

J. William Fulbright College of Arts and Sciences

Personnel Document School of Art

Mission Statement

The mission of the School of Art in the J.W. Fulbright College of Arts and Sciences is to offer highest quality educational, research, and service programs in the visual arts. These goals encompass our professional and liberal arts programs, at both graduate and undergraduate levels, in studio art, art history, and art education. We seek to recruit and retain a diverse, academically productive, and intellectually ambitious community of students, faculty, and staff to participate in these programs. The School of Art aims to prepare students for graduate study and meaningful employment in the visual arts and allied professions.

Personnel Committee

The Advisory/Personnel Committee shall make recommendations to faculty and chair of the School concerning personnel matters. The Advisory Committee is composed of three full-time faculty members. 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 tenure-track and tenured 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.

Personnel File

The personnel files of the School of Art are kept in the custody of the chair, and access to their own files shall be given to faculty members in the School upon request to the chair. The chair will allow faculty members access to all materials in their personnel files. Letters from outside evaluators regarding tenure and promotion will be redacted (all identifying information) to provide confidentiality for the reviewer.

Work Assignments

The standard workload in the School of Art is 40% teaching, 40% research and 20% service. The chair may change this workload -- but only with the concurrence of the faculty member and the approval of the dean -- in cases of faculty members requesting such a change, in cases of increased obligations for service or research, or in cases of weak research, teaching and/or service records.

Initial Appointment

The School of Art criteria for initial appointment are as follows:

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

3. 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 school, college, university and community.

4. Professor. In addition to the requirements for the lesser ranks, appointment shall require a documented record of sustained and excellent 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.

5. University Professor. Appointees must have achieved sustained superior performances in teaching, research (or creative endeavors), and professional, public, and University service. Normally candidates for University Professor will have achieved such performances at the University of Arkansas, Fayetteville.

6. Distinguished Professor. Appointees must have gained national or international recognition in their academic disciplines for extraordinary accomplishments in teaching and research or creative endeavors.

7. Adjunct Assistant, Associate or Professor. Appointments to adjunct rank are used to establish official association with the school. Appointment to an adjunct title requires meeting the criteria and standards for appointment to the same rank without adjunct prefix.

8. Visiting Assistant, Associate or Professor. Appointment to a visiting title requires meeting the criteria and standards for appointment to the same rank without the visiting prefix. This title is only used in cases of appointments for short periods of time.

Successive Appointments and Annual Review

The School of Art annual review procedures are as follows:

1. Tenure-track and tenured faculty will submit to the chair the School of Art's version of the College Resume Update Form as well as any supporting documentation and additional evidence of performance for the year.
2. The school Advisory/Personnel Committee will meet separately from the chair and shall evaluate each candidate's submitted materials. When the materials of a committee member are to be evaluated, that member shall excuse him/herself from the Advisory/Personnel Committee deliberations. The Advisory/Personnel Committee will submit in writing to the chair, a report stating their recommendations regarding the annual performance ratings of the faculty.
3. After receiving the Advisory/Personnel Committee's recommendation for annual review, the chair shall formulate his or her own evaluations of the faculty to be submitted to the dean. Faculty will receive the chair and personnel committee recommendation at least one week prior to the submission of the evaluation to the dean's office. Faculty may 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.
4. The performance of non-tenure track faculty shall follow the same procedures as those for tenure-track and tenured faculty. The performance of non-tenure track faculty will be evaluated in light of their specific workload assignments (which may differ from the standard workload discussed above under "Work Assignments.")

Evaluative Criteria

In the School of Art performance ratings in research/creative, teaching and service shall be awarded based on the following guidelines:

Exceeds expectations:

Creative/research: special distinction as evidenced by one or more of the following: exhibitions at premier national or international art institutions or major corporate collections; purchase of works at premier national or international art institutions or major corporate collections; receipt of major national or international research fellowship, grant or award; publication of major research by leading scholarly national or international press.

Teaching: special distinction as evidenced by major awards or recognition of teaching at college, university, state, regional, national or international level.

Service: special distinction as evidenced by major service in national professional organizations or major awards or recognitions for service efforts at college, university, state, regional, national or international level.

Meets expectations fully:

Creative/research: good or excellent level of activity as evidenced by one or more of the following: participation in regional, state, national or international exhibitions; purchase of works by recognized institutions or corporate collection; publication in recognized scholarly journals; receipt of local or state research fellowship, grant or award; evidence of significant progress on major project.

Teaching: good or excellent level of activity as evidenced by one or more of the following: good or excellent teaching evaluations from students; good or excellent student success; good or excellent supervision or improvements of studio area; good or excellent work with honors and MFA students; effective participation in critiques or MFA committees; good or excellent program development (new courses, revised curricula, etc.); awards or other special recognition for teaching.

Service: good or excellent activity in service as evidenced by one or more of the following: participation in School, College and University Committees and special assignments; service participation in regional, state, and national organizations; consultant, reviewer, juror on regional, state, or national level; service-based talk, presentation, workshop or seminar.

Minimally meets expectations:

Creative/research: adequate activity in creative/research as evidenced one or more of the following: evidence of limited progress on research or artistic projects, limited participation in exhibitions or scholarly publication.

Teaching: adequate level of activity as evidenced by one or more of the following: fair teaching evaluations from students; fair supervision of studio area; and limited participation in critiques.

Service: adequate level of activity as evidenced by one or more of the following: limited activity in service; adequate performance of service assignments.

Does not meet expectations:

Creative/research: no research or artistic activity accomplished during the year

Teaching: no material presented for teaching review or a pattern of poor teaching performance; refusal by a faculty member to participate in the evaluation of his/her teaching

Service: no service performed or refusal to carry out assigned service duties.

Promotion and Tenure

The third year review of tenure-track faculty in the School of Art will be conducted as follows:

1. At the time of the annual review, the candidate for third-year review will provide the chair with information about their record in creative/research, teaching and service using the University's Faculty Review Checklist form. The candidate can also submit supporting documentation regarding their record.
2. The chair will make the materials available for review by the tenured faculty and by the Advisory/Personnel Committee. If the candidate or another non-tenured faculty is a member of the Advisory/Personnel Committee, an alternate will be elected by the tenured and tenure-track faculty for the purposes of the third-year review.
3. Tenured faculty not serving on the Advisory/Personnel Committee will provide the Advisory/Personnel Committee with their written and signed review of candidate's progress toward tenure.
4. The Advisory/Personnel Committee will review the materials submitted by the tenured faculty not on the committee, and will review the candidate's materials themselves and then draft a letter with their review of the candidate's progress toward tenure and submit this to the chair – along with the written assessments provided to the committee by tenured faculty not on the committee.
5. The chair shall review the materials submitted by the Advisory/Personnel committee, as well as those submitted by the candidate, and write a letter with his/her assessment of the candidate's progress toward tenure and submit this to the dean. Prior to submission of the letter, the chair will meet with the candidate to discuss the results of the review. The candidate will have the right to submit in writing any differences of opinion he/she might have with the chair's evaluation to be forwarded, along with the chair's response, to the dean of the college.

In conducting tenure and promotion reviews, the School of Art will follow procedures outlined in the University and College Personnel documents. In addition, the following procedures will be followed:

1. The chair will make the candidate's materials available for review by the tenured faculty and by the Advisory/Personnel Committee. If the candidate or another non-tenured faculty is a member of the Advisory/Personnel Committee, an alternate will be elected by the tenured and tenure-track faculty for the purposes of the tenure and/or promotion review.
2. Tenured faculty not serving on the Advisory/Personnel Committee will provide the Advisory/Personnel Committee with their written and signed review regarding the candidate's qualifications for tenure and/or promotion.
3. The Advisory/Personnel Committee will review the materials submitted by the tenured faculty not on the committee as part of their evaluations detailed in item III.B.9 in the University's "Evaluative Criteria" document.

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Addendum May 8, 2015

Initial Appointment

The School of Art criteria for initial appointment are as follows:

7. Clinical Assistant, Associate or Professor. Appointment to clinical rank requires meeting the criteria and standards for appointment to the same rank without the “clinical” prefix. Clinical faculty are non-tenure track who are primarily assigned to teaching or clinical/service based activities. While their principal duties are teaching, there is an expectation of research/scholarly/creative activity, service and teaching when a clinical faculty member is considered for promotion. (Academic policy series: 1405.2)

Voting Rights (new section)

Voting on issues related to operation of the school shall be as follows:

For all decisions involving the hiring and annual review of tenure track, visiting and clinical personnel shall only be voted upon by tenured and tenure track faculty only. Decisions regarding promotion and tenure of personnel shall be voted upon by tenured faculty only.

Voting on issues related to curriculum, including but not limited to, creation of new classes, changes in the academic program(s), advising and general curriculum matters, shall be voted upon by tenured, tenure track faculty and faculty holding clinical status.

Voting on issues related to the graduate students, including the admission of new graduate students, assistantships, reviews of students in the program, etc. shall be voted upon by all faculty holding graduate status. Any curricular/program changes related to the graduate program shall be voted upon by tenured, tenure-track and faculty holding clinical status only.