

**Department of Studio Art
University of North Texas**

**Standing Procedures and Evaluation Criteria
Tenure & Promotion and Annual Merit Review**

Recommendations concerning promotion and tenure must be made carefully, based upon a thorough examination of the candidate's record and the impartial application of these criteria in accord with the UNT Faculty Reappointment, Tenure and Promotion Policy 06.004.

The Department of Studio Art recognizes the need for diversity, both in its scholarly research & creative activity and its modes of instruction. Individuals will be encouraged to contribute to the program in a unique way and will be assured of a variety of routes to advancement. The promotion and tenure evaluation will focus on scholarly research & creative activity, teaching, and service. These activities will be considered in relation to the faculty's assigned workload.

I. Standards for the Evaluation of Scholarly Research & Creative Activity, Teaching, and Service

The Department of Studio Art defines excellence in the following ways:

[I]A. Scholarly Research & Creative Activity

The Department of Studio Art is composed of several disciplines with diverse research and scholarly practices. The output, mode of dissemination and documentation of these activities must be considered in relation to each individual candidate's discourse and stated research direction. With this in mind, The Department has developed a list of scholarly research and creative activities ranked by values (Appendix I), with the "most valued" category including activities that have a national or international impact. It is acknowledged that certain items may not apply to all faculty. The diversity of possible scholarly research & creative activities places an expectation on the faculty member under review to articulate the caliber and impact of the activities in which work has been presented. It is also important for the Studio Department RPT committee to address the nature of these activities when reviewing faculty output.

[I]B. Teaching

Faculty members achieve excellence in teaching by actively participating in the department's academic mission at the highest levels. This activity must include a sustained record of teaching-related activities from the department's work evaluation category as appropriate to the faculty members' agreed-upon role within the department, college, and university.

Evidence of teaching effectiveness should include student evaluations as well as a teaching portfolio. The Department of Studio Art has developed a list of activities to include in the teaching portfolio (see Appendix II).

[I]C. Service

While faculty pursuing tenure should place their emphasis upon professional activity and teaching, each faculty member consistently and constructively engages in service on behalf of the department, college, university, community and profession. The amount and type of this service should be appropriate to his/her status, professional goals, and agreed-upon role within the department, bearing in mind that all faculty must make contributions in this area for the good of the academic programs. As a general rule, prior to tenure, faculty members often focus on service to their areas and college.

II. Reappointment, Tenure, Promotion

[II]A. Promotion to the rank of Associate Professor:

The Department of Studio Art grants tenure and promotion to the rank of Associate Professor to those who achieve sustained impact and excellence through contributions in scholarly research & creative activity, teaching, and service.

- **Creative and Scholarly Work**

The fundamental criteria for tenure and promotion to **Associate Professor**, is significant and sustained creative and professional achievement demonstrating the continual growth of an emerging national reputation. Faculty seeking tenure and promotion should demonstrate both a regional reputation and an emerging national reputation by achieving accomplishments from the “Most Valued” category in Appendix I.

Due to the diversity of types of creative and scholarly work being reviewed it is the responsibility of the faculty member under review to articulate the regional, national or international impact of the activities in which work has been presented. It is also important for the Studio Department RPT committee to address the impact of these activities when reviewing faculty output. Because reviews for tenure and promotion include dossiers provided to experts external to the university, the level of achievement must be consistent with the quantity and quality expected of faculty in similar positions at peer institutions and departments.

- **Teaching**

Sustained excellence in teaching is required for promotion and tenure. In the Department of Studio Art, teaching activities range from broad survey courses involving large numbers of students to intensive studio instruction and mentoring for a small number of students. Such variability should be considered in establishing expectations for performance, and differences in the manner in which teaching is conducted should be taken into account in evaluation of faculty performance.

For tenure and promotion to Associate Professor faculty should submit a teaching portfolio including student evaluations, sample course syllabi, and a narrative evaluating teaching activity from Appendix II. Probationary faculty may request a peer evaluation of their teaching. The reviewer should be a tenured member of the college faculty and this request should be made through the Department Chair.

- Service

While probationary faculty pursuing tenure should place their emphasis upon professional activity and teaching, it is expected that each faculty member consistently and constructively engages in service on behalf of the department, college, university, community and profession. The amount and type of this service should be appropriate to his/her status, professional goals, and agreed-upon role within the department, bearing in mind that all faculty must make contributions in this area for the good of the academic programs. As a general rule, prior to promotion to Associate Professor, faculty members often focus on service to their areas and college.

[II]B. Promotion to the rank of Full Professor:

- Creative and Scholarly Work

The fundamental criteria for tenure and promotion to **Full Professor**, is significant creative and professional achievement demonstrating a national or international reputation or impact. Faculty seeking promotion should demonstrate a national or international reputation or impact for their creative and scholarly work by achieving accomplishments from the “Most Valued” category in Appendix I.

Due to the diversity of types of creative and scholarly work being reviewed it is the responsibility of the faculty member under review to articulate the national or international impact of the activities in which work has been presented. It is also important for the Studio Department RPT committee to address the impact of these activities when reviewing faculty output. Because reviews for promotion include dossiers provided to experts external to the university, the level of achievement must be consistent with the quantity and quality expected of faculty in similar positions at peer institutions and departments.

- Teaching

Sustained excellence in teaching is required for promotion to full professor. Teaching is an essential function of faculty at the University of North Texas. In the Department of Studio Art, teaching activities ranges from broad survey courses involving large numbers of students to intensive studio instruction and mentoring for a small number of students. Such variability should be considered in establishing expectations for performance, and differences in the manner in which teaching is conducted should be taken into account in evaluation of faculty performance.

For promotion to Full Professor faculty should submit a teaching portfolio including student evaluations, sample course syllabi, and a narrative evaluating teaching activity from Appendix II.

- **Service**

It is expected that each faculty member consistently and constructively engages in service on behalf of the department, college, university, community and profession. The amount and type of this service should be appropriate to his/her status, professional goals, and agreed-upon role within the department, bearing in mind that all faculty must make contribution in this area for the good of the academic programs. As a general rule, prior to promotion to Associate Professor, faculty members often focus on service to their areas and college. While there is nothing prescribing junior faculty cannot serve on university-wide committees, it is understood that those seeking promotion to Full Professor should have a record of service at all levels, including their area, college, and the university. When appropriate to the discipline, service to national scholarly and creative organizations is also highly valued.

[II]C. Procedures

- In keeping with university policy, all probationary faculty will be reviewed annually (see 06.004). At the third year and each year thereafter, all tenured faculty will vote on reappointment. Per university tenure policy the third-year reappointment review is a more extensive and intensive review that includes the department, the college, and the Provost, but without external letters.
- Probationary faculty will meet with the department chair and the RPT committee after their first-year review and third year review. This is an opportunity to receive concrete verbal feedback and provides a venue for candidates to ask questions of the RPT committee and department chair.
- In addition to the official dossier outlined in UNT policy 06.004 the Studio Art Department requires supplemental materials from probationary faculty for the third-year review and tenure and promotion review. While there is some variation of the exact format of these supplemental materials, they should include visual documentation of activities from Appendix I. Probationary faculty should meet with the RPT committee chair and department chair the semester before their third-year review / tenure review to go over the formatting of their supplemental information. This meeting should will be set by the Department Chair.
- After completing its review of candidates for third-year review or tenure and/or promotion, the RPT committee must notify the candidate if it is considering a negative recommendation. The candidate then has the opportunity to meet with the RPT committee to discuss their case but must do so within five business days of the notification. A faculty mentor or advocate, chosen by the candidate, may attend this

meeting. Afterwards, the RPT committee makes a written recommendation to the department chair in accordance with the schedule established in the CVAD calendar. This recommendation must specify the number of votes for and against a recommendation for reappointment or tenure and/or promotion. Those voting in the minority may submit a separate minority recommendation at their discretion.

- After reviewing the candidate's dossier and the RPT committee recommendation(s), the department chair makes an independent recommendation to the dean. If the chair is considering a negative recommendation, the chair must first notify the candidate, who has the right to meet with the chair to discuss the case within five business days of this notification. Both the RPT committee and the chair's written recommendations must be forwarded to the dean in accordance with the CVAD calendar.
- In the case of a negative recommendation by either the RPT committee or the chair, the chair must provide a written explanation to the candidate. In such cases, the candidate has the right to add to the tenure dossier, prior to its transmittal to the dean, a letter disputing the negative recommendation. This must be done within five business days of being notified of the negative recommendation.

III. Annual Review

The department chair and RPT committee conduct annual reviews for each fulltime faculty member in accordance with UNT policy 06.007.

All fulltime faculty complete dossiers for evaluation using the university FIS system and upload a separate narrative of no longer than 750 words for each of the following categories: scholarly research & creative activity, teaching, and service. The narratives should expand on and contextualize the faculty members' activities in relationship to Appendixes I-III.

The RPT committee evaluates full time faculty in the categories of scholarly research & creative activity, teaching, and service. Each committee member ranks all faculty member eligible for review (excluding themselves) between 0-10 in each review category. The RPT committee chair combines each committee member's rankings (excluding themselves) and forwards recommendations to the department chair regarding merit rankings. A member of the RPT committee collects and forwards the committee chair's rankings to the department chair. The RPT committee meets with the department chair to review their scores. The department chair sets the final scores after this consultation in accordance with UNT policy 06.007.

At the end of the process, the RPT committee writes a summary of each faculty member's performance in each of the three areas including the final score set by the department chair. The department chair may contribute an addendum to the written summary if he or she has anything to add to the RPT committee's evaluation; in such cases the addendum must be distributed to the faculty member along with the written summary.

The annual review process is one important marker toward tenure and promotion. It is the responsibility of the RPT to critically evaluate and summarize each reviewed faculty member in relationship to the department's standards of excellence.

All faculty must meet with department chair to discuss their annual review. Further, faculty may request to meet with the RPT Committee to discuss and ask questions regarding their evaluation.

APPENDIX I - Scholarly Research & Creative Activity

The Studio Art Department defines activities with national / international impact as:

- a. Activities where the selection committee or curator is from an institution with a national / international reputation.
- b. Activities held at an institution with a national / international reputation.
- c. Activities where the fellow participants are artists and scholars with a national / international reputation.

The Studio Art Department recognizes the impact of grants based on the prestige of the granting institution. For example-- a grant from a local arts organization is less prestigious than a grant from a large museum or other organization with national/international presence.

Most Valued

- Work in or with museums, galleries, or institutions that may include solo exhibitions, performances, installations, or non-exhibition-based practices with a national or international impact.
- Single authored books printed by a respected press.
- External federal, foundation, or large grant funding received.
- Inclusion of work in exhibitions, performances or installations of a significant national/international nature.
- Curatorial project in/with major museum or gallery.
- Authored long form, in-depth articles and/or critical writings in publications of national/international exposure with demonstrated significance.

Significantly Valued

- Major commissions.
- Co-authored books.
- Curatorial / Director responsibilities of significant national/international panels, symposiums.
- Authored reviews in publications of national/international exposure.
- Competitively awarded residencies with public display of scholarship and national/international significance.
- Purchase of work by public collections with a national reputation.
- Other professional activities bringing national and/or international exposure.

Valued

- Work in or with museums, galleries, or institutions that may include solo exhibitions, performances, installations, or non-exhibition-based practices with a regional impact.
- Competitively awarded residencies of regional significance.
- Engaged research with collaborators resulting in national/international dissemination of outcomes.
- Inclusion of work in exhibitions of a regional or statewide nature.

- Workshops, presentations at major universities, museums, conferences with a regional impact.
- Commissions.
- Curatorial responsibilities for statewide, regional exhibitions, panels, symposiums.
- Purchase of work by corporate or private collections.
- Critical reviews, photographs of work in regional or local publications.
- Authored articles, critical writings in regional or local publications.
- Reviewing, editing material for publication.
- Honors and awards received at the state level.
- Other professional activities of a statewide or regional nature.

Somewhat Valued

- Work in or with local museums, galleries, or institutions that may include solo exhibitions, performances, installations, or non-exhibition-based practices at locally recognized museums and galleries. (Faculty group exhibition is considered service)
- Workshops, presentations at major universities, museums, conferences with a local impact.
- Internal funding received.
- Local honors and awards received.
- Consulting work.
- Other professional activities of a local nature

APPENDIX II - Teaching

Indicators of excellence may include but are not necessarily limited to the following:

- Accomplishments of students/alumni directly supervised and/or mentored by the faculty member;
- Supervising independent studies and graduate teaching assistants and fellows;
- Achievement of significant awards or other recognition for teaching;
- Development of new courses, teaching program, and/or proposal and implementation of a degree program;
- Ongoing revision of existing courses to reflect the changing state of the discipline;
- Assuming a leadership role in curriculum redesign or development;
- International course development;
- Engages students with classic and current knowledge in the assigned teaching disciplines and/or subject areas by including important intellectual and/or artistic developments and the histories, controversies, and epistemological discussions within their fields, and ensuring that course content is current with the existing literature;
- Acknowledging the idiosyncratic ways that students in studio disciplines learn and are fostered to find their voice as working artists, develop learning goals and assesses learning outcomes and reviews students based on learning standards and measurable outcomes;
- Creates a learning environment that values and respects intellectual diversity and stimulates intellectual inquiry, and treats all students with respect and models respect for cultural differences;
- Develops and/or applies technological innovations to facilitate and enhance student learning;
- Exposes students to service learning experiences that integrate community service with academic study to enrich learning, teach civic responsibility, and strengthen communities;
- Mentors and supervises students and provides opportunities for their scholarship engagement, publications, presentations, internships, exhibits, and/or performances;
- Expands students' abilities, knowledge, and interests through engagements such as workforce readiness skills and behaviors development, study abroad opportunities, internships, and by relating concepts to students' personal experiences and community, and global challenges;
- Creates and manages quality collections of library, social media, and Internet resources that support university curricula and scholarship areas;
- Enables students, through teaching, library services, and mentoring, to discover and access appropriate research materials and other information for their classes and research projects;

- Helps students advance their professional careers by, for example, providing letters of reference (as deemed appropriate to the qualifications of the student), networking, internship opportunities, and placement in post-graduate positions.

APPENDIX III – Service

Need to distinguish service to the profession or discipline from service to the institution or community

The service function and operation of the university require active participation by faculty members in a variety of external and internal activities. Faculty participation in academic and administrative units' committee work and other assigned responsibilities is essential to the university's operations. Faculty members' leadership and engagement in the university community as well as external communities, are expected to be included in individual faculty members' portfolios. The Chair will work to balance each faculty's committees equitably. Because the amount of work required of faculty varies by committee, it is expected that the Chair's letter will provide substantive information about the quality of the candidate's service.

Evidence to assess the quality of service may include:

Service to the profession

- Serving as elected officer, board member, panelist in national, regional or state organization.
- Exhibits leadership, demonstrates success, and/or engages actively in professional organizations for relevant disciplines/fields;
- Serving on a grant panel
- Serving as juror for national/international exhibitions, events.

Service to the Community

- Exhibits leadership, demonstrates success, and/or engages actively in community-at-large initiatives, civic groups, non-profit organizations, and public agencies;

Service to the University, College and Department

- Exhibits leadership, demonstrates success, and/or engages actively in unit, college/school, and university operations, governance, and initiatives;
- Efforts between UNT and other entities for collaborations such as consultancies, faculty or student exchanges, or other partnerships.
- Serving as faculty advisor to student clubs or for student events;
- Engagement in student recruitment, retention, and success;
- Efforts to advance the university and its community and collaborative partners;
- Exhibits leadership, demonstrates success, and/or engages actively in building university partnerships that deepen relationships and strengthen economic, educational, social, and cultural well-being of communities in the north Texas region and beyond;

- Uses successful and innovative methods in individual and group mentoring initiatives and effectively mentors and supports junior colleagues;
- Promotes the internal and external recognition of professional colleagues in support of institutional and disciplinary recognition, growth, and advancement;
- Identifies, develops, and shares initiatives that yield successful outcomes in unit and institutional student recruitment, retention, and success;
- Initiates and promotes projects to advance the unit, college/school, and/or university and improve their internal and external reputations,
- Receives awards and/or formal recognition of service and engagement (e.g., international, nationally, regionally, and locally within the university, college/school, or unit); and
- Assumes leadership in recruitment, retention, and mentoring of faculty and students in an effort to promote inclusiveness and domestic and international diversity.