

2014

Art: Appointment, Promotion, and Tenure Documentation

The College at Brockport

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

Departmental APT documents are explicit in describing the guidelines for evaluating teaching and the expected teaching loads for the department, the kinds of scholarship considered appropriate to the discipline and the quantity and quality measures used in determining appropriate scholarship for rank, and the department's system of weighting the relative importance of teaching, scholarship and service though as a general rule, teaching must be always weighted at least 50%, and scholarship must be weighed more heavily than service). Of course, departments can only make personnel recommendations. Ultimately, only the College President (in consultation with the school deans and academic VP) makes personnel decisions. These department APT documents are reviewed and approved by the deans and the Provost and Vice President for Academic Affairs. Accordingly, they represent the minimum guidelines agreed to by College Administration in making these decisions. *These guidelines in these departmental documents describe a set of minimal (necessary) performance expectations. They should not be construed, however, as explicating a set of criteria that are sufficient for a positive recommendation.* Minimal expectations will be taken into consideration as part of a thorough and comprehensive evaluation of the candidate's professional performance and contributions. Furthermore, the comprehensive evaluation should consider both retrospective and prospective points of view, including, for instance, the candidate's potential for achieving and/or performing at, the highest academic rank. (from The College at Brockport *Faculty Guide to Academic Practices and Policies* > Personnel Actions > Reappointment, Promotion, and 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.

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.

MEMBERSHIP

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.

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. Alternate faculty representatives shall be elected to the APT Committee and participate in committee actions when a regular member cannot attend or fulfill committee duties, or

when there is a potential conflict of interest in serving on the committee. Please refer to the Faculty and Staff Handbook: 350.01 Conflict of Interest Policy Statement.

College policy does not preclude the employment of two or more members of the same family. However, to ensure our compliance with federal policy, no employee of the College may recommend or approve any personnel action affecting a relative. This applies to all forms of employment on campus, permanent or temporary, regardless of source of funding (state, IFR, Research Foundation, BASC, Brockport Foundation).

Additionally, in accordance with the College's established "Procedural Requirements for Academic Personnel Decisions", a departmental vote that registers the department's agreement with recommendations of the APT Committee will occur. Any faculty member with a perceived conflict of interest will recuse him/her self from the discussion and refrain from voting.

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 Professor, the APT Committee must include at least one Professor. If a 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 professor from another department, or a Professor Emeritus 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.

MATERIALS SUBMISSION for Renewal, Promotion and Tenure

The candidate has the burden of proof. The candidate shall be responsible for providing evidence concerning the importance, relevance, or quality of Research, Creation, Presentation and Recognition (see chart on p. 4) of their scholarship/creative activity. The APT Committee will weigh the evidence, but it won't collect it. A candidate must make the case for including less traditional or emerging forms of scholarly and creative contributions in his/her scholarship portfolio.

General Guidelines

1. Attention should be given to presenting the materials in a clear, well-organized fashion, consistent with *The Teaching Portfolio: A Practical Guide to Improved Performance* by Dr. Peter Seldin. Three-ring binders with section dividers are recommended.
2. An up-to-date curriculum vitae, with contextual annotations, should be included.
3. Supportive statements may be provided by the candidate to accompany any materials in the tenure and/or promotion package. An artist or scholarly statement may be submitted, as may any cover statement addressing broader goals and accomplishments within the context of employment.
4. Evidence of contributions in the areas of teaching, continuing scholarship and professional growth, and service, may be documented by providing letters of support/testimonial. If unavailable, persons to contact for verification may be provided.

Examples of Support Materials

Teaching Category

1. Teaching Philosophy and description of the nature and type of teaching
2. IAS (or similar student satisfaction survey) scoring sheets for courses taught, which indicate class size and percentile ranges.
3. Discussion/interpretation of IAS results, especially in relation to grade distributions
4. Actual IAS forms if the students wrote comments on the back
5. Annual reports with department chairperson's review
6. Evidence of Student Learning Outcomes:
 - images of artwork
 - student exhibitions
 - student papers with instructor's comments
 - samples of quizzes and exams
7. Samples of syllabi, assignments and other teaching materials
8. Written testimonials from students
9. Evidence of supporting student success, such as acceptances into shows, academic awards and scholarships, student presentations at conferences, acceptance into graduate programs, awards from student show, Scholar's Day Presentations with students, facilitating Visiting Artist workshops, etc.
10. Announcements/flyers on student shows and *Stylus* reviews/articles
11. List of any teaching awards or honors (DSI, Chancellor's, etc.)
12. Statements of formal and/or informal peer review

Scholarship Category

1. Images of artwork with a detailed listing of title, date, media, and dimensions
2. Publications (exhibition catalogs, publications, books, etc.)
3. Copies of reviews of work/publications, with important selections highlighted
4. List of awards/honors received
5. Invitations to lecture, jury, exhibit, critique, presentations, panels at conferences, etc.
6. Evidence of the integration between scholarship and teaching and/or scholarship and service.

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 IAS 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. The candidate’s evaluation should be viewed as a process whereby unique qualities and contributions are examined within the context of the departmental standards and the Faculty Roles and Rewards Final Report document. Faculty members must be “at rank” in all 3 areas for personnel actions.

Workload considerations need to be factored into the evaluation of all faculty members, as Teaching, Scholarship, and Service often overlap and are inexorably linked, both positively and negatively. For example, the number of course preparations in a semester may affect the individual’s productivity in Scholarship for that semester. As the Faculty Roles and Rewards Final Report states: *“The normal expectation is a 3/3 teaching load or its equivalent for faculty demonstrating an active program of scholarship...and/or with major or multiple service responsibilities.”* The document further states: *“Faculty who do not demonstrate an active program of scholarship [should] contribute more in the area of teaching and/or service.”* It is the responsibility of faculty members in the Department of Art to clearly demonstrate in their Annual Reports how they are engaged in an “active program of scholarship” through production of new artwork, exhibitions and special projects for studio art faculty, and by research, publications, and curatorial projects for both art history and studio art faculty.

DEFINITION OF ACTIVE PROGRAM OF SCHOLARSHIP

WHEREAS the Department of Art is made up of studio artists, art historians, graphic designers, and hybrid positions (such as Gallery Director), scholarship may be in the form of research, creation of new visual or written works, and presentation of work;

WHEREAS opportunities in our areas of scholarship/creative activity vary from year to year;

And **WHEREAS** Research alone (as identified in Column 1 below) is not sufficient, but must result in a product (as identified in Columns 2 & 3 below);

THEREFORE, an active program of scholarship will be manifest in the following areas:

1. Research	2. Creation	3. Presentation	4. Recognition
<ul style="list-style-type: none"> ● Investigation of new materials, processes, topics, technology ● Reading related to area of scholarship/research ● Lecture Attendance ● Panel Attendance ● Conference Attendance 	<ul style="list-style-type: none"> ● Writing of new works ● Creation of new Artistic works ● Development of Curatorial Project ● Residency ● Collaboration 	<ul style="list-style-type: none"> ● Publication ● Exhibition ● Curate ● Lecture Presentation ● Panel Participation ● Conference 	<ul style="list-style-type: none"> ● Awards ● Grants ● Honors ● Critical Reviews of work ● Fellowships ● Residency ● Consulting

<ul style="list-style-type: none"> • Workshop Attendance • Museum, gallery research • Travel to collections and sites related to area of research • Residency • Grant/Fellowship/Residency research and application • Any of the above activities related to the scholarship of teaching 	<ul style="list-style-type: none"> • Any of the above activities related to the scholarship of teaching 	<ul style="list-style-type: none"> • Presentation • Workshop Presentation • Residency • Any of the above activities related to the scholarship of teaching 	<ul style="list-style-type: none"> • Jurying exhibitions • Any of the above related to the scholarship of teaching
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APPOINTMENTS

Generally new faculty members 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 assistantship
- 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 Q.A.R. (Qualified Academic Rank) Positions

The faculty member must demonstrate good teaching practices. Faculty members are required to gain experience in the workings of the Department, School, College and Community by serving on a variety of committees.

The candidate shall be responsible for providing evidence of meeting the threshold for performance in the two areas (teaching and service).

Teaching

- Good student satisfaction surveys (IAS), generally < 2.25;
- Faculty may include student comments such as those on IAS score sheets and formal letters of support from students.
- Effective course materials as provided in Teaching Portfolio and demonstrated successful learning outcomes.
- Optional Peer reviews, informal and formal, may be included from within the department or College.
- Faculty must include a minimum of one (1) peer review of their teaching practices in the classroom/studio in each renewal/ promotion cycle. This shall be conducted by a tenured member of the Art department.

Service

- Attendance at faculty meetings
- Active member of department in terms of committee participation and advising

Performance Indicators for Assistant Professors (i.e. “at rank”)

The faculty member must demonstrate good teaching practices. Faculty members are expected to actively participate in scholarly and professional activities. Faculty members are required to gain experience in the workings of the Department, School, College and Community by serving on a variety of committees prior to applying for continuing appointment, and/or making contributions in the area of Service specific to their employment (i.e. serving as Gallery Director or Visual Resource Coordinator.)

The candidate shall be responsible for providing evidence of meeting the threshold for performance in the three areas. The criteria stated below establishes benchmarks for the rank of “Assistant Professor.”

Teaching

- Good student satisfaction surveys (IAS), generally < 2.25;
- Faculty may include student comments such as those on IAS score sheets and formal letters of support from students.
- Effective course materials as provided in Teaching Portfolio and demonstrated successful learning outcomes.
- Optional Peer reviews, informal and formal, may be included from within the department or College
- Faculty must include a minimum of one (1) peer review of their teaching practices in the classroom/studio in each renewal/ promotion cycle. This shall be conducted by a tenured member of the Art department.

Scholarship/Creative Activity

- For Studio artists, 1 acceptance into an adjudicated exhibition, publication, or presentation *per renewal period*
- For Art History positions, 1 acceptance into an adjudicated publication or presentation *per renewal period*

Service

- Attendance at faculty meetings
- Active member of department in terms of committee participation and advising

Performance Indicators for Associate Professor (i.e. “at rank”)

Promotion to Associate Professor will occur with tenure, unless promotion was awarded early. The faculty member must be a very good teacher as demonstrated in the Teaching Portfolio. Promotion from Assistant to Associate Professor depends on clear demonstration of strong teaching and a growing record of scholarship and service. Active participation in departmental governance and service to students, colleagues, and members of both the College and Professional communities is expected.

The candidate shall be responsible for providing evidence of meeting the threshold for performance in the three areas. The criteria stated below establishes benchmarks for the rank of “Associate Professor.”

Teaching

- Good student satisfaction surveys (IAS), generally < 2.25;
- Faculty may include student comments such as those on IAS score sheets and formal letters of support from students.
- Effective course materials as provided in Teaching Portfolio and demonstrated successful learning outcomes.
- Optional Peer reviews, informal and formal, may be included from within the department or College.
- Faculty must include a minimum of one (1) peer review of their teaching practices in the classroom/studio in each renewal/ promotion cycle. This shall be conducted by a tenured member of the Art department.

Scholarship/Creative Activity

- For Studio Artists
 - 1 solo exhibition (or equivalent)
 - 3 acceptances into adjudicated exhibitions, publications, or presentations, with at least 1 being at the national level
- For Art History positions
 - 4 acceptances into adjudicated exhibitions, publications, or presentations, with at least 2 being publications (or equivalent)
- Evidence of continuing growth as artist/scholar

Service

- Leadership role in departmental service (minimum of 1)
- Participation on college-wide committee (minimum of 1)
- Community service/outreach related to area of scholarship/creative activity (minimum of 1)

Performance Indicators for Professor (i.e. “at rank”)

Promotion from Associate to Full Professor depends on demonstrating a strong, sustained record of accomplishment in teaching, scholarship, and service. The faculty member must demonstrate a sustained level of successful teaching in preparing and offering 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, contributions to the field, and mastery over subject matter. Faculty members seeking promotion to the rank of full professor must have demonstrated a sustained level of leadership in the area of Service to the Department, the College, and/or the Community.

The candidate shall be responsible for providing evidence of meeting the threshold for performance in the three areas. The criteria stated below establishes benchmarks for the rank of “Professor.”

The faculty member’s record, taken as a whole, establishes merit in the following three areas:

Teaching

At the level of professor there is the expectation there be evidence of:

- The candidate will be an accomplished teacher, responsive to the changing nature of the student body, cultural issues, and technologies related to both discipline and teaching methods.
- Consistently good student satisfaction surveys (IAS), generally, <2.25, with demonstrated efforts to improve teaching;
- Effective course materials as provided in Teaching Portfolio indicating growth, rigorous expectations, refinement, and knowledge of current field.
- Faculty may include student comments such as those on IAS score sheets and formal letters of support from students.
- Optional Peer reviews, informal and formal, may be included from within the department or College.
- Faculty must include a minimum of one (1) peer review of their teaching practices in the classroom/studio in each renewal/ promotion cycle. This shall be conducted by a tenured member of the Art department.

Scholarship

- The expectation is that the faculty member will continue to grow as a artist, broadening of professional activity that demonstrates new levels of achievement
- 1 additional solo exhibition for studio artists (or equivalent) since attaining rank of Associate Professor
- 6 additional adjudicated exhibitions/presentations since attaining Associate Professor, with at least 3 being at the national level
- Evidence of continuing growth as artist/scholar

Service

- More extensive leadership role in departmental service (such as chairing committees, serving as chair, mentoring junior faculty)
- Participation on college-wide committee, since attaining rank of Associate Professor (minimum of 3)
- Community service/outreach related to area of scholarship/creative activity (minimum of 3)

TEACHING EVALUATION and CRITERIA

Demonstrated quality in teaching is essential for promotion and tenure. A list of teaching responsibilities and documentation of teaching excellence should be included. It is the policy of the department that candidates must be allowed to develop teaching methods that incorporate their own creative involvement and reflect individual experiences and subjective attitudes as well as objective criteria.

In order to demonstrate their effectiveness in the area of Teaching, candidates should provide documentation of:

- Teaching materials, to include course information such as syllabi, lectures, outlines, objectives, policies, examples of handouts or teaching aids, and tests
- Student Success (accomplishments, awards, scholarships, internships, etc.)
- Faculty's support of student success (mentoring, nominating, etc.)
- Involvement in BFA Program (review of applications, mentoring, participation in reviews, evaluations, assessment, directed studies supervision of thesis show)
- Student Satisfaction (IAS or other student surveys with accompanying analysis and discussion of grading criteria and distribution)
- Effective/Appropriate Student Advising
- Peer Review
- Curriculum Development
- Organization of Visiting Artist presentations
- Studio supervision and development
 - Development of equipment & facilities
 - Integration & application of technology
 - Training & supervision of student workers
 - Overseeing student lab fee accounts and/or appropriate budget management
 - Supply Ordering

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/scholarly endeavors, and clear evidence of future scholarly promise.

The candidate's continuing scholarship, professional growth, research, and creative activities are prerequisites for promotion and tenure. Scholarly and creative activity should make a contribution to a body of knowledge within the discipline, and reflect a high standard of quality and competence. Evidence of the quality of such activity is provided by external peer review, as well as substantiation and assessment of such things as exhibition and performance record, inclusion in public or private collections, participation in conference and professional associations, publications, presented papers, panel participation, seminars, consulting, curatorial projects, grants, commissions, prizes, and other awards supporting or recognizing scholarly or creative activity.

Sufficient quality and quantity indicating a pattern of accomplishment is necessary. Distinction between local, regional, national, and international achievements must be noted. Distinction must be made regarding the process of selection (i.e. juried, non-juried, invitational, solo or group) when assessing exhibition and publication activity. Both qualitative and quantitative factors will be considered in evaluating faculty work, including evidence of professional growth, scholarly and/or creative activity, which may include, but not limited to, photographs, CDs, websites, slides,

videotapes, reviews, exhibition catalogs, publications, contributions to conferences in area of scholarship.

In order to demonstrate their effectiveness in the area of Scholarship/Creative Activity, candidates should provide documentation of:

- Major exhibitions (i.e. national traveling exhibits, solo exhibitions, international invitational or adjudicated, retrospective exhibitions)
- Major Publications (authoring or co-authoring a book)
- Exhibitions
- Curating (regional/national exhibits)
- 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

- 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

- 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

- Collections
 - Public and corporate collections
 - Permanent collections in colleges and/or museums

- Public commissions
- Private commissions and collections

SERVICE EVALUATION AND CRITERIA

The Department of Art values shared governance, cooperation, collegiality, and collaboration in assessing contributions in the area of service. Because the Department of Art is a relatively small but complex department that encompasses 8 studio areas, 2 galleries, a Visual Resource Center/computer studio lab, an art history minor, a studio art minor, a graphic design minor, 2 degree programs (BA/BS and BFA), an intensive BFA program, and a strong contribution to both the Interdisciplinary Arts for Children program and the College's General Education program, it is a fact that Service responsibilities are significant. Service is valued less than Teaching and Scholarship when evaluating faculty performance, but it consumes a considerable portion of faculty time.

The criteria used in evaluating Service include active participation committees in the Department, the School, the College and the Community. It is expected that leadership roles develop over time and become a factor in promotion and continuing appointment.

In order to demonstrate their effectiveness in the area of Service, candidates should provide documentation of:

- Departmental service
 - Serving as department chairperson
 - Serving as chair of departmental committees
 - Participation on departmental committees
 - Assisting adjunct instructors in studio areas
 - Participation in departmental recruitment efforts
- 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
- Community Service/Outreach
 - Public art projects
 - Jurying of local exhibits
 - Community workshops and/ or presentations
 - A 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

Revised 9.12.2013

