the University. Activities that can be provided as part of the evidence may include, but are not limited to, the following:

1. Writing and receiving grants for individual or programmatic projects.
2. Attendance at state, regional, and national meetings.
3. Membership and involvement in professional organizations.

4. Holding an office in a professional organization.
5. Receiving prizes or awards for creative work or scholarly research such as winning a prize for a creative work in an exhibition or a published or unpublished research report.
6. Attendance at workshops or summer residencies.
7. Recognition by organizations outside the University.
8. Professional travel to major exhibitions or museum collections and/or research or creative work in important museums or research centers.
9. Local, state, national, and international reputation in field.

D. University Service

Evidence of having consistently contributed expertise, time, and energy to the Department, College, or University may include, but is not limited to, the following:

1. Department Activities
 - a. Serving on at least one departmental committee for each year of his/her probationary period.
 - b. Serving on B.F.A. and/or M.F.A. committees.
 - c. Advising and/or sponsoring student organizations.
2. College Activities
 - a. Attendance at and participation in College meetings.
 - b. Serving on College committees.
 - c. Collaborative involvement or research with other departments within the College.
3. University Services
 - a. Serving on Academic Senate committees.
 - b. Election or appointment to boards and/or ad hoc committees.

- c. Election to the faculty senate.
 - d. Advising and/or sponsoring student organizations.
4. Other Service Activities

Evidence of public service or activities reflecting positively on the image of the Department, the College, and the University. Those activities may include, but are not limited to, the following:

- a. Promotion of artistic activities within the campus and town activities.
- b. Participation in art openings around the state and the community.
- c. Contributions to civic and service organizations.
- d. Serving on editorial boards for professional journals.

X. Criteria for Reappointment

A tenure-track candidate applying for reappointment must demonstrate a satisfactory performance in the following criteria with greater emphasis on teaching effectiveness and research and creative activities. In addition to demonstrated achievement in the criteria, an evaluation of the faculty member's promise and the future needs of the University will be made.

A. Teaching Effectiveness

Teaching effectiveness is based on the candidate's understanding of subject matter, effective communication, availability for advising and counseling, and the ability to direct students in their research and creative work. Teaching effectiveness must include a representative sampling of teaching evaluations such as the Student Opinion Survey or an equivalent survey. Additional evidence may include, but it not limited to, the following categories:

- 1. Summary statement of teaching goals and accomplishments.
- 2. Letters from previous students.
- 3. Letters from peers of equivalent or higher rank within the Department and from outside the Department.
- 4. Course outlines, class assignments, and samples of tests.
- 5. New courses and syllabi prepared and introduced by the candidate.

6. Slides of student work representative of assignments in studio courses.
7. Statement of teaching objectives and methodologies.

B. Scholarly and Creative Activities

Studio faculty will be expected to present evidence of their creative activities, while art history and art education faculty will be expected to present evidence of scholarly activities.

1. Studio Faculty

a. Exhibition Requirement

Evidence of continued involvement in studio activities and creative work, and participation in exhibitions regionally, state-wide, and nationally are expected from studio faculty requesting reappointment.

b. Additional evidence of creative activities may include, but are not limited to, the following:

- (1) A statement describing the candidate's creative involvement, goals, and achievements in the studio or in grants received.
- (2) Slides of creative work as evidence of sustained creative involvement in candidate's own area of specialization.
- (3) Jurying an art exhibition.
- (4) Publishing a book or a monograph.
- (5) Publishing an article.
- (6) Writing a newspaper column or newsletter.
- (7) Publishing book reviews.
- (8) Reviewing an art exhibition for an art publication.
- (9) Exhibiting in a commercial art gallery.
- (10) Presenting papers or participating in panel discussions.
- (11) Conducting a workshop in an art community or another institution of higher education.

(12) Completing an art commission.

2. Art History and Art Education Faculty

- a. The faculty member must demonstrate a continued interest in research and an effort to publish his/her writing. Evidence of publication is encouraged if the candidate expects to apply for tenure or promotion.
- b. Additional evidence of scholarly activities may include, but are not limited to, the following:
 - (1) A summary describing sustained research activity, goals, and achievements in the candidate's area of specialization or in research grants received.
 - (2) Copies of unpublished manuscripts as evidence of sustained research involvement in candidate's own area of specialization during the probationary period.
 - (3) Refereeing articles for publication.
 - (4) A solo exhibition of creative work.
 - (5) Exhibiting creative work in a juried or invitational exhibition.
 - (6) Writing a newspaper column or newsletter.
 - (7) Publishing book reviews.
 - (8) Reviewing an art exhibition for an art publication.
 - (9) Publishing critical essays.
 - (10) Presenting research reports or papers to state, national, or international professional meetings or to art organizations.
 - (11) Conducting a workshop or seminar in a scholarly or art community or another institution of higher education.
 - (12) Completing a catalogue for a commercial gallery or auction house.

C. Professional Growth

Evidence of involvement in an academic discipline and a profession outside of the classroom and the University. Activities that can be provided as part of the evidence may include, but are not limited to, the following:

1. Writing and receiving grants for individual or programmatic projects.
2. Attendance at state, regional, and national meetings.
3. Membership and involvement in professional organizations.
4. Holding an office in a professional organization.
5. Receiving prizes or awards for creative work or scholarly research such as winning a prize for a creative work in an exhibition or a published or unpublished research report.
6. Attendance at workshops or summer residencies.
7. Recognition by organizations outside the University.
8. Professional travel to major exhibitions or museum collections and/or research or creative work in important museums or research centers.
9. Local, state, national, and international reputation in field.

D. University Service

A reappointment candidate's commitment to the work place and the community is demonstrated in activities outside teaching, and scholarly and creative contributions. Evidence of having consistently contributed expertise, time, and energy to the Department, College, or University may include, but is not limited to, the following:

1. Department Activities
 - a. Serving on at least one (1) departmental committee for each year of his/her probationary period.
 - b. Serving on B.F.A. and/or M.F.A. committees.
 - c. Advising and sponsoring student organizations.
2. College Activities

- a. Attendance at and participation in College meetings.
 - b. Serving on College committees.
 - c. Collaborative involvement or research with other departments within the College.
3. University Services
- a. Serving on Academic Senate committees.
 - b. Election or appointment to boards and/or ad hoc committees.
 - c. Election to the faculty senate.
 - d. Advising and/or sponsoring student organizations.
4. Other Service Activities

Evidence of public service or activities reflecting positively on the image of the Department, the College, and the University. Those activities may include, but are not limited to, the following:

- a. Promotion of artistic activities within the campus and town communities.
- b. Participation in art openings around the state and the community.
- c. Contributions to civic and service organizations.

APPENDIX A
SAMPLE BALLOT for PROMOTION

Candidate's Name

1. Teaching Effectiveness (check one)

- Excellent
- Satisfactory
- Unsatisfactory

Comments:

2. Scholarly and Creative Activities (check one) Excellent
 Satisfactory
 Unsatisfactory

Comments:

3. Professional Growth (check one) Excellent
 Satisfactory
 Unsatisfactory

Comments:

4. University Service (check one) Excellent
 Satisfactory
 Unsatisfactory

Comments:

- Yes, I recommend promotion.
 No, I do not recommend promotion.

Additional Comments:

Return to the Art Office, WI 132 by:

APPENDIX B
SAMPLE BALLOT for TENURE

Candidate's Name

1. Teaching Effectiveness (check one)

- Excellent
- Satisfactory
- Unsatisfactory

Comments:

2. Scholarly and Creative Activities (check one)

- Excellent
- Satisfactory
- Unsatisfactory

Comments:

3. Professional Growth (check one)

- Excellent
- Satisfactory
- Unsatisfactory

Comments:

4. University Service (check one)

- Excellent
- Satisfactory
- Unsatisfactory

Comments:

5. Promise (check one)

- Excellent
- Satisfactory
- Unsatisfactory

Comments:

- Yes, I recommend tenure
- No, I do not recommend tenure

Additional Comments:

Return to the Art Office, WI 132 by:

APPENDIX C
SAMPLE BALLOT for REAPPOINTMENT

Candidate's Name

1. Teaching Effectiveness (check one)

- Excellent
- Satisfactory
- Unsatisfactory

Comments:

2. Scholarly and Creative Activities (check one)

- Excellent
- Satisfactory
- Unsatisfactory

Comments:

3. Professional Growth (check one)

- Excellent
- Satisfactory
- Unsatisfactory

Comments:

4. University Service (check one)

- Excellent
- Satisfactory
- Unsatisfactory

Comments:

5. Promise (check one)

- Excellent
- Satisfactory
- Unsatisfactory

Comments:

- Yes, I recommend reappointment
- No, I do not recommend reappointment

Additional Comments:

Return to the Art Office, WI 132 by: