

OHIO UNIVERSITY SCHOOL OF ART GUIDELINES AND CRITERIA FOR TENURE AND PROMOTION

PAGE OF CONTENTS

PREAMBLE

- I. ESTABLISHING THE COMMITTEE
- II. SCHOOL OF ART CRITERIA FOR TENURE AND PROMOTION
 - A. Progress Toward Tenure
 - B. Consideration for Tenure and Promotion to the Rank of Associate Professor
 - C. Consideration for Promotion to Professor
 - E. Review by the Director of the School
- III. CATEGORIES TO BE EVALUATED
 - A. Teaching Activities
 - B. Professional Activities
 - C. Service
- IV. PREPARATION OF THE DOSSIER
 - A. Requirements for Presentation of Materials
 - B. Materials to be Included in the Dossier
 1. Curriculum Vita
 2. Documentation of professional activity
 - a. Exhibition catalogs
 - b. 20 examples of art work
 - c. Scholarly work, 50 pages maximum
 - d. College of Fine Arts T&P Guidelines and the SOA T&P Guidelines
 3. List of names, titles, addresses, and telephone numbers and bios of individuals that the committee may use to solicit testimonial letters
 - a. Eight former students
 - b. Five current tenured colleagues and/or professional peers
 - c. Five external reviewers
- V. SOLICITATION OF TESTIMONIAL LETTERS BY THE COMMITTEE
 - A. Letters from 5 former students not presently enrolled at Ohio University
 - B. Letters from 5 current colleagues and/or professional peers
 - C. Letters from 5 external reviewers.
- VI. TENURE/PROMOTION SCHEDULE OF DEADLINES

OHIO UNIVERSITY SCHOOL OF ART GUIDELINES AND CRITERIA FOR TENURE AND PROMOTION

PREAMBLE:

The School of Art has criteria for evaluating faculty members being considered for tenure and promotion. These guidelines and policies are subordinate to and do not supersede Ohio University or Ohio University College of Fine Arts policy.* The general procedure is as follows: letters of appointment and contracts will be reviewed. Faculty members who become eligible for tenure or promotion will be so informed by the School of Art Tenure and Promotion Committee at the end of the spring quarter prior to the application year. Those faculty members who are to be considered will submit dossiers by the second Friday in September. The committee may also refer to the faculty member's personnel file or request that additional materials be provided. In all instances, the committee recommendation will be based on the total contribution that the faculty member is making to the School of Art and to Ohio University. No candidate for tenure or promotion is to be directly involved with the evaluative process, nor is that individual to communicate directly with the committee. The Ohio University Faculty Handbook describes the tenured process.

*NOTE: The Ohio University guidelines for Tenure and Promotion are found in the Faculty handbook that is accessible on-line at: <http://www.ohio.edu/facultysenate/handbook/>. There is a link to download a printable version.

The Ohio University College of Fine Arts Tenure and Promotion guidelines can be found at: <http://www.finearts.ohio.edu/pages/fas/research/fac-prom-ten-guidelines.pdf>

I. ESTABLISHING THE COMMITTEE

The School of Art Tenure and Promotion Committee shall consist of two members appointed by the Director (one for a two-year and one for a three-year term) and three members elected by the faculty. Elected members will each serve a three-year term. Appointed terms may be repeated. In order to preserve continuity on the committee, terms of elected members shall overlap, rather than run concurrently. The committee members must all be tenured and of rank equal to or higher than those faculty who are being considered for tenure. Only committee members who have already attained the rank equal to that to which a candidate is applying may vote on decisions for promotion. For example, only those of full professor rank can vote on promotions to the rank of full professor. In all promotional considerations, there must be at least three eligible voting members of this committee. A member who has previously served on the committee --preferably elected-- will be appointed by the director as chairperson for a term of two years. The chairperson will also serve on the College of Fine Arts Tenure and Promotion Committee for a term of two years. The Director of the School of Art may not vote, but may attend and observe the deliberations.

The responsibilities of the committee include recommendations for tenure and promotion, annual evaluations for progress toward tenure and review of tenure and promotion dossiers. The committee also provides to the director evaluations for consideration in merit increases to salary.

The committee is expected to maintain the highest degree of professionalism and maintain strict confidentiality in its determinations. The committee is charged with the responsibility of a fair and impartial review of materials submitted.

II. SCHOOL OF ART CRITERIA FOR TENURE AND PROMOTION

It is expected that faculty members will achieve tenure and advance in rank through attainment of skills, experience, and an increasing level of effectiveness, responsibility, and professional recognition. Length of service alone will not be the criterion for promotion or tenure.

Factors important to the SOA are high quality teaching, achievement in professional activities, conscientious service and record of collegial responsibility. When any initial appointment or subsequent agreement(s) deviate from the standard university expectation of a 40% teaching, 40% research/creative activity, and 20% service, the differing expectation shall be recorded in the faculty member's personnel file. A pattern of achievement and productivity in these three areas is expected along with demonstrable excellence as educators and professionals.

A. Progress Toward Tenure

The Tenure and Promotion Committee evaluate the progress toward tenure of probationary faculty members. This progress will be evaluated yearly. The faculty member's personnel file, appointment letter and contract, yearly activity reports, annual appraisal/appraisal letters, course evaluations, and any other pertinent information will be reviewed. The director then reviews the above material and the Committee's recommendation. By February 1, the director informs the probationary faculty member in writing about progress toward tenure, recommending continuance, continuance with reservation, or discontinuance. If discontinuance is recommended, the probationary faculty member is notified that a terminal contract will be issued for the next year.

At the midpoint of the probationary period, usually the 3rd year of a group I appointment, the probationary faculty member compiles a dossier including information from the yearly evaluations, to support their progress toward tenure including the accomplishments in the areas of teaching activities, professional activities and service. The dossier must be submitted to the chair of the Tenure and Promotion Committee by November 1. The committee will review candidates using the materials in the submitted dossier along with peer reviews from two SOA tenured faculty members (one chosen by the faculty member and one chosen by the committee). The committee may solicit letters until the required two letters are received. The committee then reviews the dossier and makes its recommendation to the director. The director then reviews the dossier and the recommendation of the committee. By February 1 the director notifies the probationary faculty member in writing recommending continuance, recommending continuance with reservation, or recommending discontinuance. If discontinuance is recommended, the probationary faculty member will be notified that a terminal contract will be issued the next year.

B. Consideration for Tenure and Promotion to the Rank of Associate Professor

Important to the Committee are high quality teaching, a demonstration of professional achievement, including regional and increasing national prominence in professional activities, conscientious service and a record of collegial responsibility. A pattern of achievement and

productivity in these three areas is expected along with demonstrable excellence as educators and professionals.

The Tenure and Promotion Committee recommends tenure, or a terminal contract for those faculty members whose dossiers do not meet the requirements for a tenured faculty member in the School of Art. The committee recommends promotion to the rank of Associate Professor when tenure is granted.

C. Consideration for Promotion to Professor

Normal service in rank before active consideration for promotion is:

Associate Professor to Professor: 5 years

Promotion from Associate Professor to the rank of Professor requires continued excellence in teaching, exceptional and extended professional activity on a national scale, and a significant service contribution to the School and University.

D. Tenure of or Promotion for Faculty Members on Leave

Faculty members who are on leave (Professional Leave or Unpaid Leave of Absence) and who are eligible for consideration for tenure or promotion may also be invited to submit a dossier for consideration by the Tenure and Promotion Committee.

E. Review by the Director of the School

If the Committee's recommendation for tenure and/or promotion is positive, all materials are forwarded to the Director of the School of Art who independently reviews and provides his/her written evaluation of the individual's candidacy, and all materials are forwarded to the Dean of the College of Fine Arts.

III. CATEGORIES TO BE EVALUATED

A. Teaching Activities

To be awarded tenure and advancement in rank requires evidence of continued and developing high quality contributions to the learning experiences of students. Review of the faculty members' teaching effectiveness will include contributions in advising and counseling, evidence of student achievement and progress, contributions of organized opportunities and pertinent experiences to the student's expanded learning environment, effective development of courses, curriculum and exhibitions, presentations to educational symposia or classes at Ohio University, recognition through teaching honors, awards, grants, invited participation in seminars, course syllabi and handouts, peer evaluations, and effective area leadership. Activities unique to the individual faculty member will be considered.

B. Professional Activities

To be awarded tenure and advancement in rank requires evidence of a demonstration of ongoing, developing professional activities. Since the faculty of the School of Art engages in both scholarly and studio activities, a wide variety of activities may be considered relevant. These may include any number of the following, in addition to activities unique to an individual faculty member: scholarly works such as books, monographs, and articles evidenced in refereed or other recognized journals; papers in the proceedings of learned societies; catalogs and catalog

essays or entries sponsored by museums or other institutions; invitations from publishers, museums or editorial boards to submit manuscripts for publication; published references and reviews of a faculty member's research by other artists or scholars; presentation of papers at professional meetings and symposia; manuscripts accepted for publication; manuscripts in progress; and creative works such as exhibitions; acknowledgment of studio work in exhibition catalogs; reviews or reproductions in professional journals; acquisition of an artist's work by a major public or private collection; design projects and publications, honors, awards, grants, studio work in progress, invited membership to boards, granting agencies, and juries.

The Tenure and Promotion Committee considers the quality and scope of a faculty member's professional activities and the quality and reputation of exhibitions, galleries, competitions, journals and publications. The Committee seeks outside professional opinions to insure that informed evaluations are made. Exhibited or published work rank more highly than work that has not been exhibited or is in progress. Work that has been selected by acknowledged experts or work that has been exhibited or published at a national or inter-national level will be considered to have greater significance.

When the nature of a faculty member's research or creative activity does not permit traditional assessment, the faculty member being considered will provide the School with a context and criteria to facilitate the evaluation.

C. Service

The Tenure and Promotion Committee evaluates service to the school, the college, and to the university community. Service may include committee assignments, campus advising and counseling, School of Art course and curriculum development, administrative service, or other non-teaching activity.

The School of Art recognizes an obligation to serve the community at large. Community service may include lectures, demonstrations, workshops, and other activities provided to the local community, state, and national organizations.

IV. PREPARATION OF THE DOSSIER

A. Requirements for Presentation of Materials

A candidate's dossier may be presented in electronic form or traditional printed form.

1. If presented in electronic form, the required format for visual image submissions is power point saved and presented as a PDF. Text must be saved and presented as a PDF. Font must be one of the following: arial, helvetica, or verdana, sized in either 10 pt or 12pt.
2. If presented in print format the following applies: Two separate binders are to be submitted. Each is to be a 1-inch three-ring binder, loose leaf, with tabbed separating pages between sections.

Binder I will contain required materials submitted by the candidate, the school Tenure and Promotion Committee report, external letters of review, and the school director report.

Binder II will contain supportive materials (exhibition catalogs, letters of support, articles, or other materials that might be helpful to the committee) if necessary.

The dossier must be prepared in accordance with the format described in the guidelines of the

college tenure and promotion document. For an online version, see the following site:
<http://www.finearts.ohio.edu/pages/fas/research/fac-prom-ten-guidelines.pdf>.

The associate dean of the college is available for consultation. The chair of the School of Art Tenure and Promotion Committee will also be available to assist the candidate. (COFA document)

B. Materials to be Included in the Dossier

1. Curriculum Vita

Prepared by candidate; comprehensive listing of education, teaching experience, honors, publications, creative works, lectures and presentations, work in collections, memberships and professional affiliations, and other relevant information.

2. Documentation of professional activity

Examples from the categories listed below, depending on the candidate's teaching discipline, are to be submitted to the committee chair:

- a. The most significant exhibition catalog representations of the candidate's work submitted as digital images on seven separate CD discs, or seven identical slide portfolios of the same.
- b. Twenty examples of the candidate's studio work submitted as digital images on seven separate CD discs or seven identical slide portfolios of 20 examples of the same.
- c. Examples of scholarly works, 50 pages maximum submitted as a Microsoft Word document in one of the three acceptable fonts listed on page 5 under Section IV, Preparation of the Dossier, or seven photocopies of the same.
- d. The College of Fine Arts T&P Guidelines and the SOA T&P Guidelines in the same format as described above (see B.2.c.) or seven photo copies of the same.

One disc or one complete set of the hard-copy documentation of professional activity is to be included in the candidate's dossier; six separate identical discs or one each of five of the remaining six sets of hard-copy documentation is to be placed in individual envelopes. These materials will be sent to the external reviewers. One copy of the dossier will be retained by the School of Art. The candidate is not to contact the reviewers directly.

3. List of names, titles, addresses, and telephone numbers and bios of individuals that the committee may use to solicit testimonial letters

- a. Eight former students
- b. Five current tenured colleagues and/or professional peers
- c. Five external reviewers

The Committee will use the lists submitted as a resource in selecting who will be contacted for letters. External letters of review will be solicited from highly qualified scholars/artists of appropriate rank from quality and highly regarded programs and institutions. Normally thesis/doctoral advisors to the candidate will not be asked to serve

as referees. The candidate will be informed of the final list of referees at the time the list is finalized. (COFA document)

V. SOLICITATION OF TESTIMONIAL LETTERS BY THE COMMITTEE

The School of Art Tenure and Promotion Committee solicits testimonial letters for each faculty member being considered for promotion or tenure. These are as follows:

- A. Letters from 5 former students not presently enrolled at Ohio University:
The students selected may not be currently enrolled at Ohio University. At least two letters will come from candidate's resource list.
- B. Letters from 5 current colleagues and/or professional peers:
Selection from tenured faculty and professional peers equal to the rank the candidate is applying for. At least two letters will be solicited from the candidate's resource list.
- C. Letters from 5 external reviewers.
The candidate must state relationship to potential reviewers and include a brief biography of each and their rank. (See College of Fine Arts P& T Procedure for Contacting External Resources.)

VI. TENURE/PROMOTION SCHEDULE OF DEADLINES

NOTE! THESE DATES ARE FINAL DATES. ACTIONS OR TASKS MUST BE COMPLETED IN ADVANCE OF THEM.

- April 15 Committee meets to review consideration of tenure and promotion status of faculty and of midpoint reviews for probationary faculty.
- May 1 Letters are sent out to remind those who will be considered for tenure during the next year and to faculty who are eligible for promotion asking the latter if they wish to be considered for promotion.
- May 1 Chairperson meets with next year's tenure candidates to review dossier preparation procedures.
- May 15 Candidate responds in writing to committee to be considered for promotion.
- May 15 Candidate for tenure and promotion provides the chairperson with a list of five potential external reviewers (including a brief statement outlining the candidate's relationship to each) and a list of eight former students and five current tenured colleagues.
- May 30 Committee meets to discuss and select external reviewers of each candidate. Committee also selects five former students from list submitted by candidate.
- June 1 Chairperson submits to director a list of six external reviewers for each candidate scheduled for review during the next academic year.

- July 1 Director contacts (in writing) external reviewers, requesting their service.
- Sept 1 Confirmed list is to be determined no later than this date.
- Sept (second Friday in September) Dossiers from tenure and promotion candidates are due to committee.
- Sept 15 Evaluation packets are to be sent out to external reviewers, with a deadline for return by November 1.
- Nov 1 Dossiers from midpoint probationary faculty are due to T&P committee.
- Nov 1 Deadline for responses sent in by external reviewers, students, and colleagues.
- Nov 1 Notification is due to faculty of pending consideration for reappointment, promotion, or tenure.
- Nov 30 Committee reviews the annual update form and course evaluations for the previous year for all non-tenured Group I faculty for merit and progress toward tenure.
- Dec 1 Chairperson submits to School of Art director a summary of the committee's recommendations about non-tenured Group I faculty's progress toward tenure.
- Dec 15 Non-reappointment notice to second-year faculty must arrive in mail by this date.
- Jan 15 Committee meets to deliberate on candidates, make recommendations about tenure/promotion, and write summaries for each candidate.
- Feb 1 Director notifies faculty members who are probationary beyond their second year but who are not being considered for tenure of the departmental (school) recommendation regarding continuance or non-continuance.
- Feb 15 Director notifies faculty member in writing of formal departmental (school) recommendation regarding tenure and/or promotion, and if favorable, submits recommendation to dean. If the decision is not favorable the director informs the faculty orally and in writing, and informs dean of the results.
- Mar 1 Director notifies faculty members in their first year of probationary appointment of the decision that has been made not to reappoint.
- Mar 15 Formal notice of reappointment due date. Contract sent to each faculty member (letters are sent if contracts are not available).
- April 1 Director Evaluation forms distributed to faculty.