

Middle Tennessee State University

# **Department of Art Faculty Handbook**

(July 2015)

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## I. INTRODUCTION

Departmental policies are established by faculty agreement for the purpose of providing operational guidelines and structure by which the department can grow. Absolute adherence to all policies under every circumstance may not be possible. It is essential, however, that faculty demonstrate a continuous willingness to abide by policy requirements. This willingness to act within Department of Art policy is considered in an evaluation processes and is, in part, the basis for various recommendations.

## II. DEPARTMENTAL MISSION STATEMENT AND PHILOSOPHY

Our mission is to provide a visual education to a student population with diverse life experiences, educational expectations, and professional requirements. To achieve this we provide a structured and supportive creative environment in which students are encouraged to ask questions, explore traditional and emerging technologies, take visual risks, and solve problems. Our students acquire the aesthetic judgment, art historical knowledge, technical skills, vocabulary, and attitudes necessary to become art educators, art historians, graphic designers, independent studio artists, practitioners in art-related professions, informed patrons of the arts, or to pursue further university studies. We serve as advocates for the visual arts by creating original art and scholarship, by presenting art exhibitions, and by offering public lectures and presentations for the University, local, and regional communities.

The process of making art is the central concern of the Department of Art at Middle Tennessee State University. Therefore, Department of Art faculty regard the creative act as the basis for an excellent visual art education, and an integral part of a lifelong growth process. Further, the Department of Art affirms that the vitality of the creative act is enhanced by:

- The development of visual and verbal literacy skills.
- An understanding of quality, integrity and simplicity.
- The creation of a balance between art tradition and creative experimentation.
- The development of the ability to make discerning value judgments in art and life.
- Placing value on the individual rather than on doctrine.
- An awareness that art knowledge offers significant contributions to life.

## III. FACULTY RESPONSIBILITIES

### GENERAL STATEMENT and FACULTY DEFINITIONS:

All **tenured and tenure-track faculty** must meet responsibilities set forth by the university and the department, and discharge these responsibilities in a professional manner. Generally, faculty responsibilities fall into categories of teaching, creative activity or research and public and/or university service.

Instruction : Basic responsibilities include, but are not limited to: meeting classes, keeping records, informing students of their responsibilities, meeting deadlines, updating course outlines, and curriculum development.

Creative Activity : Studio faculty should be active in their respective fields. Generally, this means artistic production with the larger aim of exhibition, sales and/or community outreach. Studio faculty may, however, also opt for involvement in the areas of public and/or university service. A record of efforts in these areas should accrue and represent efforts in the region and beyond.

Research : Faculty who are responsible for areas other than studio should be active in their respective fields. In most cases, this means research and writing with a view to publication. Such faculty may, however, also opt for involvement in the areas of public and/or university service. A record of efforts in these areas should accrue and represent efforts in the region and beyond.

Public and/or University Service: Any faculty members may elect to become involved with art-related activities in the larger Middle Tennessee community. Such activities represent and reflect on the Department of Art. The support of public service by the university and the department is predicated on the idea that such work builds support for MTSU's educational programs. Likewise, university service through participation on university-wide committees or special projects also has merit.

It is not necessary that a faculty member devote equal time to all the above areas of responsibility, but it is expected that a consistent and continuing effort be made in selected areas. Each fall faculty members will meet with the

chairperson to determine specific areas of responsibility for that academic year. These decisions should also be shared with the Peer Review Committee during periodic “collegial chats” it is charged with initiating.

**Full-time temporary faculty** (Lecturer) are hired for up to three years. After three years the faculty member must reapply for the position. Lecturers are required to teach 15 credit hours per semester. They are not required to do Creative Activity/Research or Public and/or University Service.

**Adjuncts** may only teach nine credit hours per semester and must be rehired each semester. They are not required to do Creative Activity/Research or Public and/or University Service.

#### **SUPPORT OF DEPARTMENTAL ACTIVITIES:**

Faculty members serve a role models for students in the classroom, during interactions with other faculty, and when representing the department. The interest displayed in departmental activities also has a marked effect on student attitudes.

The department sponsors collectively chosen and prioritized exhibitions in the gallery, visiting artists/lecturers on campus, and other special events designed to enhance programs of the department. Faculty participation in such activities is important and considered a professional responsibility.

Faculty members are expected to inform their students of special events, to encourage their attendance at special events, and to enforce any specified attendance requirements. (See “Student Attendance at Exhibitions, Lectures, and Other Special Events” in this Handbook.)

#### **COMMITTEES AND SPECIAL ASSIGNMENTS:**

Except for the Peer Review Committee, the Department of Art chairperson asks for volunteers or appoints departmental committees and their leadership.

##### **ADVISORY COMMITTEE:**

The Advisory Committee assists the chairperson in addressing particular contingencies, issues, problems, or possibilities as they come up within the department. This committee may be given a specific charge and deadlines for accomplishing that charge.

##### **CURRICULUM COMMITTEE:**

The departmental Curriculum Committee solicits, reviews, and prepares course and curriculum change proposals submitted by Art Department faculty members for passage first by the Department of Art faculty as a whole, then by the College Curriculum Committee, then by the University Curriculum Committee, and finally by the Tennessee Board of Regents, if necessary.

Departmental Curriculum Committee responsibilities:

1. To establish and publish meeting times and deadlines which take into account both the time needed for the College Curriculum Committee's review and the submission deadlines University Curriculum Committee;
2. To work with any faculty member(s) to develop course and curriculum change proposals;
3. To decide whether proposals that are approved by the Department of Art faculty can be dealt with "in-house" (such as changes in prerequisites and minor course description changes) or require College and University Curriculum Committee approvals (as with most other changes);\*\*
4. To forward digital proposals that are duly approved by the Department of Art faculty and which require further approvals through the department chairperson to the College of Liberal Arts Curriculum Committee in a timely fashion and with the required paperwork for signatures;
5. To forward proposals duly approved by the College Curriculum Committee to the University Curriculum Committee with the required number of copies\*\* for its approval;
6. To attend, or to find an appropriate substitute to attend, the University Curriculum Committee meetings when Department of Art proposals are to be considered;
7. To reconsider and/or correct any proposals turned down or requiring amendment by College or University Curriculum Committees;

Departmental curriculum change procedures:

1. A faculty member or members wishing to make changes to the curriculum should ask the departmental curriculum committee chairperson for a place on the agenda of an Department of Art faculty meeting in sufficient time to meet subsequent curriculum deadlines of the Department of Art, College, and University Committees.

2. The faculty member(s) should prepare and present a brief proposal to the entire faculty regarding the general nature of the proposed change, its relevance to the overall curriculum, and compelling reasons why the matter should be pursued further.
3. The faculty then vote up or down on the merits of the proposal and whether to charge the Curriculum Committee with the task of working with the presenting faculty member(s) to develop the proposal for further consideration.
4. The presenting faculty member(s) must then develop the proposal according to Curriculum Committee guidelines and turn it in to that Committee by a specified deadline (in sufficient time to meet subsequent deadlines).
5. After reviewing and editing the full proposal, the Committee recommends to the full faculty that the full proposal be accepted or rejected at a departmental faculty meeting. After discussion, the faculty then votes to approve or disapprove the full proposal with a majority deciding the outcome.
6. If approved by a majority vote of the faculty, the full proposal is forwarded through the Department of Art chairperson's office to the College and University Curriculum Committees for further approvals, as needed.

\*\* See the Handbook for Preparing Curriculum Matters for University Curriculum Committee (in the departmental office). NOTE: University-level guidelines and deadlines take precedence over any departmental procedures and decisions.

**FOUNDATIONS COMMITTEE:**

The Foundations Committee monitors the content of teaching in foundation studio courses without infringing on academic freedom, and makes recommendations regarding foundation studio course waivers and substitutions.

Foundations Committee responsibilities:

1. To periodically solicit faculty suggestions and/or complaints about Foundations curricula, courses, and teaching;
2. To communicate recommendations of the Committee majority concerning the condition or needs of the Foundations area to the Curriculum Committee, informally to colleagues, and/or to the department chairperson;
3. To convene a meeting early each semester of new adjuncts and temporary faculty to explain the content of the Foundation courses and what the Department expects for outcomes for each Foundation course.

**TODD ART GALLERY MISSION:**

To provide all students, faculty, the local community with a venue for viewing and displaying curated and student-driven art exhibits, particularly our BFA students with a degree capstone exhibition experience. Content will equally represent a variety of art disciplines through a rotation of 2-d, 3-d and alternative media exhibitions.

**GALLERY COMMITTEE:**

The Gallery Committee responsibilities are:

1. The Gallery Committee will make recommendations as to what content and when it will be exhibited in the Todd Art Gallery. When planning exhibitions, the committee will request recommendations from Department of Art faculty at the beginning of each academic year. Interested faculty (tenure-track or temporary contract) is welcome to "guest curate" an exhibition. The committee will request an exhibition proposal prior to committing to any guest-curated exhibition.
2. The Gallery Committee will ensure that adequate time is allotted in the Gallery Calendar to accommodate curated exhibits, student juried shows, and senior project exhibits.
3. The Gallery Committee will assist the Gallery Director in the writing of curatorial statements on specific exhibits as it pertains to the Committee Members' area of emphasis.
4. The Gallery Committee will assist the Gallery Director in acquiring the necessary work-study or paid student workers for helping with promotion and design materials.
5. The Gallery Committee will assist the Gallery Director by conferring on all necessary Todd Art Gallery publications
6. The Gallery Committee, Preparator and Director will develop and implement a plan to extend exhibitions across MTSU's summer sessions that continues the department's objectives from the traditional semester calendar so that a year-round presence for art advocacy and department are established across campus and community.

**TODD ART GALLERY DIRECTOR DEFINITION AND RESONSIBILITIES:**

An individual who displays areas of expertise including demonstrated experience in arts fundraising and development, contemporary curatorial practices, non-profit gallery management, and community outreach, as well as a working knowledge of contemporary art and the operational demands of an institutional gallery space.

1. Maintain a calendar of confirmed exhibitions extending 4-semester (2-years) into the future with recommendation on content from the Gallery Committee so that the Director leads where necessary and supports as needed an exhibition programming schedule of high quality, that contributes productively to the MTSU Department of Art Gallery Mission and the Department of Art's program needs for students and faculty, while also capturing the interest and critical engagement of art/MTSU alumni and the Murfreesboro/Middle Tennessee arts community.
2. Arrange and/or liaison the pre, post, and concurrent necessitated activities of exhibitions, exhibition artist(s) and curator(s); including but not limited to honorariums, housing, contracts, insurance and archive documentation, kitchen use, visitor experience, lectures, receptions, and donations.
3. Maintain security and attendance records, monitor gallery environment conditions, and address all correspondence needs.
4. Oversee the process of all (Studio) Bachelor of Fine Arts exhibits and coordinate with appropriate faculty for the implementation of all graphic design Bachelor of Fine Arts exhibits.
5. Oversee the publicity of all shows including print promotions, web site promotion, and the maintenance and further development of a media database to include MTSU contacts.
6. Oversee the writing of curatorial statements on each exhibition for the purpose of press releases and posts that convey/express the artistic process, artist theory/philosophy and artistry involved.
7. In conjunction with the Gallery Preparator oversee the timeliness and technology of the space so that as a facility relevance is maintained so as to pursue an advanced, interdisciplinary approach to the creation and presentation of contemporary art; to build critical discourse, and conversation around exhibitions.
8. Also, with the Gallery Preparator arrange transportation of, document, and oversee the present condition of all arriving artwork while securing and maintaining same while on-site.
9. Record loans and sales with an up-to-date database of all incoming and outgoing art items.
10. Plan and implement the hosting of national juried exhibitions, such as the "12 X 12", Exhibition of Small Scale Works on a regular basis to promote the department as a regionally significant art institution. This involves, but is not limited to the securing of a juror of national reputation, hosting a lecture by the juror, processing entries, typical exhibition tasks, and production of an online catalog with input from the Gallery Committee.
11. Organize and provide direction for future exhibitions, exhibition replacements, installations, publications, programs and educational outreach.
12. Provide points of connection and collaboration across the MTSU campus, to MTSUArts, and with peer institutions around the Southeast and across the United States.
13. Initiate a successful fundraising operation in support of the gallery and art scholarships to include on-campus and off-campus internet resources while seeking sponsorships, grants, contracts and gifts to support the MTSU Department of Art's program needs.
14. Develop and maintain a department permanent art collection.
15. In conjunction with the Gallery Committee evaluate scheduling demands to maintain programming and resource goals through budget oversight, review and coordination with the Department of Art chair.

**SCHEDULING COMMITTEE:**

The main purpose of the Scheduling Committee is to oversee the scheduling of courses offered within the Department of Art in order to best meet the enrollment needs of our students. Other goals include maximizing student enrollment by not overlapping days and times similar courses are offered, i.e. upper division studio offerings, and deterring low enrollment sections by not offering more sections of any course than needed by the students. The Scheduling Committee will make a good faith effort to meet faculty scheduling requests and will only consider altering a desired teaching schedule when it runs counter to the primary purpose the committee as stated above.

Procedures -

1. Membership will include one faculty member from each curricular area within the Department of Art.
2. The committee has established a “standard” fall and spring course schedule for the Department of Art.
3. The faculty member requesting a change(s) will present the changes to the Scheduling Committee. This includes changing times and days of an existing course as well as adding new courses.
4. The Scheduling Committee will consider all changes submitted by departmentally agreed upon deadline/timely manner, maintaining communication with requesting faculty via email or in person at committee meetings. All changes deemed in line with the purpose of the committee and approved by the Department of Art Chair will be present to the Department of Art’s Executive Aide, at one time. This will allow all scheduling changes to be made at once, preventing the Executive Aide from being inundated with multiple individual faculty requests for course schedule changes.

**SCHOLARSHIP COMMITTEE:**

The Scholarship Committee arranges the student scholarship competition in cooperation with the Department staff. The Committee also arranges the annual Juried Student Show in cooperation with the Gallery Coordinator and staff. The Scholarship Committee responsibilities are:

- I. to review and update, as needed, the scholarships dispersed by the Department of Art, including:
  - a. Charles W. and Ola Belle Massey Memorial Art Scholarship
  - b. David G. Ledoux Scholarship
  - c. Dr. Charles M. Brandon Scholarship
  - d. Department of Art Scholarship for Art Major-Rising
  - e. Jill Montgomery Memorial Scholarship
  - f. Hester Rogers Ray Scholarship
  - g. John and Elva Griffin Art Scholarship
  - h. Graphic Design Scholarship.

This committee is charged with making changes, when deemed necessary and provided in the originating documents, to said scholarship qualifications.

2. to award the aforementioned scholarships to qualified majors in the department, determined by an agreed upon instrument, such as application, essay, digital and/or oral presentation, etc.
3. to review the pool of available monies and determine what portion in the account is dispersed to awardees and what gets re-invested.
4. to maintain open communication with the *College of Liberal Arts Development Officer*
5. to determine the feasibility of creating, organizing, and producing fundraising opportunities to grow these scholarships, and/or creating a sub-committee charged with this specific task.

**SEARCH COMMITTEE:**

The Department of Art follows the College of Liberal Arts Faculty Recruitment Outline. Karla Barnes is the College of Liberal Arts Manager of Recruitment & Resources. Her email address is karla.barnes@mtsu.edu. The office of Recruitment & Resources is located in 231 Todd Hall and their phone is 898-5986.

Note: There is a \$1,000 limit per search

Department Responsibilities	Liberal Arts Faculty Recruitment Responsibilities
<ul style="list-style-type: none"> <li>• Department chair completes Faculty Recruitment plan and sends to Manager, Recruitment &amp; Resources (MGR).</li> </ul>	
<ul style="list-style-type: none"> <li>• Department chair emails draft of recruitment ad to MGR.</li> </ul>	
<ul style="list-style-type: none"> <li>• Committee chair provides MGR (via email) names, addresses and contact numbers for journals.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Enters Recruitment Plan into on-line system and informs Department Chair of approval.</li> </ul>
<ul style="list-style-type: none"> <li>• Department Chair and Search Committee Chair meet with MGR to discuss recruitment process.</li> </ul>	<ul style="list-style-type: none"> <li>• Evaluates need for and recommends special advertising (obtains approval of ads).</li> </ul>
	<ul style="list-style-type: none"> <li>• Places Ads.</li> </ul>
	<ul style="list-style-type: none"> <li>• Pays for all expenses associated with advertising -- one ad per department beyond the group Chronicle ad.</li> </ul>
	<ul style="list-style-type: none"> <li>• Receives all application materials not entered into on-line system (transcripts, letters, etc).</li> </ul>

	<ul style="list-style-type: none"> <li>Reviews submitted information and confirms candidates have “completed” application, contact candidates that applications are complete.</li> </ul>
	<ul style="list-style-type: none"> <li>After review date has passed provides Search Committee Chair with completed application folders, continues to send completed applications until position is filled; also provides search committee member with password to review applications on-line.</li> </ul>
<ul style="list-style-type: none"> <li>Search Committee selects finalists for short list, email to MGR. For each candidate on the shortlist include the following information: <ul style="list-style-type: none"> <li>Highest Degree Completed and Field</li> <li>Years of experience (be specific and indicate industry)</li> <li>List any special certifications</li> <li>List Strengths</li> <li>List Limitations</li> </ul> </li> </ul>	
	<ul style="list-style-type: none"> <li>Input short list information on-line and notifies Search Committee Chair when short list is approved.</li> </ul>
<ul style="list-style-type: none"> <li>Once short list is approved, Search Committee can begin contacting those candidates on the approved short list and determine which candidates to bring to campus for an interview (two candidates max unless there is an internal or local M’boro/Nashville candidate).</li> </ul>	
<b>Department Responsibilities</b>	<b>Liberal Arts Faculty Recruitment Responsibilities</b>
<ul style="list-style-type: none"> <li>Search Committee lets MGR know which candidates will be invited to campus AND call references of candidates being brought to campus. Send MGR date references were checked and by whom. * See below.</li> </ul>	
<ul style="list-style-type: none"> <li>Candidate pays for their airfare. If airfare is going to be more than \$400, before confirming with candidate, check with MGR.</li> </ul>	
<ul style="list-style-type: none"> <li>Search Committee determines itinerary for candidate visit. It is recommended that you have a written itinerary for candidate. <ul style="list-style-type: none"> <li>For Faculty candidates include a 30 minute interview with the Dean. (contact Anjali Sarvaria x2534)</li> <li>For Chair candidates include 1½ hour interview with the Dean and 1 hour with the Provost. (contact Allison McGoffin x2880)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Secretary will set up lodging arrangements for candidate email them with the information as well as email them campus visit information and let them know if all documents (transcript and letters of recommendation) are here.</li> </ul>
<ul style="list-style-type: none"> <li>Let Secretary know if you want to include a 1½ - 2 hour community tour (tour given by local realtor), recommended.</li> </ul>	<ul style="list-style-type: none"> <li>Secretary can make transportation arrangements to/from airport if necessary through Anytime Transport, let her know.</li> </ul>
<ul style="list-style-type: none"> <li>Turn in <u>ITEMIZED</u> meal receipt, immediately following meal (day of or day after). <ul style="list-style-type: none"> <li>Receipt must include <u>ONLY</u> one faculty member and the candidate.</li> <li>On back of receipt include name, address and M# of faculty member to be reimbursed.</li> <li>There is no reimbursement for alcohol.</li> <li>The max reimbursable tip is 20%.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Has candidate complete travel claim form, sign application and complete background check form following candidate interview with the Dean.</li> </ul>
	<ul style="list-style-type: none"> <li>Submit information for salary recommendations, when recommendation has been received, forwards to Department Chair</li> </ul>
	<ul style="list-style-type: none"> <li>Review and pay expenses for applicants and reimbursements for faculty. Applicants can not be reimbursed until all costs associated with visit are accounted for.</li> </ul>



<ul style="list-style-type: none"> <li>• Search Committee recommends to Department Chair, Final Candidate</li> </ul>	
<ul style="list-style-type: none"> <li>• Notify MGR of other recruiting sources and people contacted during search to locate candidates.</li> </ul>	
<ul style="list-style-type: none"> <li>• Department Chair negotiates with Final Candidate <ul style="list-style-type: none"> <li>○ Notify MGR of selection</li> <li>○ Send MGR copy of final letter to candidate and candidate letter of acceptance.</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>• Committee Chair returns applicant files to MGR for disposal and notifies interviewed candidates that were not selected.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Submits final candidate information on-line and completes contract paperwork.</li> </ul>
	<ul style="list-style-type: none"> <li>• Notify unsuccessful candidates.</li> </ul>

\* Once the candidate is selected:

1. Check references, transcripts etc. before inviting short-list candidates to campus.
2. When the candidate comes to campus a teaching demonstration is required (with a real class if at all possible to observe interaction with students).
3. When a candidate comes to campus a separate interview with faculty only is required, after the teaching demo has occurred.
4. The same questions are asked of all candidates in the interview, so faculty who aren't on the search committee can compare apples to apples. This applies whether the candidate is interviewed on campus or on the phone.
5. Let the meals be a truly social time when the candidate can relax.
6. Use the following guidelines for interviewing candidates on the phone or on campus.

**PRE-EMPLOYMENT INQUIRY GUIDE - MTSU Human Resources**

**NAME**

Appropriate Questions:

- "What is your full name?"
- "Have you worked for this University under a different name?"
- Is any additional information about a change of name, use of an assumed name or nickname necessary to enable us to check your work and educational record? If yes, please explain."

Inappropriate Questions:

- Inquires about the name that would indicate the applicant's lineage, ancestry, nationality or descent.
- Inquires into previous names of applicant when it has been changed by court order, marriage or otherwise.
- Inquires about applicant's maiden name.

**MARITAL AND PARENTAL STATUS**

Appropriate Questions

- Whether applicant can meet specified work schedules or has activities, commitments or responsibilities that may hinder fulfillment of work responsibilities.
- Inquiries that are directed to all applicants about anticipated length of appointments or absences.

Inappropriate Questions

- Any inquiries indicating applicant's marital status, number and age of children or pregnancy.
- Any such questions which limit job opportunity.
- Questions about spouse's name, occupation, etc.

**AGE**

Appropriate Questions

- "Are you 18 years or older?"
- Inquiry about the applicant's meeting the minimum legal age.
- Verification of age maybe required after hiring.

Inappropriate Questions

- "How old are you?"
- "What is your date of birth?"
- Requirement that applicants produce proof age in form of a birth certificate or baptismal records.

**HEIGHT**

Appropriate Questions

- None

Inappropriate Questions

- Inquiries regarding applicant's height.

**WEIGHT**

Appropriate Questions

- None

Inappropriate Questions

- Inquiries regarding applicant's weight.

**DISABILITIES**

Appropriate Questions

- "Are you able to perform the functions of the position with or without accommodations?"
- Be sure to preface the questions with description of job functions.

Inappropriate Questions

- General inquiries that do not relate reasonably to fitness to perform the job such as "Do you have any handicaps?"
- Inquiries regarding an individual's physical or mental condition that are not directly related to the requirements of a specific position and that are used as a factor in making employment decisions in a way that is contrary to the provisions or purposes of the Civil Rights Act.

**ANCESTRY OR NATIONAL ORIGIN**

Appropriate Questions

- Language applicant reads, writes or speaks, if necessary for the job. (If you ask one candidate, ask them all.)

Inappropriate Questions

- Inquiries into applicant's lineage, national origin, descent, birthplace or native languages. (1-9)
- National origin of applicant's parents or spouse.

**EDUCATION**

Appropriate Questions

- Applicants academic, vocational or professional education-schools attended.
- Inquiry into language skills/countries applicant has visited.

Inappropriate Questions

- Asking about the nationality, gender, racial, or religious composition of a school the applicant has attended.

**ARREST, CONVICTION, AND COURT RECORD**

Appropriate Questions

- "Have you ever been convicted of a crime?"
- "Are there any felony charges pending against you?"

Inappropriate Questions

- Any inquiry relating to arrest, which did not result in conviction.

**RELATIVES**

Appropriate Questions

- Name and address of parents or guardian of applicant who is a minor.

Inappropriate Questions

- Name or address of any relative of adult applicant.

**RACE OR COLOR**

Appropriate Questions

- None

Inappropriate Questions

- Applicant's race or color of skin, eyes or hair. Other questions that might indicate race or color.

**ADDRESS OR DURATION OF RESIDENCE**

Appropriate Questions

- "Where have you lived?"
- "How long have you been there?"

Inappropriate Questions

- Inquiry about any address that would indicate national origin, about names or relationship of persons with whom applicant resides, or about whether applicant owns or rents a home.

#### **BIRTHPLACE**

##### Appropriate Questions

- "Can you, if employed, submit of U.S. citizenship or work permit if required?"

##### Inappropriate Questions

- Birthplace of applicant
- Birthplace or applicant's parent's spouse, or other relatives.
- Requirement that applicant submit a birth certificate or naturalization or baptismal record before employment.
- Any other inquiry that might indicate religious affiliation or national origin.

#### **MILITARY**

##### Appropriate Questions

- Type of education and experience in service as it relates to a particular job.

##### Inappropriate Questions

- Type of discharge or registration status.

#### **PHOTOGRAPH**

##### Appropriate Questions

- None

##### Inappropriate Questions

- Requests for a photograph before hiring or requirement that applicant attach a photograph to his/her application. Such maybe requested for identification after hiring.

#### **NOTICE IN CASE OF EMERGENCY**

##### Appropriate Questions

- Name and address of person to be notified in case of emergency.

##### Inappropriate Questions

- "Before employment, I need the name and address of relative to be notified in case of accident or emergency." Such maybe required after hiring.

#### **ORGANIZATIONS**

##### Appropriate Questions

- Inquiry into the organizations of which an applicant is a member as long as those memberships reasonable relates to fitness to perform a particular job.

##### Inappropriate Questions

- List all clubs, societies or lodges in which you are a member.

#### **CREDIT RATING**

##### Appropriate Questions

- None

##### Inappropriate Questions

- Any questions concerning credit rating, charge accounts or related matters.

#### **REFERENCES**

##### Appropriate Questions

- Names of persons willing to provide professional and/or character references of applicant.
- "Who suggested that you apply for this position?"

##### Inappropriate Questions

- None

#### **SEX**

##### Appropriate Questions

- Inquiry about a bon a fide occupational qualification.

##### Inappropriate Questions

- Any inquiry that would require disclosure of sex. A job involving physical labor (such as heavy lifting) does not automatically disqualify women from consideration. Traditional labels of "men's work" or "women's work" cannot be a basis for restricting employment to one sex.

- Asking "Miss, Mrs., or Mr."
- Inquiry as to reproductive ability or advocacy of any form of birth control.

#### **SAMPLE INTERVIEW QUESTIONS**

1. Tell me about yourself.
2. Why are you applying for this job?
3. Why do you want to work here?
4. How much do you know about the University?
5. What contributions do you see yourself making to this job?
6. Why did you leave your last job?
7. Why have you held so many jobs?
8. How would your last boss describe you?
9. What is your greatest strength/weakness?
10. What have you achieved that has given you the most satisfaction?
11. Under what circumstances do you work best?
12. Do you prefer to work alone or with others?
13. Describe yourself as a team player?
14. What kind of people do you prefer to work with?
15. Describe your ideal job.
16. What have you learned from each of your past jobs?
17. Which of your jobs was least interesting/most interesting? Why?
18. Describe the qualities you like most in a supervisor.
19. How do you normally handle criticism?
20. How do you normally handle stress?
21. When you are supervising others, how do you motivate them?
22. What motivates you?
23. What would you look for in an employee?
24. What are your long-range career goals/objectives?
25. Why should we hire you?
26. What is your salary expectation?

#### **BEHAVIORAL BASED INTERVIEW QUESTIONS**

Tell me about a time when you....

1. Delegated a project or job effectively.
2. Had to adapt to a new and difficult situation.
3. Had to make an unpopular decision.
4. Handled a difficult situation with a co-worker.
5. Made a bad decision.
6. Overcame what seemed to be an insurmountable obstacle.
7. Persuaded others to follow your suggestions.
8. Showed creativity in solving a problem.
9. Were disappointed with the way you handled a situation.
10. Worked effectively under pressure.
11. Anticipated potential problems and developed preventative measures.
12. Prioritized the elements of a complicated project.

#### **STUDENT ART ALLIANCE ADVISOR:**

One faculty member is appointed by the Department of Art chairperson to advise the Student Art Alliance, an extra-curricular Student Art Alliance (SAA). The SAA Advisor's duties include:

1. Helping students to arrange art exhibits on and off campus
2. Applying for student travel monies to visit major art centers
3. Coordinating travel arrangements for SAA trips
4. Arranging for guest speakers requested by the SAA
5. Assisting the SAA with other activities of interest to them
6. Conveying student ideas and concerns to the Department of Art chairperson.

#### **VISITING PROFESSIONAL ARTIST/LECTURER COMMITTEE**

The Visiting Professional Artist/Lecturer Committee responsibilities are:

1. To ask the chairperson how much money the committee has to bring professional artists and lecturers to campus.
2. To schedule a broad range of professional artists and lecturers to visit our department so all art majors may benefit.
3. To be responsible for helping with the details of and responsibilities with advertising the lecturer and hosting the visiting artist on the day of their lecture (i.e., setting up lecture hall rooms, picking up from airports, taking out to lunch, etc...)

#### **INFORMATION FOR NEW FACULTY MEMBERS:**

New faculty members must make every effort to attend all organized workshops and activities offered by MTSU for new faculty. A mentor from within the department will be assigned by the department chairperson for one year to assist the new faculty member in adjusting to the department and to MTSU; but new faculty may, of course, ask for guidance or help from any colleagues, the department chairperson, or the staff.

New faculty can find the current MTSU Undergraduate Catalog at <http://www.mtsu.edu/ucatl/> and the Graduate Catalog at <http://www.mtsu.edu/gcat/>. Newly tenured or tenure-track Art faculty members can find the MTSU Policies and Procedures Manual issued by the President's Office to inform faculty members of all university regulations at <http://www.mtsu.edu/~pvpaahandbook/index.htm>.

#### **COURSE SYLLABUS REQUIREMENTS:**

At the beginning of each semester, faculty members must develop a course syllabus for each course taught. Go to this site, [http://www.mtsu.edu/provost/fac\\_handbook/syllabus.php](http://www.mtsu.edu/provost/fac_handbook/syllabus.php), for a list of what needs to be on each syllabus.

Each syllabus should include the information in the following sample outline:

- Course Number and Title
- Instructor's name
- Office location; office hours; office phone/e-mail
- Text/Readings (if any)
- Materials/Supplies Needed
- Purpose/Content of the course
- General Expectations/Course Objectives
- Attendance Policy
- Grading Methods/Criteria (including whether +/- grading will be used)
- Projects/Assignments
- Schedule with deadlines
- Statement regarding students with disabilities
- **Tennessee Lottery Information** – This **must** be on each syllabus. The information can be found at the above website.

**NOTE:** In addition to being made available to all students in the class, a digital copy of the syllabus must be filed with the department office.

#### **IV. FACULTY EVALUATION**

##### **Department of Art Promotion and Tenure Guidelines**

##### **POLICIES AND PROCEDURES FOR TENURE AND PROMOTION:**

###### **Introduction**

Departmental review of faculty members will be conducted as required by university policies and procedures. However, since the MTSU Policies and Procedures Manual describes no expectations for teaching, creative activity/research or service specifically for Art faculty, listed below for each of the four areas in the Department of Art: Art Education, Art History, Graphic Design and Studio Art, are some commonly utilized academic art standards to be used as suggested evaluative guidelines.

##### **DEPARTMENT TENURE AND PROMOTION REVIEW COMMITTEE**

The Department of Art will have one committee for both tenure and promotion review. At the first faculty meeting of 2011 the tenured and tenure-track faculty voted to have a rotating committee so all would have an opportunity to serve. The committee will consist of four tenured faculty members. The department chair will call the first meeting of the Tenure and Promotion Review Committee. The Tenure and Promotion Review Committee will only meet when all four members of the committee can be present. The chair of the Tenure and Promotion Review Committee will

be elected by majority vote by the committee's members.

If your Outline of Faculty Data, OFD, is not together at the first scheduled meeting the committee may decide not to review your OFD. If you are going up for tenure or promotion please let the committee know the spring before you plan to turn in all your paper work. The chair will mail an OFD template to each faculty member.

Each fall at the department's first faculty meeting the Tenure and Promotion Review Committee will be announced with any changes voted on by the tenured and tenure-track faculty. The following is the make-up of the committee from 2015-2020.

2015 - 2016

Nancy Kelker, John Donovan, Sisavanh Houghton, Laura Cochrane

2016 - 2017

Nancy Kelker, Laura Cochrane, Debbie Sickler-Voigt, Kim Dummons

2017 - 2018

Debbie Sickler-Voigt, Kim Dummons, Tanya Tewell, Jean Nagy

2018- 2019

Tanya Tewell, Jean Nagy, Michael Baggarly, Noël Lorson

2019 - 2020

Michael Baggarly, Noël Lorson, Erin Anfinson, John Donovan

Current Order - Debbie Sickler-Voigt, Kim Dummons, Tanya Tewell, Jean Nagy, Michael Baggarly, Noël Lorson, Erin Anfinson, John Donovan, Sisavanh Houghton, Nancy Kelker, Laura Cochrane

The purposes of the Tenure and Promotion Review Committee are to:

- 1) review and evaluate the progress toward tenure of tenure-track faculty by
  - a) following the university's faculty evaluation schedule,
  - b) go over a current Outline of Faculty Data Form with each tenure-track faculty member,
  - c) make recommendations for improvement or rearranging the form,
  - d) point out areas in teaching, service, research, and/or creative activity that need more commitment,
  - e) upon completion of the review process the committee will vote to either recommend contract renewal or non-renewal and
  - f) write a letter to the chairperson detailing what was discussed with the tenure-track faculty member during their meeting and the committee's recommendation for or against contract renewal and
- 2) review, evaluate and make recommendations concerning candidates going up for third-year pre-tenure review and six-year tenure and/or promotion by
  - a) following the faculty evaluation schedule, go over a current Outline of Faculty Data Form with faculty member,
  - b) go over Supporting Materials for Outline of Faculty Data Form,
  - c) upon completion of the review process the committee will vote to either recommend promotion and/or tenure and
  - d) write a letter to the chairperson detailing what was discussed with the faculty member and the committee's recommendation for or against tenure or promotion.

#### **REPRESENTATIVE TO THE COLLEGE TENURE AND PROMOTION REVIEW COMMITTEE**

As needed, Department of Art tenured and tenure-track faculty will elect, by majority vote, a tenured faculty member (excluding the department chairperson), to be the departmental representative to the College Tenure and Promotion Review Committee. The representative will serve a three-year term. If the representative is unable to complete the three-year term, the same procedures will be followed to select a replacement.

#### **DEFINITION OF INTERNATIONAL, NATIONAL, REGIONAL AND LOCAL RECOGNITION**

International, national, regional and local recognition for art in the areas of teaching, service and research/creative activity will be determined by the Tenure and Promotion Review Committee's assessment of the individual's record of accomplishments. Examples of documentation for teaching, service and research/creative activity are listed below within each of the four areas in the Department of Art: Art Education, Art History, Graphic Design and Studio Art, The department is not limited to these examples of documentation. The department broadly defines the recognition as follows:

**International** - presentation, exhibit, published design, award, publication, or participants from outside the United States.

**National** - presentation, exhibit, published design, award, publication, or participants from within the United States.  
**Regional** - presentation, exhibit, published design, award, publication, or participants from within the Southeast.  
**Local** - presentation, exhibit, published design, award, publication, or participants from within Middle Tennessee geographical region.

### **STEPS IN ANNUAL REVIEW OF TENURE-TRACK FACULTY**

1. The Department Tenure and Promotion Review Committee will meet with new tenure-track faculty members, provide them with a copy of the Outline of Faculty Data Form (OFD), current Promotion and Tenure Guidelines and answer questions the faculty member may have concerning the form and the tenure process.
2. Every year, following the faculty evaluation schedule, each tenure-track faculty member will bring an updated copy of the Outline of Faculty Data Form, which will be reviewed with the candidate and evaluated by the Department Tenure and Promotion Review Committee. The committee will write a letter described above in the Department Tenure and Promotion Review Committee purposes.
3. A copy of the letter goes to the faculty member and one to the chairperson who will file the letter in the faculty member's personnel file.
4. The chairperson will write a letter recommending contract renewal or non-renewal. A copy of this letter will be provided to the faculty member, the chair of the departmental Tenure and Promotion Review Committee, the College of Liberal Arts Dean and the faculty member's personnel file.

### **THIRD-YEAR PRE-TENURE REVIEW OF TENURE-TRACK FACULTY**

The department recognizes the importance of a third-year pre-tenure review and will conduct the review in the same manner as a sixth-year faculty member going up for tenure. See **Department Tenure and Promotion Review Committee**, The purposes of the Tenure and Promotion Review Committee, item 2 for further information.

### **END OF THE YEAR EVALUATION:**

At the end of each spring semester the Department of Art Chairperson writes an evaluation of the previous years work for each tenured, tenure-track, full-time temporary and adjunct faculty member. This evaluation letter is signed by the chair and the faculty member with the original going to the Dean of the College of Liberal Arts, a copy is given to the faculty member and one is placed in the faculty member's personnel file. The faculty member provides a short OFD covering only the year of evaluation. The questions to be answered for the short OFD are:

1. Name
2. Academic Degrees
3. Professional Experiences
4. Faculty/Administrative Load
5. Committee Assignments (Department, College, University)
5. Current Professional and Academic Association Memberships
6. Publications (Most Recent)
7. Papers Presented (Most Recent)
8. Research and/or Creative Activities (Most Recent)

### **FACULTY EVALUATION SCHEDULE:**

The university specifies this schedule for student evaluations of instruction:

All Faculty including tenured, tenure-track, full-time temporary and adjunct faculty will be evaluated each semester.

### **PROMOTION CRITERIA AT EACH RANK**

For all areas within the department the following criteria will be taken into consideration for promotion.

#### **Instructor and Assistant Professor**

- Evidence of potential ability in teaching, service/outreach, and research/scholarship/creative activity.

#### **Associate Professor**

- Evidence of high quality professional performance in teaching.
- Evidence of continuing direct participation in research/scholarship/creative activity and in service/outreach.
- Evidence of high quality professional productivity in either research/scholarship/creative activity or service/outreach and quality professional productivity in the other area.
- Evidence of thorough and systematic study of the research/scholarship/creative activity of others.
- Evidence of good character, mature attitude, and professional integrity.
- Minimum years at rank of assistant professor.

**Professor**

- Evidence of sustained excellence in teaching.
- Evidence of sustained high quality professional productivity in both research/scholarship/creative activity and service/outreach. In one of these categories, the candidate will demonstrate a level of excellence in the academic discipline that is recognized at the national level. "National recognition" as defined in department policies and approved at the college level.
- Evidence of thorough and systematic study of the research/scholarship/creative activity of others.
- Evidence of good character, mature attitude, and professional integrity.
- Minimum years at rank of associate professor.

**ART EDUCATION EVALUATION CRITERIA:**

Art Educators are expected to establish and develop an active academic identity within both the university community and the discipline on a regional, national, and/or international scale:

Local and regional identity can be defined by a number of activities including (1) presentations/workshops to local community groups or educational entities, (2) community projects involving K-12 students, (3) collaborating with local/regional community organizations, and (4) publication of art education resources serving a local or regional constituency by the publication of relevant art education material through school systems, community partners, and professional organizations, or any other appropriate criteria among others.

Evidence of the establishment of a candidate's national or international reputation will be based on participation in professional organizations, such as the National Art Education Association or International Society for Education through Art (INSEA). This includes: (1) active participation in professional groups, (2) presentations, and (3) publications including articles, book chapters, K-12 lessons and activities. It also includes articles written in professional or community newspapers, magazines such as the Tennessee Art Education Association and the National Art Education Association and their caucuses, which serve the state, national and/or international audience of art educators.

Evaluation of candidates for tenure and/or promotion will be based on a clear demonstration of teaching, service, and research and/or some creative activity in line with the expectations of a teaching institution. The following list provides a basis of assessment for tenure and promotion of candidates in the discipline of Art Education. This list, however, is suggestive and not exclusive:

**Research and Creative Activity:**

The successful candidate will demonstrate an ongoing commitment in one or more of the following:

Publication of articles in professional journals and magazines in print or digital format

Publication of chapter(s) or section(s) of a scholarly book

Publication of a book review

Publication of a book

Exhibitions or creative activities at the local, regional, national or international level.

The successful candidate is expected to demonstrate active involvement in one or more of the following:

Presentations at professional conferences such as the National Art Education Association and the Tennessee Art Education Association

Publication in professional newsletters and newspapers

Grant funding for scholarly research and/or community projects

Or any area associated with professional field-related activities

**Service:**

The successful candidate is expected to make ongoing contributions to department, college, and university committees.

The successful candidate will demonstrate a professional commitment in one or more of the following:

Service to the Tennessee Art Education Association

Service to the National Art Education Association

Member of advisory council(s) or board(s)

Service as a consultant in areas of the candidate's expertise, made available to local or national communities.

Involvement with Student Chapter of the National Art Education Association/Tennessee Art Education Association

Or any area associated with professional field-related activities

**Teaching:**



The successful candidate is expected to demonstrate competency in the following:

Knowledge of subject matter

Quality organization of course material

Ability to communicate subject matter

Ability to mentor students effectively

Fulfillment of department student-faculty assignments such as student advising and/or supervising student teachers

The successful candidate may demonstrate an ongoing commitment to teaching in one or more of the following:

Guide Student Research/Creative Projects

Teaching Awards

Or any other appropriate teaching criteria

### **ART HISTORY EVALUATION CRITERIA:**

Art Historians are expected to establish and develop an active academic identity within both the university community and the discipline on a regional, national, and/or international scale. Local and regional identity can be defined by a number of activities such as presentations to local community groups or educational entities, curating local/regional museum exhibitions, publication of museum catalogs for exhibitions serving a local or regional constituency, by the publication of exhibition reviews in the local or regional media, or by any other appropriate criteria. Evidence of the establishment of a candidate's national or international reputation will be based on the publication of reviews, articles, exhibition catalogs, books and monographs, either in hard copy or digital format, by book publishers, periodicals, newspapers, or academic organizations, such as the College Art Association, which serve a national or international audience of scholars; by reviews, critiques, commentaries, and/or citations of the candidate's published research in similar venues, and by any other appropriate criteria.

### **Teaching:**

Evaluation of candidates for tenure and/or promotion will be based on a clear demonstration of excellence in teaching as outlined in the university tenure and promotion guidelines. In addition, as art history is a research-driven discipline, active and on-going engagement in research, publication, and intellectual development in one's field, as reflected in on-going curriculum development and course revision, will be considered as evidence of knowledge of subject area and as demonstrating professional commitment to teaching.

Professional growth for art historians is also reflected in affiliation with, and active participation in, professional organizations; attendance at conferences and symposia; on-going visual research in museums, galleries, archaeological sites, or other venues appropriate to their specific areas of expertise, and by maintaining contacts and dialogue with the network of academicians and professionals beyond the borders of Tennessee.

Some additional examples demonstrating excellence in teaching include:

1. Participation in collaborative, interdisciplinary projects, programs, and courses;
2. Development of new instructional approaches, methodologies, or educational aids;
3. Grant funding for teaching proposals;
4. Curriculum and program development resulting in the approval and addition of new courses, minors, majors, and degree programs at the undergraduate or graduate level;
5. Awards and recognition for teaching;
6. Guests lectures in other courses;
7. Or any other appropriate criteria as determined by the departmental peer review committee.

### **Research and Creative Activity:**

As art history is a research-driven discipline, candidates for tenure and/or promotion must demonstrate serious and on-going commitment to research and/or creative activities in one's field. The following hierarchical list provides a basis of assessment for tenure and promotion of candidates in the discipline of art history; however, this list is suggestive not exhaustive:

1. Publication or contract for publication of a book, monograph, or a substantial museum catalog;
2. Publication of chapter(s) or section(s) in a scholarly book either in print or digital format;
3. Publication of articles in refereed journals in print or digital format;
4. Publication of articles in non-refereed journals in print or digital format;
5. Organizing and curating an original museum/gallery exhibition;
6. Serving as a professional consultant for non-profit arts organizations, educational institutions, or governmental entities;

7. Serving as an invited guest curator, consultant, or juror of selection for a museum or gallery exhibition;
8. Presentation of a paper at a professional conference such as CAA, SECAC, etc.;
9. Presentation of a lecture or participation in a symposium or panel at a museum or educational institution;
10. Grant funding for scholarly research proposals;
11. Or any other appropriate criteria as determined by the departmental peer review committee.

**Service:**

Art historians are expected to serve on committees at the university, college, and departmental levels. Professional service on the local, regional and national levels are also to be commended.

**GRAPHIC DESIGN EVALUATION CRITERIA:**

**Teaching:**

The department uses the university student evaluation instrument. The department may opt (by majority vote of the faculty) to develop the additional assessment items in this instrument and to amend some items as deemed necessary. The Peer Review Committee may also arrange with faculty members under review to visit their classrooms and observe classroom activities.

**Creative Work / Exhibitions / Presentations:**

Realized design work, either billable or pro bono, in print or electronic format

Conducting Workshops

Performance and related creative research

Published interactive creative work

Commissioned artwork

Solo invitational show at a major museum

Group invitational show at a major museum

Solo show in a nationally recognized commercial gallery

One or more work/s in a national juried show

Work/s in a regional juried show

Solo show in regional museum, community or commercial gallery

Group show in regional museum, community or commercial gallery

Solo show in local museum or gallery

Group show in local museum or gallery

Show in a university gallery

Show in alternative spaces

**Research / Publications / Presentations:**

Curating an exhibition

Inclusion in a TV or radio program

Publication of a book

National juried art publication article in print or digital format

National art periodical feature article in print or digital format

Book chapter/s published

National art periodical exhibition/book review or short piece published in print or digital format

National juried/invitational presentation (i.e., at museum or conference)

Regional juried publication in print or digital format

Regional art periodical feature article in print or digital format

Regional juried presentation

Regional art periodical review or short piece in print or digital format

Art writing for regional non-art publication article/review in print or digital format

Art writing for local non-art publication article/review in print or digital format

**Service:**

National *may* be more significant than regional.

Regional *may* be more significant than local.

Leadership *may* be more significant than mere membership.

Elected service *may* be more significant than volunteer service.

Ongoing/continuing service *may* be more significant than periodic/temporary service.

Art-related service *may* be more significant than non art-related service.

University level committee work *may or may not* be more significant than college or department level committee work.

## **STUDIO AND FOUNDATIONS ART EVALUATION CRITERIA:**

### **Teaching:**

The department uses the university student evaluation instrument. The department may opt (by majority vote of the faculty) to develop the additional assessment items in this instrument and to amend some items as deemed necessary. The Peer Review Committee may also arrange with faculty members under review to visit their classrooms and observe classroom activities.

### **CREATIVE ACTIVITIES / SCHOLARSHIP / RESEARCH:**

Recognizing the importance of National, Regional and Local participation, the Peer Review Committee recommends that candidates consider diversity within categories, with emphasis toward creative activities.

The Peer Review Committee recommends that a candidate should demonstrate involvement in some activities from groups **A**, **B** and **C**.

- “Time based” events include works in the format of: Digital, Animation, Sound, Video
- Brief and concise descriptive text should be added to OFD where needed for clarification
- Organizing information on OFD form into spreadsheets or tables may be helpful for clarification and legibility
- Any activity that takes place on the MTSU campus is considered public service or institutional service

### **Creative Activities / Exhibitions / Presentations / Research / Publications:**

#### **“A” GROUP—Most desirable activities**

- All non-local solo exhibitions
- Small group exhibitions (1-4 participants), *cannot be local—cannot be in Murfreesboro*
- All juried exhibitions
- All juried/curated/sponsored time based or internet events
- All museum exhibitions
- Publication of a book
- Curating a regional, national or international exhibition
- Authoring an article for a regional, national or international publication in print or digital format
- Authoring an article for a regional, national or international periodical feature in print or digital format
- Authoring published book chapter/s or exhibition catalogue
- Subject of an article for a regional, national or international publication in print or digital format
- Subject of an article for a regional, national or international periodical feature in print or digital format
- Subject of a regional, national or international art periodical review or short piece in print or digital format
- Regional or national juried presentation for a professional organization
- Art writing for a regional, national or international non-art publication article/review in print or digital format
- Inclusion in a regional, national or international TV or radio program

#### **“B” GROUP—**

- Local solo shows, *Murfreesboro*
- Non-Local time based or internet event
- Regional invitational group exhibition
- Curating a local exhibition
- Authoring a regional or national exhibition/book review or short piece published in print or digital forms

#### **“C” GROUP—**

- Non-art venue exhibitions, *i.e. restaurants*
- Local invitational group exhibition, *in Murfreesboro*
- Faculty Exhibition
- Temporary, one-day exhibition or time based/internet event, *not juried or curated*
- Subject of a local art periodical review or short piece in print or digital format
- Art writing for a local non-art publication article/review in print or digital format
- Inclusion in a local TV or radio program

**SERVICE:**

The Peer Review Committee expects faculty to serve on department and university committees, encourages membership and participation in professional organizations and recognizes that some candidates may choose to engage in extensive public service activities.

**V. GENERAL POLICY AREA****MTSU POLICIES AND PROCEDURES MANUAL:**

For the complete Policies and Procedures Manual, please see [http://mts32.mtsu.edu:11251/resources\\_policies.htm](http://mts32.mtsu.edu:11251/resources_policies.htm).

**REQUESTS FOR APPRAISALS:**

It is the Department of Art's policy **NOT** to offer appraisals of art work.

**DEPARTMENT CHAIR POLICY:**

1. Appointment as Chair is to a three-year term, which may be renewed for an unlimited number of three-year terms.
2. At the final faculty meeting in the spring semester of the third year of initial and subsequent appointments, the Department Faculty (defined here as excluding the Chair and non tenure-track faculty) will conduct a vote of yea or nay on whether a vote of confidence should be conducted.
  - A simple majority will determine whether the vote of confidence is conducted.
  - If recommended, the Department Faculty will conduct a vote of confidence in the Chair to retain or not retain.
  - A simple majority to retain shall result in the appointment of the Chair to another three-year term.
  - A simple majority to not retain shall result in a recommendation to the Dean of Liberal Arts that a Chair Search be initiated.
  - If necessary, the Departmental Faculty shall submit a recommendation to the Dean for appointment of an Interim Chair.
  - If conditions warrant the faculty may call for a vote of confidence before the third year.

**HARASSMENT POLICY:**

The Office of Institutional Equity & Compliance offers information on harassment. If you are a new faculty member, please read and complete the three on-line training modules, Preventing Sexual Harassment, Preventing Employment Discrimination, and Title VI Compliance Training, found at this website. (<http://frank.mtsu.edu/~iec/training.htm>) Print out the certificates and turn them in to the Executive Aid. If you are a continuing faculty member, please finish the refresher portion of the on-line training modules and print out the certificates and turn them in to the Executive Aid.

**STUDENT ATTENDANCE POLICY:**

There is no departmental attendance policy. Therefore each faculty member must provide all his/her students with his/her own *written* policy or guidelines for attendance. Students must be informed of the instructor's policy at the beginning of each semester by means of a course syllabus or through a separate handout. In addition, attendance guidelines must inform individual students of the conditions under which poor attendance will jeopardize grades or further participation in a class. It is the position of the Department of Art that an attendance policy must be consistently applied and enforced. Faculty members, of course, have the power to decide what absences to excuse. Excusable absences may include those that can be substantiated through some form of documentation (a doctor's note, death notice, court summons, etc.). In all cases, the student's education should be the primary concern as teachers consider student absences.

**A RECOMMENDED ATTENDANCE POLICY:**

The following is only offered as a suggestion. Faculty members set up their own attendance policy and list it on their syllabus.

1. In Foundation Courses (including Art History Surveys) and Entry Level Studio Courses: Students may miss three classes (MWF) or two classes (TR) without penalty. A penalty will be assigned for each subsequent absence. When absences total six (MWF) or four (TR) the instructor can recommend that the student drop the class.
2. In Level II – III – IV – V - VI Studio Courses and upper division courses in Art Education and Art History:

Teachers may establish attendance guidelines which afford the student greater degrees of freedom than permitted in foundation and entry level studio courses. It is recommended that a student be permitted no more than three absences (MWF) or two absences (TR/MW) or two absences for a course that meets once a week. The course instructor decides what penalty to impose when a student exceeds the maximum absences permitted and describes the penalty in his/her written attendance policy for students; the penalty can be a failing grade for the course.

3. In Orientation to Art: Students are allowed three absences when the class meets MWF, two absences when class meets TR, and two absences when the class meets once a week. When absences exceed the stated maximum, the students' final grade will reflect a grade penalty. When a student accumulates more than the specified maximum number of absences, the instructor can request that the student drop the class or may assign a failing grade.

#### **CLASS FIELD TRIPS:**

Each student must sign his/her own individual STATE OF TENNESSEE - T.B.R. - MIDDLE TENNESSEE STATE UNIVERSITY – WAIVER OF LIABILITY form before traveling with or for an art class. The form is available in the Art office, and once signed must be returned to the Art office, where it will be filed before commencing travel.

Each student must also sign the MTSU GROUP ABSENCE NOTICE before traveling. You, the instructor, should acquire the form, have all the students sign it, and then turn it in to the Art office at least two weeks before the trip. We are required to do this by the University. Blank copies of this form are also available in the Art office.

#### **STUDENT RECRUITING/SCHOOL VISITATIONS:**

During the course of the academic year, the department chairperson or MTSU Field Representatives may ask faculty to make school visitations in order to recruit students for the Department of Art. At times a schoolteacher or official may contact a faculty member directly to arrange a visit.

When possible the Art Office will help with scheduling dates and arranging transportation; travel expenses will be paid by the Department of Art in accordance with university policy. Recruiting assignments are not to exceed three a semester per faculty member.

If the faculty member wishes to take students on the visit, students must fill out the Waiver of Liability form listed above under Class Field Trips.

#### **SICKNESS OR PROFESSIONAL TRAVEL REPORTING:**

If a faculty member has a planned absence such as surgery or professional travel the Request for Faculty Absence form must be filled out and turned into the Art Office at least a week prior to the **planned** absence. This form states what the reason for missing is and what provisions have been made to cover class(es). If the sickness is unplanned, notify the Art Office at 898-2455 or email the Executive Aide or the Department Chairperson. Unplanned sick leave should be reported as soon as possible after you return to work on the HR Web-time Entry System. Reporting sick leave applies whether you are sick or you take time away from MTSU to take care a sick family member. (TBR Guideline P-062) The form can be found at <http://www.mtsu.edu/provost/forms/> under Faculty Absence Forms, Request for Faculty Absence. There is also a copy on the last page of this handbook.

#### **LEAVES OF ABSENCE:**

Faculty members have the right to take a leave of absence to pursue professional development activities or to deal with personal matters. However, such leaves are contingent on the continuity of the Department of Art's instructional programs and the retention of sufficient full-time faculty for the Department of Art to function effectively. Persons considering a leave-of-absence must be tenured, or be a member of the MTSU Department of Art faculty for at least 3 years.

Approval procedure for Leaves-of-Absence:

Requests for a leave of absence must be written and include both a reason for the request (this can be limited in leaves for personal reasons) and state the specific time period for the leave;

The Department of Art chairperson reviews all requests for a leave of absence as received without consideration of seniority as long as eligibility criteria are met; preference will be given to faculty who would take an entire year's leave or to faculty who would take their leave during spring term;

**NOTE:** it is in the interests of both the Department of Art and the requestor to begin the process as much in advance as possible.

No leaves will be considered as finally approved until arrangements are made for a suitable replacement; individual faculty members may reconsider the terms of a leave of absence request up to the time a replacement is hired and put under contract; after that date, no change may be made in the leave of absence request.

The chairperson, if approving, recommends through channels that the leave be approved; final approval of all leaves-of-absence rests with the President of the University.

Upon final action of the President, the faculty member will be informed of the status of the request; implementation of the leave is, however, wholly contingent on arrangements being made for a suitable replacement.

#### **RELEASE TIME:**

Release time is a concept, which can be put into practice, to the benefit of individual faculty members, as practicable and necessary. As our primary mission is the education of the art major, release time will be considered only when required courses can be covered, or appropriate adjustments made in the schedule. The assignment of release time is not made automatically on request.

#### **Criteria:**

Faculty members who are involved in major research or creative activities; and/or are preparing for a major exhibition; and/or are involved in curriculum development or revision; and /or are overseeing or coordinating an area; and/or have carried a particularly heavy load over past semesters; and/or need time for other activities central to further professional development may request release-time.

#### **Procedures:**

Requests for release time must be submitted to the department chairperson at least one semester in advance of when the release time is needed;

Requests must include a detailed summary of the activity to be undertaken in lieu of teaching;

Requestors must work with the chairperson to ensure that the course(s) dropped from an individual's workload are covered one way or another in ways that have the least impact on art majors moving through Department of Art programs;

The department chairperson's final decision(s) will be based on feasibility and made with the best interests of the department in mind.

#### **STUDENT ATTENDANCE AT SPECIAL EVENTS:**

The Department of Art provides exhibitions, lectures and other special events as a part of its total curriculum.

Though these activities are often not a formal part of any specific course, the value of participation to the student is great. Participation will result in the students' broadened awareness of the art world and in a greater understanding of what the creative process is about. The Department of Art faculty believe that students should attend such programs and hopes faculty will stress the importance of attending these special events to facilitate general participation and to guarantee an audience for selected special events:

#### **VI. INFORMATION ABOUT ADVISING STUDENTS:**

##### **Transfer Students:**

An individual appointed by the chairperson will do all transfer advising. After an initial advising session the transfer student will be assigned a regular advisor. Should any questions arise regarding questions of credit hours, the chairperson should be contacted.

##### **Transfer Students and Graduation:**

Students entering MTSU who have earned an A.A. degree come to Department of Art programs with a majority of their general education course completed, but with only a small portion of their art courses completed. They must be advised of the sequence requirements that exist and of semester-staggered offerings since these will affect the length of time needed to complete degree requirements. In most cases a transfer student can expect to be here a minimum of five semesters. Graphic Design majors might remain in the program six semesters. Actual time in the program will be affected by the semester of entry and its coincidence with required course offerings.

##### **Course Offerings:**

Not all courses are offered every semester. If a student expects to graduate on time (within 4 years), attention must be paid to when required courses are offered. The best way to do this is to work closely with the faculty advisor assigned to each student by the Department of Art office. *Failure to take a required course when it is offered*

*can delay graduation.*

**Pre-requisites:**

Check the university catalogue for pre-requisite courses. Students in the lower division should not be allowed to take sequential art courses out of sequence. Upper division courses may be taken as stated in the university catalog. In certain cases the student may petition an instructor for permission to take a course out of sequence, or to take two courses simultaneously.

**Graduation Requirements:**

Students must meet all requirements stated in the university catalogue published in the year they entered MTSU, or in any catalogue published after entry, which they specify. Each catalogue constitutes a discrete contract. Students may not “mix and match” requirements from different catalogues.

The University recognizes the following definitions concerning degrees.

**Cognate** - Nine semester hours of related coursework.

**Concentration** - A curricular component of an undergraduate program representing a well-recognized subset or branch of the discipline. A concentration appears on the student’s graduate transcript.

**Major** - A field of study representing a well-recognized discipline in which a graduate program is offered. A major appears on the student’s graduate transcript.

**Minor** - A free-standing curricular component of a graduate program representing an academic discipline. This designation verifies that scholarly expertise in the minor field has been achieved in addition to that attained in the major discipline.

**General Studies:**

The General Studies program is legislatively mandated and officially approved by the State Board of Regents. All students are required to fulfill those requirements as outlined in the university catalogue. Certain exceptions are permissible and can be found in the section of that resource entitled “Undergraduate Degree Requirements.”

**NOTE:** No other exception can be made unless approved by the chairperson of a particular area and the dean of the college involved.

**NOTES ON MAJORS IN ART:**

Art Education: Courses listed on the Upper Division form include specific requirements necessary to gaining certification. No variations may be made in the set program except by the chairperson in consultation with the Art Education faculty. Certification cannot be awarded unless all requirements are met.

**Graphic Design Portfolio Reviews:**

Students majoring in Graphic Design are required to undergo Portfolio Reviews by the Graphic Design faculty as a way to get feedback about progress through the program and to obtain admission to upper-division Graphic Design courses. Students minoring in Graphic Design are encouraged to join in this Portfolio Review process.

The Graphic Design Portfolio Review serves several purposes:

1. To encourage students to develop a professional portfolio of work;
2. To identify areas of strength and weakness in students’ work after they have taken the specific number of lower-division courses required in their area of emphasis within Graphic Design;
3. To assess whether students’ level of skill and creative ability represent adequate preparation for advanced coursework in their chosen area of emphasis;
4. To determine the readiness of students for upper-division coursework, and;
5. To advise students, in the event they do not pass the juried Portfolio Review, which courses they need to take in order to reapply for admission to upper-division courses.

**Portfolio Review process procedures:**

1. A jury comprised of at least three persons from (or related to) an individual student’s area of emphasis within Graphic Design reviews the student’s portfolio after each lower-division course taken within that emphasis;
2. Each student receives a written evaluation indicating the strengths and weaknesses of both class participation and artwork collected in the course portfolio; the written assessment informs individual students whether they are on-

track for admittance to upper-division Graphic Design courses and, if not, offers guidance about making up deficiencies; **NOTE:** Students sign a copy of this assessment to indicate that they understand the results of this Portfolio Review;

3. After completing the prescribed number of lower-division courses for their area of emphasis, students are reviewed a final time by a jury to determine whether they will be admitted into upper-division Graphic Design courses; students failing to gain admission meet with the jury for guidance on how to prepare themselves and their portfolio for reapplication at a later time; **NOTE:** students may reapply the following semester.

### **Studio Art Portfolio Reviews:**

The Studio Art Portfolio Review serves several purposes:

1. To encourage students in the development of a professional portfolio of work;
2. To determine the level of skill and creative ability of the students;
3. To identify areas of strength and weakness in the students' work;
4. To make recommendations to each student regarding upper division study;
5. To determine the effectiveness of the foundation courses as suggested by the carry-over of basic concepts into students' artworks and discussions.

### **Studio Art Portfolio Review procedures:**

1. As soon as possible after completion of ART 1610, 1620, 1630, 1640, two art history courses, and four studio courses, a student will participate in the Studio Portfolio Review.
2. The faculty will participate in the review organized in teams comprised of three persons;
3. Teams will meet with students individually or in small groups, and review their work at that time, entering into a discussion with them about their experiences in foundations courses, what they have learned, and their aspirations, among other topics;
4. Verbal and written recommendations will be made to the student, copies of which will go to the student's major advisor and to the department office.

### **Senior Exhibitions:**

All students majoring in ceramics, graphic design, painting, printmaking, and sculpture are required to have an exhibition in the senior year.

Purposes around which exhibits should be organized:

- To provide a visual forum the basis of which an observer can see that an appropriate level of understanding and proficiency has been reached.
- To provide a visual forum on the basis of which an observer can see that aesthetic growth has occurred during the undergraduate years, and that there is the potential for future growth.
- To provide a means by which some third purpose can be assessed or fulfilled to be arrived at in conference between the student and his/her major professor.

Responsibility of the major professor:

- To advise students of the requirement for graduation.
- To schedule exhibitions in consultation with the chairperson of the department and the students concerned.
- To use the installation of work in the gallery as an extension of the learning experience thus requiring the major professor's presence at various times assisting as necessary and giving final approval of the installation.

Responsibilities of the student: (failure to comply with the following procedures is sufficient cause to lower the grade assigned in the problem course.)

- Arrange for an exhibition date with the chairperson one semester in advance of the show.
- Check with department office for budget and procedure to be followed.
- Make arrangements for all publicity and mailing labels.



- Consult with department office for gallery supplies and equipment to check those items out.
- Work directly with major professor for receiving necessary keys and assistance as required.
- The student will document the installation. This documentation will include announcements, other publicity, and slides of the work in the installation. A complete set of these materials will be presented to the department.
- Return all materials and equipment to the Department of Art office.
- It is the student exhibitor's responsibility to return the Gallery to the condition it was found. Contact the Gallery Preparator for spackle and paint.
- Request reimbursements by submitting assurances that all materials and receipts have been properly turned in to the Department of Art.

**REQUEST FOR FACULTY ABSENCE**

Must be submitted at least one week prior to **planned** absence, e.g., surgery, professional travel, etc. Unplanned sick leave should be reported as soon as possible after you return to work.\*



Instructor \_\_\_\_\_ Semester \_\_\_\_ Year \_\_\_\_\_

Department \_\_\_\_\_

Reason for absence (check one): sick  \* professional

Name/type of professional activity: \_\_\_\_\_

How many additional days do you anticipate being absent through the conclusion of the semester for professional activities? \_\_\_\_\_

Scheduled Class(es) Missed (course name)	Time	Date	Provisions made for meeting class(es)
Office Hours Missed	Time	Date	

Approved \_\_\_\_\_  
Department Chair

\_\_\_\_\_ Date

\*Arrangements to cover a class either by the faculty member or the institution do not mitigate the fact that the faculty member was away from his/her work assignment and sick leave should be charged accordingly (TBR Guideline P-062). Each faculty member is responsible for reporting sick leave on the HR Web-time Entry System each month.