

PERSONNEL DOCUMENT

on

Evaluative Criteria, Procedures and General Standards for Initial Appointment, Successive Appointment, Promotion, Tenure and Annual Review of Faculty and Professional Staff

Department of Art

J. William Fulbright College of Arts & Sciences

University of Arkansas

This document governs departmental procedures in the selection, retention, promotion and evaluation of faculty and professional staff effective July 1, 1996. It has been approved by the Faculty and Chairperson of the department, the Dean of Fulbright College , the Vice Chancellor for Academic Affairs, the Chancellor and the President of the University of Arkansas as indicated by the signatures below.

These department policies are required to be consistent with and complementary to the policies and procedures of the college as set forth in Fulbright College's *Evaluative Criteria, Procedures and General Standards for Initial Appointment, Successive Appointment, Promotion, Tenure and Appointment and Annual Review of Faculty and Appointment and Annual Review of Professional Staff*, those of the institution, as set forth in three campus policy statements, those on (1) *University Professorships*, (2) *Distinguished Professorships*, and (3) *Evaluative Criteria, Procedures and General Standards for Initial Appointment, Successive Appointment, Promotion and Tenure*, and a Board of Trustees Policy, 405.1.

In case of conflict, Board Policy, the Campus policy, the College policy and department policy will have authority in that order. Copies of the campus document and board policy statement are published annually in the *Faculty Handbook* , but revisions occur regularly and care should be taken to consult the current document. A copy of the current *Faculty Review Checklist* is also printed in the *Faculty Handbook*.

Michael D. Peven Date, Chair, Department of Art

Bernard L. Madison, Dean, Fulbright College

Donald O. Pederson, Vice Chancellor for Academic Affairs

Daniel E. Ferritor, Chancellor

B. Alan Sugg, President

I. GENERAL STANDARDS FOR INITIAL APPOINTMENT

A. Lecturer. Appointment requires a BA or BFA degree with substantial progress towards a terminal degree (MFA for studio art, PhD for art history or EdD for art education), however, professional teaching and/or research/creative experience may be accepted in lieu for candidates who are otherwise clearly superior.

B. Instructor. Appointment requires a terminal degree (MFA, PhD or EdD), however, an initial degree (MA), professional teaching and/or creative/research experience may be accepted in lieu of a terminal degree for individuals who are clearly superior candidates.

C. Assistant Professor. Appointment normally requires a terminal degree (MFA, PhD or EdD) and potential for high quality teaching, creative/ research work, and professional service.

D. Associate Professor. In addition to the requirements for lesser ranks, appointment requires the terminal degree (MFA, PhD or EdD), a documented record of effective teaching as judged by peer and student reviews, a continuing program of high quality creative/research work as evidenced by exhibition and publication record, and productive service to the department, college, university and community.

E. Professor. In addition to the requirements for the lesser ranks, appointment shall require a documented record of sustained and superior teaching, creative/research work, and professional service. The candidate shall have a documented record of significant scholarship supported by publications or exhibitions with work of sufficient quality to merit national recognition.

F. University Professor/Distinguished Professor. Appointment to the ranks of University Professor or Distinguished Professor will follow the criteria described in the JW Fulbright College Personnel Document.

G. Adjunct Assistant, Associate or Professor. Appointments to adjunct rank are used to establish

official association with the Department. Appointment to an adjunct title requires meeting the criteria and standards for appointment to the same rank without adjunct prefix.

II. DEPARTMENT COMMITTEE STRUCTURE

A. Advisory/Personnel Committee

The Advisory/Personnel Committee shall make recommendations to faculty and chair of the department concerning personnel matters. At the discretion of the faculty, a separate committee may be formed to deal with personnel matters. The Advisory Committee is composed of three full-time faculty members elected by and from the faculty as a whole. Tenured and non-tenured faculty are eligible but two of the elected committee must be tenured. Visiting faculty are not eligible. Each member serves a two year term and may not succeed him/herself for a period of at least one year. Election to the Advisory Committee is by simple majority vote of the faculty. Elections are conducted annually to elect the new member(s) with two members being elected in alternate years. The duties of the Advisory Committee are to advise the chair, to represent the faculty in matters of departmental policy and procedures and to carry out specific duties as liaison between the faculty and the chair. It is expected that the chair will regularly avail him/herself of the advisory capabilities of this committee, thereby facilitating the mechanism of consulting with the faculty and the formulation of administrative objectives. At the discretion of the faculty and the chair, a separate committee may be designated to serve as the Personnel Committee.

B. Grievance Committee

The Grievance Committee is composed of three full-time tenured and tenure-track faculty members elected by simple majority of a quorum of the faculty for a term of one year on an "as needed" basis. Members of the Advisory/Personnel Committee may not serve on the Grievance Committee.

III. PROCEDURES FOR INITIAL APPOINTMENT

A. Each applicant shall submit materials in support of the general standards for Initial Appointment at the appropriate rank (see Section 1). Such materials shall include: a current professional resume; evidence of the appropriate degree or appropriate experience in lieu of the degree; evidence of successful college-level teaching (if applicable to the rank), such as slides or other documentation of student work, course outlines and/or syllabi; student evaluations of faculty instruction; letters of reference, and other materials as appropriate; evidence of creative/research work, such as slides of personal creative work, lists of shows or publications, copies of any publications, other materials as appropriate; and a statement of teaching philosophy and goals.

B. The chairperson and Department Advisory/Personnel Committee shall make an initial screening of all applicants with regard to their suitability and qualifications for the position advertised.

C. Any faculty member may also review any or all applications.

D. After this preliminary screening, the applicants reviewed by the committee and the chair of the department, as well as any applicant brought forward by an individual faculty member for consideration will be presented to the entire faculty.

E. After discussing the applicants and their respective suitability for the position as advertised, the faculty shall vote on its choice. This vote, together with any faculty comments, shall be forwarded to the dean of the college along with the recommendation of the chair of the department.

F. It is the policy of the Department of Art to provide equal employment opportunity to all qualified persons through a positive continuing program of affirmative action. The chair will be responsible for implementation of the plan; however, a departmental committee may be designated to implement parts of the plan as it applies to faculty.

IV. CRITERIA FOR RECOMMENDATION FOR REAPPOINTMENT OF NON- TENURED, TENURE-TRACK FACULTY.

A. Satisfactory performance is expected of a teacher in the fundamental tasks of classroom instruction and in auxiliary activities that support instruction. Activities and accomplishments that constitute satisfactory performance include: successful demonstration of teaching ability, conscientious performance of instructional duties, high standards in course content and evaluation of student work, and conscientious performance of duties relevant to the instructional syllabi and maintenance of student records. Each faculty member is expected to be available for a reasonable period of time outside of scheduled classes for consultation.

B. On-going creative/research work as evidenced by exhibition, publication, presentation of papers, and other documented activities which lead to making satisfactory progress toward positive recommendation for tenure.

C. Participation at departmental, college and campus faculty meetings, and the fulfilling of other duties or service obligations including registration and curricular activities of the department that may normally be expected of a faculty member, as well as other service contributions of a professional nature.

V. PROCEDURE FOR REAPPOINTMENT OF NON-TENURED, TENURE- TRACK FACULTY

The procedure for recommendation for reappointment of non-tenured, tenure-track faculty shall be:

A. Unless another committee is designated by the department faculty, the Advisory/Personnel Committee shall present materials to the faculty for review and vote, and to draft a report that reflects faculty opinion, such report to be subject to the approval of the faculty as a whole.

B. The chairperson and Advisory/Personnel Committee of the department shall review the materials submitted by the candidate in support of Successive Appointment. These materials shall then be made available to the other faculty of the department for its review and comment.

C. The chairperson and Advisory/Personnel Committee of the department shall draft a letter of recommendation for Successive Appointment or termination of the candidate. The chairperson shall meet with the candidate to discuss his/her review result and may appeal recommendation for non-reappointment to the Grievance Committee prior to the report being submitted to the dean of the college.

VI. PRE-TENURE REVIEW

There will be a "pre-tenure" review of non-tenured, tenure-track faculty every third year of successive appointment. This review is intended to make certain that the faculty member is making satisfactory progress towards the granting of tenure.

VII. CRITERIA FOR PROMOTION

A. Assistant Professor. Normally a terminal degree is required (see I,C). To support a recommendation for promotion to the rank of assistant professor, a candidate shall have, in addition to the criteria stated in approved college policy: demonstrated successful teaching; demonstrated willingness and ability to work productively with colleagues in developing and implementing the programs; made contributions to the department in the areas of exhibition and/or publication, professional service, and university, college and departmental service, and compiled a documented record in high quality creative/research work.

B. Associate Professor. To support a recommendation for promotion to the rank of associate professor, a candidate shall have, in addition to the criteria stated in approved college policy: demonstrated a record of excellence in teaching; demonstrated a willingness and ability to work productively with colleagues in developing and implementing the programs; made contributions to the department in areas of exhibition and/or publication, professional service, and university, college and departmental service; demonstrated his/her academic involvement by membership on or direction of a master's thesis/exhibition committee or other activity deemed equivalent; compiled a documented record of excellence in creative/research work; and shown continued activity in professional service.

C. Professor. To support a recommendation for promotion to the rank of professor, a candidate shall have, in addition to the criteria stated in approved college policy: demonstrated willingness and ability to work productively with colleagues in developing and implementing the programs; made contributions to the department in areas of exhibition and/or publication, professional service, and university, college and departmental service; demonstrated a record of sustained excellence in teaching; demonstrated his/her academic involvement by membership on or direction of a master's thesis/exhibition committee or other activity deemed equivalent; compiled a sustained and superior documented record in creative/research work; and shown continued activity in a professional service. National or international recognition for creative activity or scholarship is required.

VIII. CRITERIA FOR TENURE

The minimal criteria for tenure are the same as those described for promotion to the rank of associate professor. In addition, there must be evidence that the candidate will maintain a sustained record of excellence in teaching and creative or scholarly activity.

IX. PROCEDURE FOR PROMOTION AND TENURE

A. Faculty to be evaluated for promotion and/or tenure shall submit materials following the Faculty Review Checklist and other materials the candidate may want to include for consideration. The chair shall also solicit extramural evaluations in accordance with the college personnel document (for promotion these materials should cover the period since appointment to current rank and for tenure these materials should cover the period since initial appointment).

B. Materials submitted by the candidate shall be made available to the faculty for examination for two (2) weeks prior to any vote taken by the faculty. The appropriate faculty shall then vote by secret ballot. For promotion, only faculty at the rank or higher for which the candidate is being considered shall participate in voting. For tenure, only tenured faculty of the department shall participate in voting.

C. The Advisory/Personnel Committee shall tally the votes of the appropriate faculty, consider any comments written on the ballots, and draft a recommendation on the candidate to the chairperson of the department. The committee shall make its recommendation known to the faculty of the department.

D. Subsequent to appropriate faculty review, the committee's recommendation shall be forwarded to

the dean of the college along with the recommendation on the candidate by the chairperson of the department.

E. The chairperson will present a copy of all recommendations pertaining to the candidate to him/her prior to forwarding them to the dean of the college, allowing no less than two working days for any discussion with the candidate. The candidate may challenge errors in data, but not opinions that are part of the recommendations or the review process. The candidate has the right to submit, in writing, any personal comment concerning his/her evaluation prior to recommendations being forwarded to the dean of the college.

F. The candidate may appeal any personnel decision of the chair to the departmental Grievance Committee.

X. ANNUAL REVIEW OF FACULTY AND PROFESSIONAL STAFF

A. The performance of faculty members is assessed once each year in a process that begins during the fall semester with consideration of faculty for successive appointment, promotion and tenure. After these assessments have been completed, all faculty are evaluated according to their contributions and accomplishments for the purpose of recommending salary increments. The evaluations are made by both the chairperson of the department and the Advisory/Personnel Committee. The procedure for Annual Review is the same as the procedure for Successive Appointment, Promotion and Tenure, but will review only the prior calendar year's performance.

A.1 The performance of temporary and/or part time faculty on one year appointment shall follow the same procedures as full time faculty. Part time faculty will submit the same information in the same format as full time faculty and evaluation shall be conducted in a manner consistent with their individual assignment.

B. The department Advisory/Personnel Committee will meet separately from the chairperson of the department in reviewing all materials and drafting recommendations. Faculty will submit the College Annual Resume Update form and Art Department Information Forms as well as any additional evidence of performance for the year. The Advisory/Personnel Committee shall evaluate each candidate according to the materials submitted. When the materials of a committee member are to be evaluated, that member shall excuse him/herself until such deliberations are completed. The peer review will consist of a written report submitted to the chairperson and prepared by the

Advisory/Personnel Committee from the designated faculty evaluation forms (faculty resume update, art department information forms, student evaluations, etc.). The Advisory/Personnel Committee and the Chair of the Department shall have the opportunity to make direct classroom visitations in formulating their respective evaluations of the faculty members teaching for the year.

C. The committee's report may include a qualitative evaluation of teaching performance expressed on a scale of 0-10 with ratings described in the College Personnel Document IV c3a. and the approved Art Department's General Guidelines for Merit Evaluation. Evidence of teaching effectiveness will be determined by student evaluations, number and effectiveness of graduate and undergraduate individual instruction students, MFA committee service, course and program development, student accomplishments, honors and awards for teaching and other evidence as submitted by the candidate. A qualitative evaluation of creative/research work may also be expressed on the same scale as the teaching evaluation (0-10) with materials submitted by the candidate to include evidence of exhibition or publication of creative/research results, grants and awards received and applied for, presentations of original research at recognized professional organizations, prizes, awards and special recognitions for research/creative works and other evidence as determined by the faculty. A qualitative evaluation of service activities may be expressed in the same 0-10 format. Materials submitted should include evidence of service activities in the department, college, university and community. This would include committees, special duty assignments, public talks and lectures, workshops and seminars conducted, jurying activities for art competitions, manuscript reviews, etc. The Advisory/Personnel Committee report shall also include a brief written evaluation of the materials submitted by faculty and justification for the committee's recommendation.

The basic weighting system used by the college is teaching 40%, research/creative activities, 40% and service, 20%. Based upon specific appointments and work assignments, these evaluations may be weighted differently between teaching, research and service upon recommendation of the chairperson and with consent of the dean of the college.

D. After receiving the Advisory/Personnel Committee's recommendation for annual review, the chairperson formulates his or her own evaluation to forward to the dean of the college. The Chair's review shall be expressed in terms of a rating on a scale of 0-10 for each category of performance allocated by percentage of weight in each category, normally 40/40/20. The Chair shall also make suggestions for improvement in faculty performance when appropriate. Faculty will receive the chairperson's recommendation at least one week prior to the submission of materials to the dean's office. Faculty will meet with the chair concerning their evaluation and may, at that time, submit in writing any differences of opinion they might have with the chair's evaluation to be forwarded, along with the chair's response, to the dean of the college.

E. A written acknowledgement of the meeting between faculty and chair regarding their discussion of the annual merit evaluation shall be kept. Faculty may include a written statement as part of this acknowledgement stating their agreement or disagreement with the chair's evaluation for the year.

