

Draft of 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. Collegiality will be an area of consideration on Tenure and Promotion upon approval of the department.

DEPARTMENT TENURE AND PROMOTION REVIEW COMMITTEE

The Department of Art will have one committee for both tenure and promotion review. Each fall at the department's first faculty meeting the Tenure and Promotion Review Committee will be formed. The committee will consist of a minimum of four tenured faculty members elected by majority vote by the tenure-track and tenured faculty. 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 at least 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.

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 fifth-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.

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, 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 manor as a fifth-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.

FACULTY EVALUATION SCHEDULE:

The university specifies this schedule for student evaluations of instruction:

1. Tenure-track faculty: each year during the probationary period. The full evaluation instrument will be employed.
2. Tenured faculty: during the last semester immediately preceding the year of eligibility for promotion to a new rank.
3. Senior faculty: every third year, during the semester of personal choice.

NOTE: Faculty may request that evaluations be conducted in semesters other than those required by university or departmental policy.

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" must be defined in department policies with approval 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. Guest 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 is 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 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 Work / Exhibitions / Presentations:

Performance and related creative research

Published interactive creative work

Commissioned artwork

Acquisition of artwork by a significant collection

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

Solo show in (Southeastern) regional museum

Solo show in (Southeastern) regional commercial gallery

Work/s in a regional juried show

Group show in regional 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.

Department of Art Tenure and Promotion Policies

Approved by Committee 11-4-06

Approved by Dean  11/13/06

Approved by Provost 11/14/06