

SUGGESTED GUIDELINES FOR PROMOTION AND TENURE
APPALACHIAN STATE UNIVERSITY

DEPARTMENT OF ART / Promotion and Tenure Guidelines

FOR PERMANENT TENURE:

In addition to the ASU Faculty Handbook, the Department of Art suggested guidelines are:

A. TEACHING:

1. Carefully written course objectives, requirements, formats, procedures, instructional materials, grading procedures and evaluation materials.
2. Active role in departmental discussions regarding curriculum and program development and achievement of program goals.
3. Maintenance of a level of student performance consistent with the departmental degree program's knowledge-based goals.
4. Documentation of teaching effectiveness using instruments and procedures approved by the department. (Teaching Portfolio, Peer Review, Student Evaluations, etc.)
5. Continued professional development in teaching which may include attending workshops, professional meetings, and participation in faculty development activities
6. Participation in academic travel with students to Washington, D.C., New York City, and other related field trips.

B. SCHOLARSHIP: (Research and/or Creative Activity)

RESEARCH: The candidate's research record must be of high quality in content, reveal consistent research efforts, and should reflect widespread recognition among one's peers in the field(s) inside and/or outside the University.

Criteria include, but are not limited to the following:

1. A productive record of research activity which reveals significant and developing achievements in the field(s) of specialization.
2. Publications in the form of refereed articles in journals which are recognized as scholarly in content.
3. Non-refereed scholarly publications.
4. Refereed scholarly papers presented at professional meetings.
5. Non-refereed scholarly papers presented at professional meetings.
6. Securing grants.

CREATIVE ACTIVITY: Achievement in the area of creative activity must be of high quality, reveal consistent creative efforts, and should reflect widespread recognition among one's peers.

Criteria include, but are not limited to the following:

1. A portfolio which reveals significant and developing achievements in the field(s) of specialization.
2. Participation in exhibits and activities. See definitions on pages 6,7& 8 of this document.
 - a. Solo
 1. Invited
 2. Curated
 - b. Group
 1. Invited
 2. Curated
 3. Juried
 4. Open
3. Commissions/freelance activities
4. Collections & Acquisitions
5. Gallery affiliations
6. Securing grants
7. Honors & awards

C. SERVICE: All subsequent definitions and criteria are expected here plus:

1. Effective professional involvement and demonstrated leadership in departmental, college/university and/or community affairs.
2. Effective role in student advising including students' course work, program choices and career planning.

**FOR APPOINTMENT/PROMOTION TO
ASSISTANT PROFESSOR**

In addition to the ASU Faculty Handbook, the Department of Art requires the following:

A. TEACHING:

1. Evidence of ability to organize course materials, content and presentations in order to accomplish teaching effectiveness.
2. Willingness to take an active role in departmental discussions regarding curriculum and program development.
3. Evidence of potential to maintain a level of student performance consistent with departmental and/or degree program standards.
4. Evidence of ability to develop strong teaching skills.

B. SCHOLARSHIP:

Research and/or Creative Activity: See definitions on pages 6,7 & 8 of this document.

1. Evidence of developing ability in research or other germane creative activity; (through submission of portfolio and/or exhibition record, or submission of thesis or other research papers, published or unpublished).

C. SERVICE: See definitions on pages 6, 7 & 8 of this document.

1. Evidence of ability and willingness to serve the department, college/university, and/or community.
2. Willingness to take an active role in student advising including students' course work, program choices and career planning.

**PROMOTION / APPOINTMENT
TO ASSOCIATE PROFESSOR**

In addition to the ASU Faculty Handbook, the Department of Art requires the following:

A. TEACHING:

The teaching criteria for promotion or appointment to Associate Professor are the same as permanent tenure. (See page 1, A.)

Additional criteria include, but are not limited to, the following:

1. Leadership efforts in curriculum and program development.
2. Leadership efforts in teaching effectiveness,(i.e., instructional tools, workshops, and presentations).
3. Participation in academic travel with students (i.e., to Washington, D.C., New York City and other).

B. SCHOLARSHIP: (Research and/or Creative Activity)

The scholarship criteria for promotion or appointment to Associate Professor are the same as those for permanent tenure. (See page 1, B)

C. SERVICE:

The service criteria for promotion or appointment to Associate Professor are the same as permanent tenure: (See page 2, C.)

**PROMOTION / APPOINTMENT
TO PROFESSOR**

In addition to the ASU Faculty Handbook, the Department of Art requires the following:

A. TEACHING:

The teaching criteria for promotion or appointment to Professor are the same as Associate Professor. (See page 4, A)

Additional criteria include, but are not limited to the following:

1. Effective leadership in curriculum and program development.
2. Effective leadership in teaching effectiveness

B. SCHOLARSHIP: (Research and /or Creative Activity)

The scholarship criteria for promotion or appointment to Professor are the same as Associate Professor. (See page 4, B)

Additional criteria include, but are not limited to the following:

1. The candidate's scholarship record (research/creative activity) reveals evidence of strong development and achievement in the area(s) of specialization.
2. Honors, awards, citations, critical reviews and other forms of recognition.

C. SERVICE:

The service criteria for promotion or appointment to Professor are the same as Associate professor: (See page 4, C)

Additional criteria may include but are not limited to the following:

Effective leadership in various service areas.

DEFINITIONS:

SCHOLARSHIP: (RESEARCH AND/OR CREATIVE ACTIVITY)

Research: 1) serious inquiry or examination resulting in the discovery and interpretation of knowledge, revision of accepted theories in the light of new knowledge, or practical application of such new or revised theories; 2) dissemination of such discovery, interpretation and/or revision through presentations at professional meetings and/or through scholarly publications.

Creative activity: 1) the act of bringing into existence ex nihilo, as in the production of artwork and design, 2) dissemination of the results of such creative activity through a developing record of production and exhibition.

Service:

Service: formal and informal professional assignments or activities on behalf of the Department, College, University, the profession and the community at large.

Expectations regarding quality of service contributions increase as a faculty member's career progresses. The minimum required for permanent tenure and promotion depends upon rank.

Service contributions include, but are not limited to, the following:

- A. **Departmental:** Department committee participation, administrative duties, special assignments from the chair and student advising, studio supervision, club advisors, area supervisors, etc.
- B. **College/University:** Participation in committees and assignments at the college and university level.
- C. **Professional:** Participation in activities germane to the faculty member's area(s) of expertise inclusive of officerships; participation in professional task forces, on editorial boards, as paper or article reviewer, as juror of an art exhibit or competition; as curator of an exhibit which advances one's own discipline, etc.
- D. **Community:** service may include participation in regional, national, or international community activities directly related to the faculty member's profession, such as lectures and presentations, news media interviews, and professional advice to non-profit agencies. Community involvement may serve as additional evidence of service but does not replace involvement at the Departmental, College/University or professional level.

Solo Exhibitions:

Invited - An invited solo exhibition is an exhibition venue acquired by personal invitation from a regionally or nationally recognized gallery or museum.

Curated - A curated solo exhibition is an exhibition venue acquired through the submission of slides (either by request or unsolicited), an artist's statement and other supporting materials to a particular venue, such as a gallery or museum, a university exhibition space or a non-profit artist's space. Work is reviewed by an individual curator or, more commonly, an exhibitions committee, who makes final decisions about which work is accepted for a solo exhibition.

Definitions (Continued)

Group Exhibitions:

Invitational - An invited group exhibition is an exhibition venue acquired by personal invitation where the expectation is that the artist would be exhibiting work simultaneously with other artists. Types of venues extending invitations to exhibit vary by size and reputation and may include international venues, museums in large American cities, galleries, university galleries, non-profit artists' spaces and small local venues.

Curated - A curated group show is one in which the Curator establishes a theme and then seeks artists' works to fit the theme for inclusion in the exhibition. Invitations to submit work for review may be extended through advertisements, personal contacts with artists or other curators. Artists typically submit a set of 20 slides and an artist's statement and resume.

Juried - A juried show is an exhibition venue whose selection process includes an artist's submission of a few slides that match a particular theme or medium and payment of a submission fee, usually per slide. The exhibition venue may hire an outside curator to jury the work. Jurors vary by their experience and reputation. An artist's work achieves greater recognition if the juror is more well-known, from a recognized institution or gallery, and if the artist wins a prize and/or the exhibit provides a catalogue.

Open - An open show is one in which there are no requirements set for acceptance other than one's membership in a group (ex. a faculty exhibit or a member's show). All work is accepted since no review process exists. Most are group shows and some may have prizes and a catalogue.

**Department suggested Guidelines for Promotion & Tenure
approved by Faculty vote Department of Art 9/12/2001**

**Definitions added and approved
by Faculty vote Department of Art 9/21/2001**