

Department of Art

Promotion and Tenure Guidelines

Mission Statement

The Art Department's mission is to engage students in visual art and design as preparation for creative careers and responsible global citizenship. This mission is achieved by cultivating students' abilities to see, think and respond in visually creative manners through involvement with a broad range of practical and theoretical issues in art education, art history, art management, commercial photography, graphic arts and imaging technology, graphic design, and studio art. Through community arts programming, internships, field trips, student exhibitions and international study, the Art Department provides students meaningful opportunities to interact with the larger art and design world. The Department maintains a faculty whose members are committed to excellence in teaching, scholarship, creative activity and relevant professional activities. Further, the Art Department celebrates a diversity of thought, encourages creative risk-taking and supports multi-disciplinary inquiry and collaboration.

Introduction

The Department of Art's guidelines for promotion and tenure are intended to encourage the development of faculty as teachers, professional contributors to their fields of study, and providers of service to the university, their professions, and the community.

Section 3.7.2 of the Appalachian State University (ASU) Faculty Handbook states that the "The Faculty Handbook criteria for the conferral of tenure shall be the basis for each academic department's criteria for conferral of tenure, and both Faculty Handbook and departmental criteria shall be considered in all tenure decisions. Departmental criteria may be more rigorous than Faculty Handbook criteria.

The conferral of tenure requires:

- an assessment of the faculty member's demonstrated professional competence;
- potential for future contributions;
- commitment to effective teaching, research, and public service; and
- the needs and resources of the institution."

In addition, the ASU Faculty Handbook in Sections 3.8 (Tenure-Eligible Academic Ranks) states that the "minimal criteria for consideration of appointment/promotion" to the following ranks are:

Assistant Professor

- The appropriate earned terminal degree from an accredited institution, unless there are exceptional circumstances;

- Demonstrated ability in teaching;
- Evidence of ability for research or other germane creative activity;
- Willingness to participate in institutional affairs and professional service to the University and/or to the public.

Associate Professor

- The appropriate earned terminal degree from an accredited institution, and at least five (5) years of appropriate experience, unless there are exceptional circumstances;
- Recognized skill in teaching;
- Recognized accomplishment in research or other germane creative activity;
- Recognized accomplishment in professional service to the University and/or to the public; and
- Demonstrated willingness to participate in institutional affairs.

Full Professor

- The appropriate earned terminal degree from an accredited institution, and at least (10) completed years of appropriate experience unless there is exceptional performance;
- Recognized skill in teaching;
- Evidence of at least one of the following:
 - Outstanding accomplishment in research or germane creative activity with ongoing recognized accomplishment in professional service to the University and/or public or;
 - Outstanding accomplishment in professional service to the University and/or to the public with ongoing recognized accomplishment in research or other germane creative activity; and
- Demonstrated ability and participation in institutional affairs.

The Art Department Promotion and Tenure guidelines augment the Faculty Handbook's minimal criteria and make them more explicit. The criteria outlined throughout may be superseded by any subsequent changes to the Appalachian State University (ASU) Faculty Handbook.

The evaluation process for considering candidates for promotion and tenure is not a precise science. The promotion and tenure review process as articulated under Section 604 101.3.1 of the UNC Policy Manual states that:

Within the University, important faculty personnel decisions are based on evaluations of performance rendered by a candidate's immediate colleagues and supervisors, who are in the best position to make such judgments. These assessments are not the product of mechanically applied checklists, criteria or formulas; there is no simple litmus test for outstanding teaching, research or service. Rather, these decisions must reflect careful exercises of discretion, in which the faculty colleagues draw on their own academic knowledge, experience and perceptions to evaluate the candidate's qualifications and performance. Unavoidably and appropriately, such exercises to some extent are subjective and imprecise. Thus, the academic review process seeks to obtain the collective good faith judgment of the candidate's colleagues and responsible university administrators, as the basis for decisions about advancement and reward within the academic community. Provided that these conclusions are based on considerations that are

relevant to the candidate's performance and the candidate's promise to contribute to the good of the institution, they are entitled to great deference and weight.

<http://www.northcarolina.edu/apps/policy/index.php?pg=vs&id=337&added=1>

The Art Department's Promotion and Tenure guidelines seek to encompass and celebrate the diversity of disciplinary expertise, teaching practices, service, and scholarly and creative activities while also establishing shared standards by which to fairly and effectively evaluate faculty performance. In the years leading up to consideration for reappointment, tenure and/or promotion and post-tenure review, the Faculty Annual Performance Evaluation is an important means to document teaching, research/creativity activity, and service accomplishments, and for departmental chairpersons to provide an assessment of the candidate's performance.

Tenure track faculty will be assigned a mentor to provide assistance and be actively engaged as candidates progress through the tenure/promotion process.

Candidates seeking reappointment, typically in their third year, will have their materials reviewed by the Promotion and Tenure committee. It is expected that candidates demonstrate significant achievement in teaching, scholarly/creative activity and service as well as show potential for future contributions towards tenure and promotion. The Promotion and Tenure Committee will make a recommendation to the chair who will then provide feedback to the candidate about their progress toward tenure and promotion.

Faculty who apply for tenure early should refer to the Faculty Handbook sections 3.8.5.6 to 3.8.5.13.

Application Materials

Tenure-track faculty seeking contract renewal prior to tenure consideration and all faculty seeking tenure and/or promotion shall prepare a portfolio of application materials according to the Faculty Handbook as specified in section 4.4.5. The portfolio consists of a Promotion and Tenure (P&T) dossier and a Collection of Artifacts/Documentation appropriate to the faculty member's area/s of expertise.

It is recommended that the P&T Dossier be submitted digitally. Candidate's dossier should not exceed 35 pages plus a curriculum vita (CV) as specified in section 4.4.5.1 of the Faculty Handbook.

The Collection of Artifacts/Documentation, outlined in section 4.4.5.2, may be submitted in print or digital form and may include relevant books, articles, recordings, videos, photographs, exhibition catalogs, grant proposals and/or works in progress.

Documentation relating to teaching should include recent syllabi and a complete collection of students' evaluations of teaching (score summaries and individual responses with numerical scores and comments) and peer reviews of teaching. Sample student work (including writings and a portfolio of visual art, photography and/or design) may also be included.

Teaching

The UNC Policy Manual 400.3.1[G] referenced in the Faculty Handbook in regard to teaching states “that the Board of Governors, through the President of the University, instruct the Chancellors of each constituent institution... to give explicit recognition to the primary importance of teaching in the University.”

Effective teaching for faculty in the Department of Art is characterized by fostering active learning, critical thinking, mastery of subject matter, effective communication and an integrated, global understanding of the course materials presented. All faculty members are expected to demonstrate an active, ongoing engagement with creative/scholarly pursuits and service that will enrich their teaching and contribute to the ever evolving pedagogic mission of the university.

Every faculty member under consideration for reappointment, tenure and promotion must demonstrate recognized skill in all the following indicators for teaching:

- Evidence of satisfactory course preparation, including development of high quality course materials; well organized, and complete syllabi; use of innovative and effective teaching strategies; and clearly defined assessment tools for evaluating student progress
- Documentation of satisfactory teaching effectiveness derived from student evaluation measures that are consistent with quantitative departmental norms over the period of evaluation
- Documentation of satisfactory teaching derived from qualitative student evaluation measures that demonstrate consistent patterns of effectiveness
- Documentation of satisfactory teaching effectiveness derived from peer reviews
- Evidence of clearly defined learning outcomes for courses, and demonstrable achievement of these outcomes
- Record of effective supervision of internships and/or student teachers (when applicable)
- Record of effective supervision of instructional assistants and/or research assistants (when applicable)
- Course improvement as evidenced by evolving syllabi and involvement with innovative pedagogic activities and engagement with instructional technologies
- Participation in professional development related to teaching, including campus-based workshops, professional workshops or conferences for the purpose of enhancing instructional content
- A record of involvement in curriculum including contributing to the development and review of courses and programs and/or participation in program evaluation activities
- Consistently meeting expectations for teaching in the Faculty Annual Performance Evaluation(s) from the Chairperson
- A record of advising

Recognized skill in teaching could also be demonstrated through the following activities:

- Exemplary student evaluations, peer reviews and/or exemplary annual report(s) from the Chairperson in regard to teaching
- Engagement in multidisciplinary courses, activities, or projects that link students, faculty, and/or community collaboratively across programs such as collaborative course design, team-teaching, developing and teaching special topics or honors courses, or senior capstone projects beyond required teaching
- Procurement of external funding to improve instructional delivery or enhance the quality of student learning
- Teaching awards or other recognition of teaching by the college, university, UNC system, professional organizations, or outside reviewers/organizations that recognize effective teaching practices
- Recognition for outstanding advising by entities outside the department
- Substantial mentorship to students who undertake a research program, are awarded grants, awards, or other recognition
- Organizing and leading national and international student travel
- Mentoring students who present research/creative work, give papers or conduct workshops at academic conferences
- Conducting teaching related workshops at other institutions
- Chairing or serving as a committee member on an honors thesis
- Serving as a mentor or committee member for BFA Senior Seminar and Senior Studio
- Creating new courses or major revisions of existing courses
- Documentation of exemplary teaching effectiveness based on externally judged quality of student work from the faculty member's classes, student presentations at conferences and symposia, student awards, student internship placements, etc.
- Supervising internships or student teachers beyond the assigned/expected course load
- Supervising independent studies

Failure to demonstrate recognized skill in teaching could include, but is not limited to, the following:

- Consistently poor student evaluations
- Unsatisfactory and/or absence of peer reviews
- Record of poor advising
- Incomplete, inaccurate or missing syllabi
- Chronically poor attendance for classes
- Unsatisfactory annual reports from the Chairperson in regard to teaching

- Unwillingness or inability to contribute to curriculum development in one's own area/s of expertise or the department as a whole
- Unwillingness to participate in professional development activities related to teaching

Creative and Scholarly Research

The Department of Art recognizes scholarship as a sustained, ongoing program of rigorous scholarly research or creative inquiry that engages with broader conversations in the discipline, the products of which should be original, significant, peer reviewed and publicly disseminated. Candidates must demonstrate that their work has received external validation through the peer review process. In the Art Department peer review is broadly defined as a competitive process of external validation of one's work by recognized professionals, the products of which encompass blind review of textual scholarship; juried, curated or invited evaluations of creative practice; and editorial judgement or client engagement of commercial practice. Promotion and tenure are also based on the expectations of continued growth and the potential for future performance, rather than being simply rewards for past accomplishments.

Faculty are expected to continually engage in significant activities that demonstrate recognized accomplishment to earn reassigned time, reappointment, tenure and/or promotion. According to the College of Fine and Applied Arts Guidelines for Reassigned Time for Scholarly and Creative Activities:

Regular reassigned time of three credit hours per semester will be granted for satisfactory progress on an appropriate program of scholarship and/or creative work as demonstrated by the completion of the equivalent of two significant products within a three year period.

https://faa.appstate.edu/sites/faa.appstate.edu/files/faa_reassigned_time_policy.pdf

The Department of Art does not prescribe the kind of research/creative work faculty may undertake because many faculty possess a wide range of skills and engage in multiple research modalities. The individual faculty member's scholarly/creative work is linked to their particular disciplinary training and area/s of teaching while also encompassing scholarly/creative work that may extend into related areas, cross disciplinary boundaries, and/or engage in innovative activities that may not fit into one disciplinary category. While a faculty member's record of research/creative activity may include a variety of activities, tenure-track faculty must engage in activities within expected modes of dissemination for their respective disciplines to earn tenure and/or promotion.

Activities with a greater impact on a wider scale will often be more significant than those limited to local or regional venues. The quality, scope and reputation of the venue and of the peer reviewers are important in determining the significance of a particular research or creative product. The quantity of activities that satisfy the requirements of significance and recognized accomplishment will also be a valuable indicator of the faculty member's overall performance. Highly significant accomplishments can count for more than one activity required for tenure

and promotion. While it is important to determine the significance of each research or creative activity, it is also important to consider the cumulative impact of the candidate's dossier as a whole.

Reappointment

Candidates under consideration for reappointment to assistant professor will have completed a minimum of **two** activities within expected modes of dissemination in their discipline that satisfy the requirement of significance and recognized accomplishment.

Tenure and Promotion to Associate Professor

Candidates under consideration for tenure and/or promotion will have completed a minimum of **four** cumulative activities that satisfy the requirement of significance and recognized accomplishment; three of which should be activities within expected modes of dissemination in their discipline.

Full Professor

Promotion to professor requires either recognized accomplishment in service and outstanding accomplishment in research/creative activities or recognized accomplishment in research/creative activities and outstanding accomplishment in service.

Candidates under consideration for promotion to full professor with recognized accomplishment in research/creative activities will have completed a minimum of **three** post tenure activities that satisfy the requirement of significance and recognized accomplishment; two of which should be activities within expected modes of dissemination in their discipline.

Candidates under consideration for promotion to full professor with outstanding accomplishment in research/creative activities will have completed a minimum of **five** post tenure activities that satisfy the requirement of significance and recognized accomplishment; three of which should be activities within expected modes of dissemination in their discipline.

Definition of Terms

Quality of publication or venue, reputation of client, extent of distribution and scope of impact serve as key indicators for the relative significance of activities. In general, the extent of an activity's reach determines its scope. The following categories of local, regional, national and international serve as guidelines for evaluating significance, but they are not absolute.

There may be instances, for example, in which an activity held at a regionally located venue is highly significant because of its highly selective admission process and/or the venue has an

international scope. Conversely, a juried exhibition held at a local gallery in another country is not necessarily significant because its reach does not extend beyond the gallery's location.

These definitions are offered as a framework for determining the scope of individual scholarly/creative activities. Using these guidelines, applicants for reappointment, promotion and tenure as well as members of the department's Promotion and Tenure Committee will determine the significance of individual activities.

International. Activities that are international in scope are either experienced by, distributed to, or consist of scholarly/creative work submitted by a population from multiple countries; or are held at venues or events considered by experts in the relevant discipline to have an international reputation; or have been commissioned by clients with international reputations.

National. Activities that are national in scope are either experienced by, distributed to, or consist of scholarly/creative work submitted by a population from across the United States; or are held at venues or events considered by experts in the relevant discipline to have a national reputation; or have been commissioned by clients with national reputations.

Regional. Activities that are regional in scope are either experienced by, distributed to, or consist of scholarly/creative work submitted by a population from a location and neighboring states (the southeastern United States, for example); or are held at venues or events considered by experts in the relevant discipline to have a reputation that extends beyond a locale, but not to most of the country; or have been commissioned by clients with regional reputations.

Local. Activities that are local in scope are either experienced by, distributed to, or consist of scholarly/creative work submitted by a population from a single city or town; or are held at venues or events considered by experts in the relevant discipline to have a local reputation; or have been commissioned by clients with local reputations.

Sample activities that satisfy the requirement of significance and recognized accomplishment for promotion and tenure:

- Peer reviewed publication: book chapter; article in scholarly journal; conference proceedings, technical manual
- Solo exhibition at regional, national or international venue
- Film/video presented at regional, national or international juried festival
- Distribution of photographs, designs or other work through a national or international agency
- Publication of your images in a national or international magazine or journal
- Books authored or edited, published, or under contract with academic or other reputable press
- Curating and organizing an exhibition at venue with national or international venue
- Art in group exhibition at national or international venue

- Performance or public art project at regional, national or international venue
- Commissioned or commercial projects with national or international clients

Multiple activities from these examples may be combined to meet significance and recognized accomplishment for promotion and tenure:

- Keynote speaker at professional institute or conference
- Peer reviewed presentation at conference
- Grant from national or international organization or foundation
- Funded residency at highly competitive national or international venue
- Funded fellowship from national or international organization
- Commissioned or commercial projects with regional clients
- Art in group exhibition at regional venue
- Curating and organizing an exhibition at venue with regional recognition
- Stock photographs sold to and disseminated by a national or international client
- Authoring a review of book or exhibition

Service

The Department of Art faculty are expected to contribute quality service to the institution, to the profession, and to the community in significant ways within the focus of the faculty member's professional expertise. As part of their regular duties, faculty members are expected to attend faculty meetings; participate in university events such as convocation, graduation and open house; attend departmental and college events and programs including openings, symposium, performances, etc.; and serve as recommenders and/or references for students.

Service is an essential component of a faculty member's work, however, tenure will not be granted solely on service activities. Service to the department and to the institution is expected; service in major administrative or leadership roles is encouraged and may constitute an important application and extension of teaching and/or scholarly and creative activity. Service to departmental related professions is also encouraged and regarded as evidence of professional accomplishment and recognition. Service to the community is recognized and valued, particularly where it involves a substantial extension or application of a faculty member's teaching, scholarship, applied research, or creative activity.

Faculty are expected to consistently engage in a range of service activities. Service contributions should increase as faculty progress towards tenure and/or promotion.

Third Year Renewals

Candidates under consideration for reappointment will have completed a minimum of **two** service activities that satisfy the requirement of recognized accomplishment.

Tenure and Promotion to Associate Professor

Candidates under consideration for tenure and/or promotion will have completed a minimum of **six** service activities that satisfy the requirement of recognized accomplishment.

Full Professor

Candidates under consideration for promotion to full professor with recognized accomplishment in service activities will have completed a minimum of **three** significant activities post tenure that satisfy the requirement of recognized accomplishment.

Candidates under consideration for promotion to full professor with outstanding accomplishment in service activities will have completed a minimum of **five** significant activities post tenure that satisfy the requirement of recognized accomplishment; three of these activities should be outstanding accomplishments.

For activities not included below, the faculty member should present evidence of the quality, significance, impact and relevance of the service activity in their Faculty Annual Performance Evaluation and reappointment and promotion narratives. Activities that are minor in engagement may add additional depth to the candidate's dossier but will not in themselves meet the minimum requirements for attaining reappointment, promotion and/or tenure.

Sample activities that satisfy the requirements for recognized accomplishment in service for promotion and tenure:

- Peer reviewer for a book or grant proposal, article, external tenure dossier, conference paper
- Professional organization advisory board member or board of directors
- University advisory board member
- Faculty advisor to student organizations
- Member of university committee, college committee, departmental committee, search committee, sub-committee/ ad hoc committee, professional committee or task force
- Organizer of student exhibition
- Studio area coordinator
- Mentoring junior faculty
- Managing program assessment activities

- Community work related to the profession
- Panel organizer for conference
- Off-campus recruiting activities

Sample activities that satisfy the requirement of outstanding accomplishment for promotion and tenure:

- Degree program coordinator
- Editor of a peer reviewed journal, associate editor, book/textbook, conference proceedings
- Organizing and/or hosting a professional conference
- Chair of professional committee or task force
- Officer of a professional organization or association
- Chair of a departmental or university search committee
- Chair of a university, college, or departmental committee
- Faculty Senator

Sample activities that are minor in engagement:

- Presentation at a community meeting, workshop, or event
- Chair of a community committee
- Judging/jurying local competitions
- Community work or public service work not related to the profession
- Non-peer reviewed discussant, panelist, or presenter at conferences and symposia
- Memberships in professional associations and/or organizations
- Peer review evaluator
- On-campus recruiting activities