

2001

# Art: Appointment, Promotion, and Tenure Documentation

The College at Brockport

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**DEPARTMENT OF ART  
CRITERIA FOR PERSONNEL ACTIONS  
(APPOINTMENTS, RENEWALS, DSI'S, PROMOTION & TENURE)**

**APPOINTMENT, PROMOTION AND TENURE COMMITTEE:**

**FUNCTION**

The APT Committee shall receive, review and act upon all applications for initial appointment, Discretionary Salary Increases (DSI's), continuing appointment, promotion, and sabbatical leaves.

The APT Committee will forward all recommendations to the department chair and shall inform the department of these recommendations along with the rationale for such recommendations.

**MEMBERSHIP**

Committee members shall be nominated by and voted for by members of the department in scheduled departmental meetings. New members shall join the committee at the beginning of the academic year.

The APT Committee consists of at least three full-time faculty members who possess a continuing appointment (permanent appointment in the case of professional staff) in the department and one alternate faculty member. When circumstances necessitate that the department departs from these policies, the Chair and members of the department shall consult with the Dean to implement department-specific policies or membership.

Alternate faculty representatives to the committee shall participate in committee actions when a regular member cannot attend or fulfill committee duties, or when a regular member comes under consideration for promotion, appointment renewal, or continuing appointment.

In the case of promotion, only those who have attained the rank of Associate Professor or higher may serve on the committee. In the case of full Professor, the APT Committee must include at least one full professor. If a full Professor is not available among the members of the department, the Dean, after consulting with the chair and members of the faculty in the department, will appoint a full professor from another department, or an emeritus full professor from the department, to the APT Committee for the purpose of reviewing the promotion to professor.

The APT Committee will consider the opinion of students, as provided in the campus' student evaluation of instruction process, or other written testimonials, in making recommendations as to continuing appointments, reappointment, and promotions.

## **PROCEDURES**

The Apt Committee will conform to the Procedural Requirements for Academic Personnel Decisions, as approved in 2000 and implemented in Fall, 2001.

The APT committee shall meet at an appropriate time each year to receive, consider and act upon requests for DSI's, promotion, continuing appointment, or reappointment of faculty members. Committee recommendations shall be forwarded to the department chairperson for review in accordance with the College's published Calendar of Personnel Processes.

The APT Committee shall be kept informed of the progress on all departmental searches for full time positions and shall be consulted by the department chairperson concerning appointment of adjunct or part time faculty.

## **REVIEW PROCEDURES**

Faculty members who wish to be reviewed for DSI consideration, renewal, continuing appointment, or promotion must submit review materials documenting their performance in the areas of Teaching, Scholarship and Service.

The guidelines for faculty review by the APT committee are as follows.

- The faculty member shall submit review materials to the APT committee on or before posted review deadlines.
- Members of the APT Committee will independently review all materials submitted and complete the Peer Review Form.
- The APT committee will then meet and attempt to arrive at consensual ratings in the three sections (Teaching, Scholarship, Service) of review. The APT Committee will keep this review process confidential.
- If a consensus cannot be obtained, the mean rating for each section shall become the final rating.
- A summary statement, including a recommendation of personnel action by the review committee, along with all review materials, shall be forwarded to the department chair
- A copy of the summary statement will be given to the faculty member under review.

## **MATERIALS SUBMISSION**

### **General Guidelines**

1. Attention should be given to presenting the materials in a clear, well-organized fashion
2. Three-ring binders with section dividers are recommended

### **Examples of Support Materials**

#### **Teaching Category**

1. Student Response Instrument (SRI) printouts for courses taught, not just the scores because the printouts also give class size and percentile ranges.
2. Discussion/interpretation of SRI results, especially in relation to grade distributions
3. Actual SRI forms if the students wrote comments on the back
4. Annual reports with department chairperson's review
5. Evidence of Student Learning Outcomes:
  - slides of artwork
  - student exhibitions
  - student papers with instructor's comments
  - samples of quizzes and exams
6. Samples of syllabi, assignments and other teaching materials
7. Written testimonials from students
8. Listing of student accomplishments, such as acceptances into shows, grad schools, awards from student show, etc.
9. Announcements/flyers on student shows and *Stylus* reviews/articles
10. List of any teaching awards or honors (DSI, Chancellor's, etc.)
11. Teaching philosophy and description of the nature and type of teaching
12. Statements of formal and/or informal peer review

#### **Scholarship Category**

1. Slides of artwork
2. Publications
3. Copies of reviews of work, with important selections highlighted
4. List of awards/honors received
5. Invitations to lecture, jury, exhibit, critique, etc.
6. Evidence of the integration between scholarship and teaching and/or service and teaching

#### **Service**

1. List of committees along with a brief indication of contributions to the committees or role on the committees
2. Letters thanking or praising contributions in service from colleagues on campus, the community or profession
3. Awards or honors related to service to the campus, community or profession
4. List of professional organization memberships

## **CRITERIA FOR DISCRETIONARY SALARY INCREASES (DSI's)**

Faculty members with exceptional Teaching, Scholarship, or Service, and performance at rank in the other two areas, may self-nominate or be nominated for a DSI based on their Annual Report for that year. Faculty members must submit their Annual Report, complete with all SRI scores for that year and the Chair's Review, to the APT Committee, along with a brief letter identifying the category for consideration and highlighting the significant accomplishments that demonstrate exceptional performance. Incomplete Annual Reports would make the faculty member ineligible for consideration. For an explanation of "at rank" performance in the 3 areas, please see the Criteria for Appointments, Promotion and Tenure below.

Faculty members wishing to be considered for Multi-Year DSI's or Group DSI's may apply to the APT Committee for consideration in accordance with College policy and departmental procedure.

### **CRITERIA FOR APPOINTMENTS, RENEWALS, PROMOTION & TENURE**

The following criteria for personnel actions in the Department of Art are based on the requirements of the Faculty Roles and Rewards documents which was approved by the Faculty Senate in 1998 and states that "Teaching>Scholarship>Service, and where Teaching is greater than or equal to 50% in assessing and evaluating faculty performance.

### **APPOINTMENTS**

Generally new faculty are appointed at the rank of Assistant Professor if the position is tenure track, or Instructor (Qualified Academic Rank) if the term of appointment does not count towards tenure. The criteria for the initial appointments would be outlined in the Vacancy Announcements for the position. The general criteria for initial appointments in the Department of Art are as follows:

- Terminal degree (MFA in Art; PhD in Art History)
- Teaching experience beyond graduate school
- Scholarship/Creative Activity in area of expertise, as demonstrated by actual artwork and exhibition record for studio art faculty, and by research and publications for art history faculty

### **RENEWALS**

#### **Performance Indicators for Assistant Professors (i.e. "at rank")**

The faculty member must demonstrate very good (38 – 44) to excellent (45 - 50) teaching in preparing and offering lower and upper division courses in area of specialty, as well as other courses determined by departmental needs. Faculty members are expected to continue active participation in scholarly and professional activities, which demonstrates mastery of subject matter, continuing growth, and future promise to attain the highest rank.

Teaching Effectiveness: 50% of faculty evaluation.	Minimum score 38 (76%) Maximum score 50
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Scholarship and Professional achievement: 35% of faculty evaluation	Minimum score 21 (60%) Maximum score 35
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Service to College, Dept. and Profession: 15% of faculty evaluation	Minimum score 8 (53%) Maximum score 15
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Totals	Minimum score 67 Maximum score 100
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### **Associate Professor**

Promotion to Associate Professor will occur with tenure, unless promotion was awarded early. The faculty member must demonstrate sustained evidence of very good (42 – 44) to excellent (45 – 50) teaching in preparing and offering lower and upper division courses in area of specialty, as well as other courses determined by departmental needs. Faculty members are expected to present evidence of ongoing active participation in scholarly and professional activities, mastery over area of specialty and clear evidence of future scholarly promise.

Teaching Effectiveness: 50% of faculty evaluation.	Minimum score 42 (84%) Maximum score 50
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Scholarship and Professional achievement: 35% of faculty evaluation	Minimum score 25 (72%) Maximum score 35
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Service to College, Dept. and Profession: 15% of faculty evaluation	Minimum score 10 (66%) Maximum score 15
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Totals	Minimum score 77 Maximum score 100
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### **Full Professor**

The faculty member must demonstrate a sustained level of excellence (45-50) teaching in preparing and offering lower and upper division courses in area of specialty, curriculum development and pedagogy as well as other courses determined by departmental needs. Faculty members are expected to present evidence of ongoing active participation in scholarly and professional activities, substantial growth, contributes to the field, and mastery over subject matter.

Teaching Effectiveness: 50% of faculty evaluation.	Minimum score 45 (90%) Maximum score 50
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Scholarship and Professional achievement: 35% of faculty evaluation	Minimum score 30 (85%) Maximum score 35
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Service to College, Dept. and Profession: 15% of faculty evaluation	Minimum score 12/80% Maximum score 15
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Totals	Minimum 87/Maximum 100
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### **Appointment Renewal**

The minimum criterion levels for Renewal are those expected for appointment to, or promotion to, the academic rank (i.e. Assistant Professor) held at the time of the appointment renewal review.

### **Continuing Appointment**

The minimum criterion levels for continuing appointment (tenure) are those expected for promotion to Associate professor. The granting of a continuing appointment will normally be concomitant with promotion to that rank (unless promotion was awarded earlier).

## **TEACHING EVALUATION and CRITERIA**

The APT committee members will independently complete the following evaluation sheets based on the candidate's accompanying documentation and/or dossier.

### **Weighting Factors**

Qualitative points 5 being highest and 0 lowest  
5 – excellent  
4 – very good  
3 – good  
2 – average  
1 – poor  
0 – unsatisfactory

### **Peer grading all sections 1 – 5**

\_\_\_\_\_ Student Success:

- Student awards in public juried or invitational exhibitions
- Student work accepted into public juried or invitational exhibitions
- Examples of student work in the Annual Juried Student Art Exhibit
- Examples of student work in the Rainbow Gallery
- Examples of student work in other public venues, both on and off campus
- Student acceptance into graduate school
- Student acceptance of employment in a related field
- Examples of class assignments displayed in Tower Fine Arts
- Examples of student work as works-in-progress and class projects encountered in shared/open studios.
- Student participation and/or presentations in conferences, workshops, Scholars Day, etc
- Examples of student writing included in review packet
- Other

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## Support of student success

- Directed Study and Independent study courses
- Participation in semester BFA Reviews
- Identifying exhibiting and funding opportunities to students
- Aid in preparation beyond undergraduate study:
  - Letters of recommendation
  - Assistance in graduate program research and application
  - Notification of job and intern opportunities
- Attendance at student exhibitions and openings
- Providing student field trips
- Nominations for student awards
- Other

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## Student Satisfaction

- Student satisfaction surveys (IAS or other campus-wide, required form of student evaluation), with accompanying analysis and discussion of grading criteria and distribution
- Individualized Student Surveys with accompanying analysis and grading criteria
- Student written testimonials
- Other

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## Student Advising

- Participation in teaching APS section for art majors
- Maintaining continuous number of advisees
- Advisees graduating on time
- Written advisee testimonials
- Posted office hours and availability
- Campus advisement sessions
- SOAR and final registration
- Other

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## Teaching Materials

- Samples of syllabi, including learning outcomes and teaching methodologies and high standards of expectations
- Particular attention will be given to the syllabi to see how student success is defined and assessed in the courses
- Introduction of new technologies where appropriate
- Inclusion of contemporary theory and issues within assignments, discussion and learning outcomes.
- Assignments and projects

- Bibliographies and reading lists
- Teaching methodologies appropriate with learning outcomes
- Other

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#### Student Mentoring

- Close mentor relationship with BFA students and majors in area of specialization
- Close mentor relationship with students in McNair and/or Honors program
- Student involvement with faculty research and creative endeavors
- Posted office hours and one on one meetings and/or conversations
- Other

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#### Peer Review

- Teaching awards and honors (DSI, Chancellors Award, etc)
- Formal peer reviews requested by a faculty member scheduled for personnel action, or the APT Committee, or the Departmental Chairperson. Reviews may be required with regard to faculty teaching at the Visual Studies Workshop
- Informal peer review: Most Studio Art courses require 6 contact hours per 3-credit course. With a 3-course schedule studio art faculty members teach 18 hours a week in the studios of the Tower Fine Arts Building. Consequently there is ample opportunity to observe individuals in action—lecturing, critiquing, and interacting with students.
- Student interviews by peers
- Other

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#### Curriculum Development

- Participation in curriculum committee
- Continuing analysis of course content and pedagogy in area of specialty
- Attendance/ participation in workshops and conferences on teaching and curriculum development
- Inclusion of new technologies, materials, methodologies and theory
- Initiative in course development and revision
- Other

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#### Studio maintenance and safety

- helping to ensure that safety policies and practices are established and followed
- equipment repair and replacement
- supervision of student studio assistants
- insuring reasonable access to students of equipment and supplies
- working with departmental secretary to comply with State and College guidelines in procurement of supplies
- acting as liaison with Facilities Personnel on major studio renovation and improvement projects
- Other

\_\_\_\_\_ Working within budgetary restraints

- Balancing studio fee expenditures with revenue
- Working with departmental secretary to comply with State and College guidelines in procurement of supplies
- Other

**SCHOLARSHIP EVALUATION and CRITERIA**

Active participation and scholarly pursuit is expected in an individual's area of expertise. Evaluation of a faculty member's mastery of subject matter should be demonstrated by active participation in the professional field, continuing creative endeavors, and clear evidence of future scholarly promise.

\_\_\_\_\_ Major exhibitions

- National travelling exhibits or biennials
- National or International solo exhibitions
- International invitational or biennials
- Retrospective exhibitions
- Solo museum exhibitions
- Other

\_\_\_\_\_ Major Publications

- Authoring a book
- Co-authoring a book

\_\_\_\_\_ Exhibitions

- Regional solo exhibitions
- National juried exhibitions
- Regional juried or invitational exhibitions
- Internet exhibitions or catalogues
- Other

\_\_\_\_\_ Curating

- Curating regional or national exhibitions
- Serving as a juror for exhibitions
- Authoring exhibition catalogs
- Curating interactive or web based exhibitions and/ or collections
- Organizing regional exhibitions
- Serving on panels for public art projects, organizations, etc.
- Other

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Presentations/ Publications

- Attendance at workshops/conferences
- Presentations at workshops, conferences, or symposia
- Visiting artist lectures
- Guest critiques at other institutions
- Participation in professional organizations in the field
- Critical reviews in national magazines
- Critical reviews in local/ regional publications
- Published articles in professional forums
- Publication of texts of critical, historical, pedagogical inquiry/ theory
- Works cited in texts or other publications
- Other

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Awards/ grants/ honors/ fellowships

- National or regional grants
- International, national, or regional fellowships
- Institutional grants, awards, or fellowships
- National and regional awards or honors
- Awards in conjunction with regional or national exhibitions
- Public or private commissions
- Other

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Continuing Growth

- Terminal degree
- Additional coursework
- Workshops conferences attended
- Artist residencies
- Additional degrees awarded
- Experimentation with new materials, methodologies and technologies

- Continuing art-making activities that demonstrate continued growth and evidence of future scholarly promise.
- Other

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#### Collections

- Public and corporate collections
- Permanent collections in colleges and/or museums
- Public commissions
- Private commissions and collections
- Other

### **SERVICE EVALUATION and CRITERIA**

The Department of Art values shared governance, cooperation, collegiality, and collaboration in assessing contributions in the area of service.

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#### Departmental service

- Successful leadership in departmental governance as evidenced through serving as Department Chairperson or APT Committee Chair, etc.
- Serving as chair of departmental committees
- Participation on departmental committees
- Assisting adjunct instructors in studio areas
- Participation in departmental recruitment efforts
- Other

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#### College-wide service

- Chair of campus wide committees
- Efforts to bring art to the campus at large
- Participation in campus wide activities connected to the arts
- Participation on college committees
- Documentation of recognition and appreciation for college service
- Products or reports resulting from the service effort
- College-wide recruitment efforts
- Other

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#### Community Service

- Public art projects
- Jurying of local exhibits
- Community workshops and/ or presentations
- A significant role in community service as a representative of the discipline, the department, and the college, as evidenced by such things as serving on the Board of Directors of Arts-related organizations or professional groups
- Other