

## Department of Art and Visual Communications Criteria for Rank, Tenure, and Promotion

Approved November 2, 2012

I. PURPOSE:

To describe criteria and procedures for evaluation of faculty in assessment for rank tenure, and promotion of discipline-specific nature in addition to relevant university policies.

II. REFERENCES:

UVU Policy 631 *Instructor and Course EVALUATION*  
UVU Policy 632 *Assignment and Advancement in Academic Rank*  
UVU Policy 637 *Tenure and Appeals*  
UVU Policy 638 *Post-Tenure Review*  
UVU Policy 635 *Faculty Rights and Professional Responsibilities*  
UVU Policy 641 *Salaried Faculty Workload*  
UVU Policy 114 *Conflict of Interest*  
UVU Mission Statement  
AVC Mission Statement

III. DEFINITION OF TERMS:

*RTP Committee*: refers to the Department RTP Committee, if one exists, otherwise it refers to the School of the Arts RTP Committee.

IV. STATEMENT:

The AVC Department recognizes and adheres to all university policies pursuant to matters of rank, tenure, and promotion. Faculty are expected to fulfill their responsibilities as delineated in *Faculty Rights and Responsibilities* and the *Salaried Faculty Workload*. It also recognizes the mission statement of the university in the establishment of criteria that seeks to achieve that mission through careful hiring and mentoring of faculty. It supports the emphasis that “*teaching is the most important responsibility of each faculty member.*”<sup>1</sup> At the same time, it embraces the premise that “*scholarly and creative works are a necessary dimension of faculty productivity.*”<sup>2</sup> It further agrees, “*Service is the third pillar of faculty contribution to the university. As with teaching and scholarship, the goal is to elicit quality, professional service from faculty.*”<sup>3</sup> To that end, the department establishes the following criteria and goals that measure performance for advancements and are incorporated into the tenure plan of its faculty:

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<sup>1</sup> Guidelines for Retention, Tenure and Promotion: A Resource for Departments and Retention, Tenure, and Promotion (RTP) Committees. p.4, Spring 2011. UVU VPAA Office.

<sup>2</sup> Ibid. p.5

<sup>3</sup> Ibid. p.6

V. TENURE CRITERIA

A. TEACHING

1. The faculty candidate is to be familiar with UVU policy documents listed in References (see section II) and is to adhere to the requirements stated therein. This includes the creation of a written, detailed tenure plan that is formally accepted by the RTP Committee within the first two semesters of employment.
2. The faculty candidate receives and keeps a record (tenure portfolio) of a combination of the following teaching evaluations in accordance with the schedule and frequency delineated in the university policy: (minimum of 4 forms of assessment – a, b, & d required, others at the discretion of candidate and RTP Committee).
  - a. Annual review by Department Chair (mandatory). This review will comment on the relative strength of the candidate in the areas of teaching, scholarship, and service. A signed copy will be provided to the faculty member.
  - b. Peer (AVC faculty) evaluations – observations of teaching skills. (2 or more evaluations annually. Criteria forms are available at the Faculty Center if desired).
  - c. Self-assessment of areas of teaching success, along with identification of areas in need of improvement.
  - d. Student evaluation (Reference UVU Policy 637 *Tenure and Appeals* V.E.4.a.)
  - e. Classroom observation by Student Consultants on Teaching (SCOTs).
  - f. Alumni survey (former students).
  - g. Other forms of teaching assessment as approved by the RTP Committee.
3. Faculty must incorporate a selection of the activities below into his/her tenure plan. A minimum of two activities for mid-term review, and an additional two for tenure application is required. Activities may be repeated, but selections from more than one activity are required. A broad blend of the following is desirable:
  - a. Develop and use innovative teaching techniques.
  - b. Develop an honors section in his/her discipline.
  - c. Teach a new upper division course.
  - d. Develop and teach/direct an interdisciplinary course or project.
  - e. Write and obtain, or participate in a grant for an innovative pedagogy project.
  - f. Organize, curate, and produce a student exhibition.
  - g. Special teaching projects (i.e. collaborations, field studies, projects relating to other schools, organizations, activities, etc.).
  - h. Teach/Attend a pedagogy workshop/seminar/symposium.
  - i. Develop curriculum for a new course, program or degree.
  - j. Student thesis reviews, student advisement, student mentorship.
  - k. Assist in finding/securing student internships or employment, or mentored student acceptance into a graduate study program.

- l. Local, regional, national or international recognition of students and/or programs within the department.
  - m. Other forms of teaching activities as approved by the RTP Committee.
4. Special recognition for teaching may also be used as evidence.

B. SCHOLARSHIP

1. UVU Policy 635 *Faculty Rights and Professional Responsibilities* states that the ongoing activity in scholarly/creative works suitable to a faculty member's discipline of hire is required. Examples of activities are listed below. Each activity is to be approved by the RTP Committee as part of the faculty candidate's tenure plan. The majority of activities presented shall be pertinent to the specific discipline of the hire. A blend of local, regional, national, and international events in the area of hire is desirable. A minimum of one activity per each two years of employment is required. Letter "a" below is required of studio tenure-track faculty and does not count towards the minimum.
- a. Participation in all AVC faculty exhibitions is required unless on sabbatical or medical leave. (Terms of sabbatical leave may require participation if so stipulated).
  - b. Publish scholarly research in a refereed journal, or book.
  - c. Present a paper, poster or creative work at a local, regional, national, or international conference, seminar or symposium.
  - d. Obtain at least minor funding (\$1000-\$5000) for a department related endeavor. (Grant or donation).
  - e. Participate in a local, regional, or national solo, group, invitational, or juried art exhibition. While not considered as significant as acceptance to an exhibition, submission to international/national/ regional exhibitions may be documented. This does not replace the need for acceptance in respected exhibitions, but may be used to mitigate the number of accepted entries.
  - f. Secure a residency for creative activities in areas related to candidate's teaching.
  - g. Have record of gallery, broker, or agent representation on a professional level.
  - h. Receive special recognition from UVU students, colleagues, or the institution directly (Golden Apple Awards, Faculty Excellence award, UVU Alumni award, UVU Trustee's award, SCOP award, Creative project grant, etc.).
  - i. Serve as a consultant in any discipline-related enterprise outside the boundaries of UVU. (Reference UVU Policy 114 *Conflict of Interest* and UVU Policy 322 *Employment Responsibilities and Standards* for limitations).
  - j. Produce contracted creative work for a local, regional or national company, foundation, or interest. (Reference UVU Policy 114 *Conflict of Interest* for limitations).

- k. Professional memberships, attending or especially presenting papers at conferences. (Such as CAA, NCECA, or similar local/regional/international conference, etc.)
  - l. Teach at or conduct a workshop in areas related to candidate's teaching and expertise.
  - m. Exploring new, innovative, experimental, or hypothetical media and technology uses/applications/productions for art or design.
  - n. Regional, national or international awards from industry-respected sources.
  - o. Art direction of student award-winning projects.
  - p. Publishing writings, art, or design for print and/or online publications.
  - q. Being featured/recognized in journals/magazines/newspaper articles or significant web sites for scholarly or creative work.
  - r. Complete other scholarly/creative endeavors (approved by the RTP Committee as part of tenure plan).
2. Outside Peer Review
- a. Two to three external peer reviews of scholarship/creative endeavors are required at mid term and final tenure review. (These reviews are limited to scholarly/creative endeavors only. See section V.E.4.b of the UVU Policy 637 *Tenure*)
  - b. The candidate shall provide the names and contact information of 3–4 qualified reviewers by March 15 in the Spring semester prior to application for mid-term and tenure review. Department faculty will compose a pool of 6–7 qualified reviewers in the candidate's area and provide this list to the RTP Committee Chair, also by March 15. The RTP Committee will work together with the Department Chair to select and retain 2 – 3 reviewers from these pools for objective review of the candidate's Scholarly/Creative works. The candidate shall provide copies of his/her CV and supporting documentation to be sent to the reviewers for assessment no later than but preferably well before June 30. The resulting assessment will be returned to the RTP Committee before August 30 of that same year, in time for RTP Committee review and report by September 15 (in accordance with university policy). Reviews that are obviously and egregiously biased in a negative tone may be eliminated upon consultation with and approval of the Dean of the School of the Arts, and another review may be solicited at the discretion of the RTP Committee. The names and other identifying features of the reviews will be redacted from the documents prior to returning the tenure file to the candidate at the close of the review process to maintain anonymity of the reviewers. Original reviews shall be housed in the office of the Dean of the School of the Arts.

### C. SERVICE

1. It is expected that all tenure-track faculty will participate in the programs and governance of the department, School of the Arts, university and community. A blend of UVU, local, regional, national, and international activities in the area of hire is desirable. A minimum of two activities below is required for mid-term candidates; for tenure an additional two items is required; requirements for advancement to full professor are found in Advancement to Professor Criteria (see section IV). Re-appointments count as repeatable toward the minimum requirement. In certain circumstances, service may overlap with scholarship but may be listed in only one area. At the request of the candidate, the RTP Committee will assist the candidate in locating the activity in the more appropriate of the two categories. The following list presents some potential appointment roles as examples:
  - a. Service on curriculum, RTP, and other department, school, or university committees, task forces or assignments.
  - b. Service on the Faculty Senate or its standing committees, or sub-committees.
  - c. Service outside the university in discipline related positions (such as professionally related pro-bono or volunteer work). This does not replace service within UVU, but is an encouraged activity.
  - d. Service as administrative appointments such as program coordinator, department chair, committee chair, etc.
  - e. Serving as advisor to UVU student clubs.
  - f. Complete other service endeavors (approved by the RTP Committee as part of tenure plan).

### D. DOCUMENTATION

1. See UVU Policy 637 *Tenure and Appeals* for tenure file composition. For the candidate's tenure file, the activities in teaching, scholarship and service may be documented in many ways including (but not limited to):
  - a. A physical program from a conference, workshop, etc.
  - b. A letter from a colleague regarding teaching, scholarship or service.
  - c. The table of contents from a journal listing the faculty member's work.
  - d. Inclusion of a sample syllabus from a course s/he developed.
  - e. Physical evidence in a suitable media of participation in the respective creative endeavor. (This may include: a digital video or DVD of a performance or photo-documentation as standard for the industry).
  - f. Other documentation approved by the RTP Committee.
2. The candidate need not document every activity listed in his/her tenure file, but should select a few that are representative or particularly impressive. However, if called upon by the RTP Committee, Chair, Dean or Vice President of Academic Affairs, the candidate will be responsible to provide documentation.

3. Reference UVU Policy *Tenure and Appeals* 637 V.E. which contains detailed information on tenure file ~~contents~~ documentation.

VI. ADVANCEMENT TO PROFESSOR CRITERIA

The AVC Department adheres to the university policy governing rank advancement to full professor as stipulated in UVU Policy 632 *Assignment and Advancement in Academic Rank* under section IV Procedures D.3 *Minimum Qualifications for Rank Advancement* as it pertains to the rank of Professor. As stated there, "The rank of Professor is reserved for individuals who are judged to be exemplary. Such individuals shall have achieved distinction clearly above that of Associate Professor." The following is department criteria for advancement to professor:

- A. TERMINAL DEGREE (see Section V below for specifics). Significant, sustained regional or national professional experience, performance or reputation may also be considered sufficient in lieu of a terminal degree when combined with a non-terminal degree in the area of hire.
- B. TEACHING will maintain the level of effectiveness and rigor required for award of tenure. Two additional activities from the list IV.A.3 in the teaching section above are required minimums, post tenure, for promotion to full professor. Peer evaluations are not required, but are recommended periodically.
- C. SCHOLARSHIP/CREATIVE WORKS:
  1. Must continue an active exhibition or publication record in the areas listed in Scholarship (see section IV.B.1) relative to the candidate's professional discipline. A minimum of one event every two years is required (averaged per years of service).
- D. SERVICE:
  1. Since senior faculty are often sought for administrative assignments at the university because of their depth of experience, the candidate must have held at least one university/school/college/department appointment to be considered for promotion. This may include but is not limited to:
    - a. Membership on at least one university level committee.
    - b. Chair of one department/school/or university level committee.
    - c. Administrative appointment (i.e. department chair, area coordinator, etc.)

VII. ADVANCEMENT TO NON-TENURED POSITIONS

- A. SENIOR LECTURER
  1. Seven years of university full-time service are required.
  2. Ongoing superior performance in teaching as documented by a minimum of one annual peer teaching evaluation, and an annual in-class evaluation and annual evaluation review letter, both by the Department Chair. Evidence may also include teaching awards, special teaching projects developed, or other items listed in Teaching (see section IV.A.3).
  3. Participation in department functions is required. This includes attendance at faculty meetings, minor assignments as given by the Department Chair, etc.
- B. SENIOR APPOINTMENT IN RESIDENCE (Artist, Writer, etc.)
  1. Seven years of university full-time service are required.
  2. Participation in department functions is required. This includes attendance at faculty meetings, minor assignments as given by the Department Chair, etc.

3. A substantial, sustained professional record including an average of two major (international/national/regional level) peer reviewed publications, exhibitions or awards for every three years of service as appropriate to the discipline of hire are required.
4. This position may be awarded at time of hire based on central administration determination that the candidate's credentials meet standards as set forth in UVU Policy 632. This position may be listed as temporary or of limited contract length by nature at the time of hire.

C. SENIOR VISITING FACULTY/SCHOLAR

1. Seven years of university full-time service are required.
2. Terminal degree (see VIII), or degree and substantial related work experience/performance.
3. Participation in department functions is required. This includes attendance at faculty meetings, minor assignments as given by the Department Chair, etc.
4. A substantial, sustained professional record including an average of two major (international/national/regional level) peer reviewed publications, exhibitions or awards for every three years of service as appropriate to the discipline of hire are required.
5. This position and rank may be awarded at time of hire based on central administration determination that the candidate's credentials meet standards as set forth in UVU Policy 632. This position may be listed as temporary or of limited contract length by nature at the time of hire.

VIII. TERMINAL DEGREES

To set forth clear standards of academic achievement for the purposes of rank and advancement, the AVC Department declares the following degrees as terminal for the disciplines stated. A regionally accredited institution must award degrees: (alphabetical order)

<u>Discipline</u>	<u>Degree</u>
Art Education	Doctor of Education (Ed.D.), Doctor of Philosophy (Ph.D.)
Art History	Doctor of Philosophy (Ph.D.)
Ceramics	Master of Fine Arts (M.F.A.)
Drawing	Master of Fine Arts (M.F.A.)
Foundations	Master of Fine Arts (M.F.A.)
Graphic Design	Master of Fine Arts (M.F.A.)
Illustration	Master of Fine Arts (M.F.A.)
Painting	Master of Fine Arts (M.F.A.)
Photography	Master of Fine Arts (M.F.A.)
Printmaking	Master of Fine Arts (M.F.A.)
Sculpture	Master of Fine Arts (M.F.A.)

Significant, sustained professional experience may also be considered in lieu of a terminal degree (see Advancement to Professor Criteria, section IV). Degrees from outside the United States will be evaluated by a foreign credential evaluating agency.

IX. COLLEGIALITY

Collegiality is considered an integral part of expectations in a cooperative work environment. It is not, however, an eligible criteria for consideration in the tenure

or promotion process. Refer to UVU Policy 635 *Faculty Rights and Professional Responsibilities* for university expectations on this matter.