

Department of Art & Design Promotion and Tenure Policies

This document supports the College of Arts, Humanities and Social Sciences and the University's "Promotion and Tenure Policies," both of which have precedence. The Department of Art & Design policy is specific to departmental issues and procedures.

It is the responsibility of each member of the Department of Art & Design to acquaint themselves with all levels of official policy governing promotion and tenure. Faculty will develop dossiers that conform to all guidelines as well as accurately document professional activities.

The diversity of disciplines in the College of Arts, Humanities and Social Sciences is echoed within the Department of Art & Design, thus a variety of activities constitute a record of professional accomplishments as they support different art disciplines. For example, art educators and art historians may develop academic and scholarly dossiers and/or produce and exhibit creative work. Studio artist may develop dossiers devoted exclusively to the creation and exhibition of art, whereas applied and commercial artists may document professional work relative to their field.

All departmental deliberations and communications pertaining to promotion and tenure are confidential. While all departmental procedures and criteria will be consistent with those at the College and University levels, it remains the province of the Department of Art & Design Promotion and Tenure Committee to evaluate faculty credentials – to assess the quality of faculty teaching, research/scholarship and creative activity, and professional service – and generally to make qualitative judgments about each dossier.

Departmental promotion and tenure documents will be reviewed every five years by that year's regular Promotion and Tenure Committee. To this end the formal document carrying the Department of Art & Design's Promotion and Tenure Policy will always carry two dates: The year the policy in force was reviewed and the year five years in the future when it must be reviewed again.

The membership of each year's Department of Art & Design Promotion and Tenure Committee will consist of all tenured full-time faculty who are not applying for promotion that year unless otherwise excluded by the Board of Governors' "Conflict of Interest Policy." After the membership of each year's committee has been established by polling those eligible for membership, the department chairperson will convene the Committee for the first meeting and then the Committee will elect its Chair from the Committee membership. In addition to scheduling and chairing deliberations, it is the responsibility of the Chair of the Promotion and Tenure Committee to summarize deliberations pertaining to the candidate's qualification in a letter that accompanies the dossier.

The first component of a faculty member's dossier is teaching excellence. It is the responsibility of the candidate to follow the procedures in the College of Arts, Humanities and Social Sciences statement on Promotion and Tenure for documenting the quality of their teaching. It should be noted that studio art faculty in the Department of Art & Design faculty teach 18 contact hours per semester compared to 12 contact hours, which is typical for most UCM departments. The increased time demands made on teaching in the visual arts, maintaining a studio facility, computer lab, or slide library will also be noted in this documentation.

The Department of Art & Design adheres to the criteria for tenure and promotion to each rank as set forth by the University and the College of Arts, Humanities and Social Sciences on various types of scholarship and creative activity listed under "Criteria 4" of the College document.

What the Department of Art & Design cannot do, however, is specifically spell out in advance the weight accorded to each and every creative accomplishment. Therefore, it affirms the ongoing relevance of the annual Promotion and Tenure Committee applying and documenting scholarly accomplishments. The Department of Art & Design's policy of recognizing a candidate's creative endeavors are noted in the attached addendum which references Department of Art & Design accomplishments as they dovetail into the CAHSS college document. This document should not be viewed as a comprehensive, rigid matrix or grid, rather it is the policy of the Department of Art & Design that this listing be flexible and consistent in its applications. Candidates are expected to document, and the annual Promotion and Tenure Committee to authenticate, the significance of ongoing efforts to contribute to areas of expertise. It is the responsibility of the Department Chair and the Chair of the Promotion and Tenure Committee, in their respective letters, to explain the significance of the candidate's accomplishments.

A candidate's evidence of ongoing significant activity or contributions in their area of expertise requires the authentication of the Promotion and Tenure Committee. Commercial Art and Interior Design faculty work within the commercial marketplace, and thus, acceptance of work by the commissioning agent, for example, is a form of review and validation, the same as the fine artist's work being judged acceptable for a juried show, or being represented by a reputable gallery.

Teaching

Evidence to support the candidate's excellence in teaching should minimally include the following:

- Complete sets of student evaluations that show consistently excellent performance. They should span at least two academic years.
- A specific assignment and selected students' work at varied levels of achievement (high, medium, and low).
- Written peer evaluations arranged by the department chair from at least two different academic years.
- Evidence of self-improvement in the area of instruction, for example, descriptions of how student, chair, and/or peer evaluations and feedback were used to improve teaching and/or a record of attendance at conferences, symposia, workshops, and clinics for the improvement of teaching the content area.

Scholarship/Creative Activity

Categories of accomplishments candidates may use to document Scholarship/Creative Activities (Department of Art & Design's recognized categories of accomplishment are in italics):

The CAHSS document lists:

- a. Refereed, discipline-related publications, including (1) articles; (2) books or chapters in edited volumes; (3) monographs; and (4) other refereed or commissioned publications not included in (1) and (2).
- b. Production or exhibition of creative work that has been subject to juried or critical review from off-campus experts in the fields (after the adoption of this document), including work awarded an honor or special recognition in a major juried show, print competition, performance, or publication; performances or solo exhibitions in major off-campus venues. Individual departments will develop explicit policies and procedures to ensure and demonstrate that work in their areas receives professional off-campus review.

The Department of Art & Design also considers the following activities to fit under the "b" category in order of importance:

- 1. National/international level*
- 2. Regional*
- 3. State*

Exhibition in a gallery/museum or other refereed or peer reviewed, off-campus venues

Published print, web, illustration, or realized design, or project for a client, corporation or institution

Work accepted to a juried art or design competition

Work awarded an honor in a juried competition

Representation by a gallery or agent

Work/s collected by a gallery/museum

Works of art or design collected by a prominent corporation, business or institution

* *Candidate should CLEARLY indicate within their dossier whether items are at an international, national, regional, or state level. It is up to the candidate to explain the importance and relevance to this category, personal involvement, and merit level appropriate to discipline. Local and non-refereed events will be listed under "d".*

- c. External grants and awards, including any outcomes (subsequent grants, publication, patent, paper, new equipment for departments, G. A. positions, performances, productions, exhibitions, etc.).
- d. Non-refereed publications, including book reviews, non-juried creative performances, productions, and exhibitions, and published instructional software that are germane to the candidate's discipline. Candidates should indicate when any of the listed activities are invited or requested.

The Department of Art & Design also considers the following activities to fit under the "d" category:

Non-refereed print, web, illustration, or realized design

Work in a local invitational exhibition

Solo local exhibition

Works of art or design collected privately

* *It is up to the candidate to explain the importance and relevance to this category.*

- e. Papers, including speeches, lectures, and papers presented at institutions, conventions, workshops, and symposia that are germane to the candidate's discipline. Candidates should indicate when any of the listed activities are invited or requested.
- f. Other evidence of scholarship/creative activities, including awards, honors, recognitions from professional organizations, publications and sponsoring agencies. A brief annotation is required, as well as categorizing each entry as international, national, regional, state, or local.
- g. Attendance at conventions, clinics, institutes, workshops, post-doctoral course work, internships, sabbaticals, and other programs. List professional development activities that contribute to scholarship/creative activity.

*April 21, 2008- Department of Art & Design Promotion and Tenure Policies
To be reviewed for possible revision in 2013.*

- h. Current research and/or creative projects in progress. The candidate shall provide a brief statement summarizing the activity, the anticipated outcomes, and status.

Service

Refer to the university and college documents