

SCHOOL OF **VISUAL STUDIES**

Document Revision: October 22, 2018

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BYLAWS

ARTICLE I: MEMBERSHIP

SECTION A: Faculty Membership

Membership in the faculty of the School of Visual Studies shall consist of all tenured and tenure-track faculty, ranked NTT faculty, and any others elected by this faculty to membership.

SECTION B: Voting Privileges

Voting privileges and committee membership shall be extended to all full-time faculty members in the School of Visual Studies. Regular faculty with a tenure home elsewhere on campus who hold joint or affiliate appointments (zero-time) in the SVS may apply for voting eligible faculty status. That status will be reviewed when appropriate. Only tenured and tenure-track faculty can vote on promotion, tenure, and hiring of tenure-track faculty.

ARTICLE II: FACULTY OFFICERS

SECTION A: Director of the School

1. The Director shall serve as chair of the meetings of the SVS faculty. In the absence of the Director, s/he may designate a temporary chair to preside over specific meetings of the SVS faculty and/or make decisions during the Director's absence.
2. The duties and responsibilities of the Director shall be as follows:
 - a. Act as the official SVS representative
 - b. Oversee overall budget and fiscal issues
 - c. Supervise all staff and faculty
 - d. Coordinate and write annual evaluations
 - e. Oversee all HR responsibilities
 - f. Oversee PR, outreach programs, and fundraising
 - g. Coordination of advisory board
 - h. Oversee and coordinate all programs in conjunction with the Program Directors
 - i. Facilitate and coordinate events

SECTION B: Program Directors

1. The duties and responsibilities of Program Directors shall be as follows:
 - a. Serve on the Executive Advisory Committee to the director to assist with the implementation of SVS policies, procedures, mission statement, and bylaws
 - b. Coordinate the scheduling of classes on mezzo

- c. Take lead role in all activities/planning that occurs in their program and maintain communication with the Director regarding all special events for program area, e.g. PR, outreach, visiting artists, lectures, film screenings.
- d. Serve as the initial person of contact for student concerns
- e. Liaise with faculty in their program
- f. Coordinate curricular updates and innovations
- g. Assist Director with coordination of outreach and PR for their program
- h. Consultant to the SVS advisory board
- i. Coordinate and maintain physical facilities in conjunction with area faculty and coordinators
- j. Coordinate and prioritize with director all program-specific budgetary issues including requests from faculty for research leave, facility enhancements, etc.
- k. Coordinate undergraduate and graduate studies program needs, GTA's, student assistants, lab monitors, etc.
- l. Assist Director in identifying all student and faculty accomplishments

ARTICLE III: MEETINGS

SECTION A: Meetings

1. Faculty meetings shall be scheduled by the Director or the Dean of the College of Arts and Science. A special meeting can be called by the Director or upon the receipt of a written request signed by four faculty members.
2. A quorum of one more than half of the voting faculty shall be essential for a meeting to be conducted. If the faculty is asked to vote on a change in a Bylaw or a Standing Rule, then a quorum of two-thirds ($66 \frac{2}{3} \%$) of the faculty shall be necessary.
3. The agenda and proposals other the amendments shall be sent to all faculty members at least two days prior to the meeting. All changes in the Bylaws or Standing Rules must be sent to the faculty at least one week prior to the meeting.
4. A staff member will take minutes at the SVS All-School faculty meetings and distribute the minutes at a time that is reasonable after the meeting and before the next meeting. These minutes will be retained for a period of no less than ten years.

ARTICLE IV: PROGRAMS

ARTICLE V: COMMITTEES

SECTION A: Authority and Responsibility of Committees

1. All standing and ad hoc committees of the School of Visual Studies (SVS) are sub-units of the faculty of the school.
2. Actions taken by all committees shall be with the advice and consent of the entire faculty.
3. Procedural matters of each committee shall be determined by its membership when not described in these Bylaws or given as part of the committee's charge.
4. Except for confidential deliberations of Tenure Track Hiring Committees, the Tenured and Tenure Track Faculty Personnel Committee, Promotion and Tenure Committees, the Tenured Faculty Personnel Committee, the Full Professors Personnel Committee, Mentoring Committees, and the Grievance and Appeals Committee, all committee meetings shall be open to all faculty members as defined in Article I, Section A of these Bylaws. However, only members of the committee may vote. A vote taken with non-committee members voting shall be declared invalid.

SECTION B: Policy Committee

1. The duties of the Policy Committee shall be as follows:
 - a. To consider proposals brought to the committee by individual members of the committee, by individual faculty members who are not members of the committee, and by the Director of the SVS.
 - b. To make recommendations to the faculty for changes in the Bylaws and Standing Rules and on general policy matters that may lie outside the purview of other standing committees.
 - c. To provide advice and counsel on matters brought to the committee by the Director of the SVS.
2. The membership shall consist of the following:

- a. Four ranked members and the Director of the SVS. Nominations and voting for this committee will be done prior to the final meeting of the Spring to determine the committee for the following academic year. Three faculty members are elected by the faculty. The fourth member will be selected by the SVS Director. The Director shall use this appointment to make every effort to ensure that a full range of programs are represented on the committee.
- b. The term of office for faculty committee members shall be for two years from August through July.
- c. The election of new committee members shall be conducted by secret ballot.
- d. The two faculty members who receive the most votes shall be elected.
- e. The faculty member who received the highest number of votes in the election by the faculty shall serve as chair of the committee.
- f. All members of the voting faculty are eligible to vote for members of this committee.
- g. A quorum of three members shall be necessary to conduct committee business.
- h. If an elected faculty member will be absent for one semester or longer and cannot serve, then a special election shall be held to fill the remainder of the term.
- i. If the appointed faculty member is unable to serve when the absence is for one semester or longer, then the Director of the SVS shall appoint a replacement.
- j. In the event of a tie vote involving the faculty members receiving the most votes, a second election between those involved in the tie vote shall be conducted by secret ballot.
- k. In the event of a tie vote for the election of the second and/or third faculty member on the committee, a second election between those involved in the tie vote shall be conducted by secret ballot.

SECTION C: Faculty Evaluation Committee

1. The duties of the Faculty Evaluation Committee shall be as follows:
 - a. Review the reports of accomplishments for the year under review of all full-time faculty members in the school except visiting faculty members.
 - b. Evaluate the accomplishments of each faculty member in Research/Creative Achievement, Teaching, and Service.
 - c. Provide an overall rating based on the ratings for Research/Creative Achievement, Teaching, and Service for the totality of the accomplishments for each faculty member each year, and determine if the accomplishments as a whole are judged to be Satisfactory or Unsatisfactory.
2. The membership shall consist of five tenured members of the faculty. Four are elected by the faculty following the procedures described below. One member is appointed by the Director of the SVS. The director shall use this appointment to make every effort to ensure that a full range of programs are represented on the committee.
 - a. All tenured faculty members are eligible to serve.
 - b. Committee members will serve staggered two-year terms; two or three members will be added each year, and two or three others will step off the committee.
3. Election procedures
 - a. An election of two members of the committee shall be held prior to the final meeting of the Spring semester.
 - b. All members of the voting faculty are eligible to vote for the members of this committee.
 - c. The election shall be conducted by secret ballot.
 - d. Faculty members will vote for four tenured faculty members.
 - e. The two faculty members who receive the most votes shall be elected to a two-year term, except that in the spring of the first year that these Bylaws become effective, the two faculty members who receive the third and fourth most votes will be elected to a one-year term on the committee.
 - f. In the event of a tie vote determining who may or may not be elected to a two-year term, or in the first year, who may or may not be elected to a one-year term, a second election between those involved in the tie vote shall be conducted by secret ballot.

- g. If a committee member cannot serve the full elected term, then a special election will be held to fill the unexpired term of service.
 - h. After completing a two-year period of service on the committee, the faculty member is not eligible for re-election to the committee for one year.
 - i. If a faculty member is able to complete one year of service on the committee, but no more, then they will not be eligible for re-election to the committee for one year.
 - j. If a faculty member is elected to fill the unexpired term of service of another faculty member, that is, the second year of the two-year term, then they will not be eligible for re-election for one year.
 - k. If a faculty member is elected to the committee but is forced to resign for some reason prior to the evaluation of faculty accomplishments in the spring, then they will not have provided committee service and will be eligible for immediate election to the committee at the next election.
4. Committee procedures for the evaluation of faculty accomplishment are described in the corresponding Standing Rule.

SECTION D: Promotion and Tenure Committees

1. A separate Promotion and Tenure Committee shall be formed on two occasions for each candidate in the SVS who is eligible for promotion to the rank of Associate Professor with tenure. A Promotion Committee shall be formed for members eligible for promotion to the rank of Full Professor on two occasions:
 - a. A Promotion and Tenure Committee shall be formed in the fall of the year that the candidate is set to go up for third year review. This committee shall serve until the third year review is completed.
 - b. A Promotion and Tenure Committee shall again be formed early in the spring prior to the fall of the year that the candidate intends to go up for departmental tenure review. This committee shall serve until the departmental tenure review is completed.
 - c. If the Director of the SVS deems a faculty member's performance to be unsatisfactory at the fifth-year post-tenure review, then a Promotion Committee shall be formed to review independently the faculty member's dossier.

2. The duties of the Promotion and Tenure Committee shall be as follows:
 - a. Make recommendations to the Director of the SVS and to the Tenured Faculty Personnel Committee concerning promotion to Associate Professor, tenure, contract renewal or non-renewal of term appointment, and/or terminal appointment for the candidate to whom they have been appointed.
 - b. Conduct the third-year or mid-point review as required by College and campus regulations, and prepare a confidential written report of its recommendation(s) for the Director's disclosure to the faculty member concerned and, if appropriate, to the Tenured Faculty Personnel Committee.
 - c. Examine the Annual Report of Accomplishments only if requested by the Director of the SVS for a recommendation concerning the untenured faculty member's continued appointment.
 - d. To evaluate the fifth-year post-tenure review dossier of a tenured faculty member, if the Director of the SVS deems that faculty member's performance to be unsatisfactory.
 - e. Make recommendations to the Director of the SVS and to the Full Professors Committee concerning promotion of faculty members to Full Professor.
3. The membership shall consist of the following:
 - a. The voting membership will be made up of three or five tenured members of the SVS, appointed by the Director. The director will first consider program, field and/or media area, and expertise when making appointments to Promotion and Tenure Committees, and second the broad representation of the SVS.
 - b. The Director of the SVS may appoint tenured professor(s) with relevant expertise from a closely related department, and/or tenured professor(s) from a closely related department on the other UM campuses, and/or professor(s) emeriti from the SVS if needed.
 - c. The Director of the SVS shall serve as an ex-officio, non-voting member.
 - d. The committee chair shall be elected by the committee from its membership and shall have full voting privileges.
4. All action by the Promotion and Tenure Committee and information furnished to the committee by anyone other than the candidate for promotion and/or tenure shall be confidential. Any Promotion and Tenure Committee member who discloses confidential information may be subject to review by the Faculty Grievance and Appeals Committee.

SECTION E: Tenured Faculty Committee

1. The duties of the Tenured Faculty Committee shall be to evaluate recommendations received from Promotion and Tenure Committees on matters of tenure, promotion to Associate Professor, and/or terminal appointments.
2. The membership shall consist of all tenured SVS faculty members, including members of the Promotion and Tenure Committee. All are eligible to vote. Tenured faculty members on leave are members, but may choose not to participate or vote during the leave semester. Emeriti tenured faculty members are not members.
3. The Director of the SVS shall serve as an ex-officio, non-voting member.
4. All action by the Tenured Faculty Committee and information furnished to the committee by anyone other than the candidate for promotion and/or tenure shall be confidential.

SECTION F. Full Professors Committee

1. The duties of the Full Professors Committee shall be to make recommendations concerning promotion of an Associate Professor to the rank of Professor.
2. The membership shall consist of all tenured SVS faculty members holding the rank of Professor. All are eligible to vote. Full Professors on leave are members, but may choose not to participate or vote during the leave semester. Emeriti Professors are not members.
3. The Director of the SVS shall serve as an ex-officio, non-voting member.
4. All action by the Full Professors Committee and information furnished to the committee by anyone other than the candidate for promotion shall be confidential.
Any Full Professors Committee member who discloses confidential information may be subject to review by the Faculty Grievance and Appeals Committee.
5. Additional information on the committee's duties and procedures are set forth in the corresponding Standing Rule.

SECTION G. Grievance and Appeals Committee

1. The duties of the Grievance and Appeals Committee shall be:
 - a. To conduct informal hearings on grievances or to hear charges of unethical or irresponsible actions on the part of faculty members or graduate teaching assistants.
 - i. In dealing with matters of faculty responsibility, the committee shall abide by the CRR set forth in Section 300.010.L.6.b)
 - b. To hear faculty appeals to the annual ratings awarded by the SVS Faculty Evaluation Committee.
 - i. On the procedure for such appeals, see the corresponding Standing Rule.
 - c. To conduct informal hearings when students appeal course grades.
 - i. The committee's deliberations shall conform to the provisions of Article VII. 2.J in the Faculty Handbook.
2. The Grievance and Appeals Committee shall be composed of four tenured faculty members. Members of the Evaluation Committee and faculty members with terminal contracts are not eligible to serve.
3. Members of the Appeals Committee shall be elected each fall by a majority vote of all eligible members of the SVS faculty. The faculty member receiving the highest number of votes will chair the committee.
4. The term of office shall be for one academic year lasting from September through August.
5. Three members shall constitute a quorum. If any member of the committee has a conflict of interest, they must excuse themselves from the process. In the absence of a quorum, the SVS Director shall appoint substitute members to establish a quorum.
6. The SVS Director shall serve as a voting member, except in instances when their decision is being appealed.

SECTION H. Undergraduate Studies and Graduate Studies Committees

1. There shall be separate committees on Undergraduate Studies and Graduate Studies.
2. The duties of these committees shall be to address curricular matters and policies at their respective levels, to make a record of their committee meetings, and to report all actions taken to the faculty at regularly scheduled faculty meetings.
 - a. Proposals will be considered from areas, individual faculty members, directors, or may be committee-initiated.
 - i. Each committee will post a meeting schedule at the beginning of each semester.
 - ii. Meeting agendas shall be publicized to all committee members and the Director of the SVS at least two days prior to the meeting date.
 - iii. Meetings will be open to all faculty members. Attendance by area coordinators, entire areas, and/ or faculty shall be requested when necessary.
 - iv. Significant curricular proposals shall be submitted in writing to the appropriate committee chair at least two days prior to the meeting date.
 - b. Actions taken by these committees shall be subject to the advice and consent by vote of the entire SVS faculty. Proposals for curricular changes shall only be brought to the full faculty by the appropriate Curriculum Committee after the committee's prior consideration and approval.
3. The membership of the Committees shall consist of the following:
 - a. The Undergraduate Studies Committee shall be composed of five (5) or more ranked faculty members with at least one representative from every undergraduate program in the SVS.
 - b. The Graduate Studies Committee shall be composed of three (3) or more ranked faculty members with at least one representative for every graduate program in the SVS.
4. Members of the Undergraduate and Graduate Studies Committees shall be appointed each fall by the Director of the SVS. The chair of each committee will be elected by its appointed members.
5. Curricular Subcommittees

- a. Individual SVS programs are encouraged to form standing or ad hoc subcommittees to develop curricular proposals to be submitted to the SVS Undergraduate or Graduate Studies Committees.

SECTION I. Mentoring Committees

1. The duty of Mentoring Committees is to support and guide newly-appointed non-tenure-track faculty members toward promotion, and tenure-track faculty members toward promotion and/or tenure.
2. Mentoring Committees are comprised of two tenured faculty members who hold an academic rank above that of the faculty member being mentored.
3. One member shall be appointed by the Director of the SVS in consultation with the candidate. This member shall be within the SVS. This mentor's primary role shall be to guide the candidate through the promotion and/or tenure process within the structure of the SVS.
4. One member shall be selected by the candidate in consultation with the Director of the SVS. The Director of the SVS will extend the request for mentorship. This member may be inside or outside of the SVS. This mentor's primary role shall be to guide the candidate through the promotion and/or tenure process within the university and the larger community.
5. Additional committee procedures and duties are set forth in the corresponding Standing Rule.

SECTION J. Search Committees

1. A Search Committee shall be appointed to review and screen applications for all full-time faculty vacancies in the SVS.
2. The duties of a Search Committee shall be to select finalists and to make recommendations to the Director of the SVS and to the Tenured and Tenure-Track Faculty Personnel Committee regarding the hiring of full-time faculty.
3. The membership of the Search Committee shall consist of the following:
 - a. The membership will be made up of three (3) members or five (5) members.

- b. Members and committee chairs shall be appointed by the Director of the SVS.
 - c. Program, field and/or media area, and expertise will be the primary factor in appointing membership in the Search Committee. The broad representation of the SVS will be a secondary factor.
 - d. All members of Search Committees for tenure-track positions must be tenure-track or tenured members of the SVS except in cases where there are not sufficient tenure-track or tenured faculty, or in other exceptional circumstances. In those cases, a search committee shall be formed by the addition of tenure-track and/or tenured professor(s) from a closely related department, and/or tenure-track and/or tenured professor(s) from a closely related department on the other UM campuses, and/or professor(s) emeriti from the SVS. The number of emeriti faculty shall not be greater than 50% of the committee membership.
 - e. Members of Search Committees for non-tenure-track positions may include ranked non-tenure-track faculty. The majority of the committee must be tenure-track or tenured members of the SVS.
- 4. The membership of the Search Committee shall consist of the following: Departing members of the faculty, or members who have been non-regular or part-time and who are candidates for a permanent or full-time appointment, shall not hold membership on the Search Committee.
 - 5. Procedures for faculty searches are set forth in the corresponding Standing Rule.

SECTION K. Other Committees and Subcommittees

- 1. Other standing committees may be appointed by the Director of the SVS or may be structured by the faculty upon amendment of these Bylaws.
- 2. Ad hoc committees or subcommittees may be requested by a standing committee.

ARTICLE VI: PARLIAMENTARY AUTHORITY

The parliamentary authority governing all cases not covered by these Bylaws shall be Robert's Rules of Order (Newly Revised) so long as there is no conflict with the Bylaws of the faculty of the University of Missouri or the College of Arts and Science.

ARTICLE VII: AMENDMENTS TO THE BYLAWS AND STANDING RULES

New Bylaws may be adopted, Standing Rules affecting policy and procedures of the faculty of the School of Visual Studies may be enacted, and Bylaws or Standing Rules may be amended or repealed at a duly convened meeting of the faculty under the provisions of Article III, Sections A.1 and A.2. Notice of any proposed change in the Bylaws or Standing Rules shall be given in writing to all members of the faculty at least one week prior to the time of the meeting at which the proposed change is to be considered under the provisions of Article III, Section A. 3. Whenever such a change is proposed, the member or members of the faculty making such a proposal shall file with the Director a written statement in the precise form of the proposed change. New Bylaws and Standing Rules become part of these Bylaws upon their approval (or other specified date, if part of the proposal).

Approved by the Faculty of the
School of Visual Studies on Oct 19, 2018

STANDING RULES

Criteria for Evaluation

1. Introduction

1.1. The fair evaluation of faculty accomplishments in research/creative activity, teaching, and service to the University, the community and the profession is important to the professional development of the department and to the maintenance of good faculty morale. The process described herein is designed to insure a fair and comprehensive evaluation of faculty performance and to provide faculty with knowledge of the process. Any proposal for changes to the provisions herein must be made in writing; circulated to all regular faculty at least one week in advance of any vote; must be discussed in a meeting specially called for that purpose; must be approved by a majority vote of regular faculty. Any vote to amend or modify this document will be by secret ballot.

1.2. These guidelines are intended to be in agreement with the guidelines for Annual Evaluation of Faculty For Purposes of Merit Pay promulgated by the University of Missouri System, the University of Missouri-Columbia, and the College of Arts and Science. Should noncompliance be found in the guidelines of the School of Visual Studies, the guidelines of the System, Campus, and/or College will prevail.

1.3. Evaluations will be based on faculty accomplishments realized during the last calendar year (January 1-December 31). At the start of the spring semester, faculty members will enter their creative and scholarly accomplishments, teaching and service activity into the MyVita system and complete the requisite self-evaluation. Supplementary materials may be submitted to the Evaluation Committee.

2. Evaluation of Research and Creative Accomplishment

2.1. Faculty who excel in research, scholarship or creative accomplishment are engaged in work appropriate to their field, discipline, and area of specialization, and their work is respected and recognized by their colleagues and peers, both within and outside the university. Research and creative accomplishment may be manifested in various ways: showing new and innovative work in exhibitions and festivals, invited and juried, solo and group; obtaining commissions from private, commercial, and governmental agencies; publishing books, articles in journals, chapters in edited collections, online publications, and essays in major exhibition catalogs; editing scholarly books, catalogues, and journals; curating significant museum and gallery

exhibitions; digital humanities projects; presenting at conferences and other scholarly events; receiving recognition and support of scholarship by means of awards, invitations, fellowships, grants, and residencies.

2.2. Criteria for assessing the quality of research activity will be the extent to which it:

- Constitutes a contribution to the advancement of knowledge or creative expression;
- Is acknowledged and respected by professional peers, often determined by the quality and reputation of the venue or publisher; and
- Influences the development of professional practice and the faculty member's regional, national, and international reputation.

2.3. The quantity of research, scholarship or creative accomplishment will be assessed with regard to the nature of the candidate's appointment, as well as the availability of research opportunities and funding within a given media, field, and discipline. Instruments in MyVita for evaluating creative accomplishment and scholarly research in the School of Visual Studies include documentation of:

- peer-reviewed and invited publications: books, articles, reviews, and essays.
- participation in juried or invitational shows and festivals of regional, national or international significance.
- participation in conferences or invitations to present work at museums, universities, libraries, and other significant venues.
- scholarships, fellowships and residences received.
- curatorial work.
- letters from private, commercial, and governmental agencies for whom professional services were provided.
- grants applied for and grants received.
- awards and honors for research, scholarship or artistic accomplishment.

2.4. Faculty research and creative accomplishment will be scored according to the following qualitative scale. No fractions will be used:

- Exceptional (4): record of extraordinary accomplishment in research and creative activity.

- Good (3): record of above average accomplishment in research and creative activity.
- Satisfactory (2): record of average accomplishment in research and creative activity.
- Unsatisfactory (0 or 1): record of weak or persistent lack in research and creative activity. A zero will be awarded for the absence of any record of research or creative activity.

3. Evaluation of Teaching

3.1. A commitment to teaching is expected of all members of the faculty in direct proportion to their appointment. Teaching will be evaluated on the basis of demonstrated efficacy. Acceptable teaching establishes a documented commitment to the classroom and a demonstrated impact on student learning.

3.2. Instruments for evaluating teaching may include documentation of:

- courses taught with number of students enrolled.
- graduate teaching, advising, and committee appointments.
- course evaluation summary and scores.
- peer classroom observations.
- extraordinary student accomplishments.
- teaching development (new courses and/or course development).
- review and assessment activities for other faculty and/or GTAs.

3.3. Faculty teaching will be scored according to the following qualitative scale. No fractions will be used:

- Exceptional (4): record of extraordinary accomplishment in teaching.
- Good (3): record of notable accomplishment and student successes.
- Satisfactory (2): record of adequate effort and accomplishment in teaching.

- Unsatisfactory (0 or 1): record of demonstrated lack of teaching accomplishment, inattention in teaching, or failure to promote an appropriate environment for student learning. A zero will be given if no documentation on teaching quality is submitted by the faculty member.

4. Evaluation of Service

4.1. Faculty service is expected of all members of the faculty in direct proportion to their service appointment. Service will be evaluated on the basis of participation as well as demonstration of impact on the School of Visual Studies, the university, and the faculty member's regional, national, and international professional communities. Faculty members are to engage in service with professionalism and mutual respect. Acceptable service establishes a documentable impact on the smooth functioning of the school, and avoids inattention that unfairly contributes to disproportionate departmental workload falling on other faculty members.

4.2. Instruments for evaluating service may include documentation of:

- participation in SVS, College and/or University appointed, elected, and volunteered committees.
- administrative work in the SVS, College, and University.
- external and internal review and assessment activities.
- participation in appropriate regional, national, and international professional associations and organizations.
- promoting public understanding by organizing, leading, and participating in social outreach or fundraising events.

4.3. Faculty Service will be scored according to the following qualitative scale. No fractions will be used:

- Exceptional (4): record of extraordinary service.
- Good (3): record of above average service.
- Satisfactory (2): record of acceptable amount of service.

- Unsatisfactory (0 or 1): record of failure to perform meaningful service. A zero will be given for a general withdrawal from service responsibilities.

5. Composition of the Evaluation Committee

5.1. The Evaluation Committee is comprised of four tenured faculty members. All tenured faculty members are eligible to serve. Each member will serve a staggered two-year term wherein two members will be added each year, and two others will step off the committee.

5.2. Election procedures

- An election of two members of the committee shall be held during the last thirty days of the Spring semester.
- All members of the SVS faculty (as defined in Article I of the Bylaws) are eligible to vote for the members of this committee.
- The election shall be conducted by secret ballot.
- Faculty members will vote for four tenured faculty members.
- The two faculty members who receive the most votes shall be elected to a two-year term, except that in the spring of the first year that these policies and procedures become effective, the two faculty members who receive the third and fourth most votes will be elected to a one-year term on the committee.
- In the event of a tie vote determining who may or may not be elected to a two-year term, or in the first year, who may or may not be elected to a one-year term, a second election between those involved in the tie vote shall be conducted by secret ballot.
- If a committee member cannot serve the full elected term, then a special election will be held to fill the unexpired term of service. The faculty member who fills an unexpired term of service will not be eligible for re-election to the committee for one year.

6. Role of the School Director in Evaluation Committee Member Selection and during the Committee Meeting(s)

6.1. The Director will schedule, convene, and chair the Evaluation Committee meeting(s). During meetings, the Director will record the Committee's evaluation ratings.

6.2 Prior to Evaluation Committee meetings, the Director will designate each member of the committee as primary reader for approximately the same number of dossiers. The Director will also designate each member of the Committee as secondary reader for approximately the same number of dossiers.

6.3. The Director is not a voting member of the Evaluation Committee. During meetings, the Director will answer questions, if asked, but will not offer opinions on faculty ratings. However, the Director may request additional clarification of the justification for a particular rating by the Committee. S/he may also provide additional explanation for any evaluation if s/he deems it appropriate.

7 Role of Evaluation Committee

7.1. The Evaluation Committee shall meet annually at the earliest possible date in the Spring Semester to review the faculty accomplishments during the previous calendar year.

7.2. It will consider all activities documented in MyVita and the self-evaluation, and may consider supplemental materials provided to the Committee.

7.3. All committee members will read and discuss all dossiers. Primary readers are responsible for presenting at the meeting a summary of the dossiers to which they have been assigned, and a proposed evaluation rating. Primary readers shall also present preliminary written reports on each of their dossiers to members of the Committee and the Director. Secondary readers will provide a second proposed evaluation rating of the dossiers to which they are assigned.

7.4. At the end of the discussion of each dossier of tenured and tenure-track faculty, each committee member will determine a separate rating for research or creative accomplishments, teaching, and service. The results of these deliberations must be clearly grounded in the pertinent evaluation standards for the respective program areas, as noted in sections 2-4. The ratings of each member of the Committee in each of the three areas of evaluation will be added together and averaged.

7.4.1. Faculty members serving on the Evaluation Committee may not be present during the evaluation of their dossiers.

7.5. In the case of research and teaching leaves, sabbaticals, or approved leaves of absence, evaluations can be performed on the basis of one semester of research or creative activity,

teaching, and service performed during the calendar year. Faculty on research and teaching leaves will also be evaluated based on their documentation on MyVita and their self-evaluation of research or creative activity and accomplishments during the term of the leave. In the case of research leaves lasting an entire calendar year, the Committee will proceed as in 7.6. In the case of family and medical leaves lasting an entire calendar year, the Committee will proceed as in 7.7.

7.6. In the case of research and teaching leaves lasting an entire calendar year, the faculty member will document their research or creative activity and accomplishments in MyVita and the self-evaluation and will be evaluated on that basis. The Committee will carry over the most recent evaluation ratings in teaching and service, unless the faculty member requests a new evaluation in one or both of those areas.

7.7 In the case of family and medical leaves lasting an entire calendar year, the Committee will carry over the most recent evaluations in all three areas for the term of the leave, unless the faculty member requests a new evaluation in one or more areas.

7.8. The dossiers of non-tenure-track faculty (assistant teaching professors and lecturers) will follow the same procedure, but focus only on teaching and service.

7.9. Committee members will each assign a rating of unsatisfactory (0 or 1), satisfactory (2), good (3), or exceptional (4) in each area of evaluation, as outlined in sections 2-4. These ratings will be averaged, as noted in 7.4. In addition, an overall evaluation will be determined on the basis of the evaluations of research or creative activity, teaching, and service. The quantitative evaluations resulting from the average of the committee members' ratings in each area will be multiplied by the percentage of effort for each area specified in the faculty member's contract and then added together.

8. Role of the Director in Evaluation

8.1. Following the completion of the evaluation of faculty accomplishments by the Evaluation Committee, the Director shall review the ratings for every faculty member. On the basis of the primary reader's preliminary report and the Committee's discussions, the Director will prepare written evaluation reports for faculty members, containing the ratings for each area and the overall rating, and explaining in sufficient detail the grounds for the Committee's assessments. These reports will be sent by the Director to the Committee for review within twenty-one (21) days of the Committee's meeting. Members of the Committee will approve the Director's reports or request revisions within seven (7) days of receipt of the report. The approval of evaluation reports should be completed within forty-two (42) days of the Committee's meeting.

8.2. After approval by the Committee, the Director's report will be sent to each faculty member within seven (7) days of the Committee's approval.

9. Appeals

9.1. The Faculty Appeals Committee shall be composed of four tenured faculty members. All members of the Appeals Committee must have completed two full academic years of service in the School. Any regular faculty member who has been given a terminal contract is not eligible to serve. No member of the Appeals Committee may be a member of the Evaluation Committee that made the evaluation that is under appeal.

9.2. Election and Constitution of the Faculty Appeals Committee

- a) Members of the Appeals Committee shall be elected annually from those eligible by majority vote of all members of the School's faculty.
- b) Three members shall constitute a quorum. If a member desires to bring an appeal before the Committee, they must excuse themselves from participating in the review of her or his own appeal.
- c) The committee member receiving the most votes in the committee election will preside at the meetings of the Appeals Committee, and will have full voting privileges. In the absence of a quorum, the School Director shall appoint substitute members sufficient to establish a quorum.

9.3. The Appeals Process

- a) The committee member receiving the most votes in the committee election will preside at the meetings of the Appeals Committee, and will have full voting privileges. In the absence of a quorum, the School Director shall appoint substitute members sufficient to establish a quorum.
- b) Every faculty member has the right to appeal the evaluation. The appeal must be filed with the School Director in accordance with the following procedure.
- c) A faculty member wishing to appeal the rating of the Evaluation Committee of his or her accomplishments shall have ten working days following receipt of the written evaluation report from the School Director to initiate an appeal at the School level. An appeal is initiated by a letter of appeal to the Director clearly stating the specific and substantive reasons for the appeal.

- d) Upon receipt of the letter of appeal, the Director will refer the matter to the Appeals Committee and will promptly arrange for a meeting to consider the appeal.
- e) Prior to the meeting of the Appeals Committee, the School Director will ask the Evaluation Committee to write a brief response to the appeal letter from the appellant that summarizes the reasons for its original rating. If the appeal is for a rating that was adjusted by the Director, then the Director must prepare a brief response giving reasons for the adjustment. The Evaluation Committee and Chair will have five working days to prepare the response. A copy of the response will be sent to the appellant at the same time that it is sent to the members of the Appeals Committee.
- f) The Appeals Committee shall review the appellant's MyVita report and any supplementary materials (the same report and materials submitted previously to the Evaluation Committee), the letter from the appellant, and the response of the Evaluation Committee and Director.
- g) The Appeals Committee may also request faculty evaluation data on the range of ratings in each of the three categories and the average ratings for each category as well as the overall average rating for the entire faculty.
- h) The jurisdiction of the Appeals Committee is limited. Its function is to determine the following:
 - 1. Whether the finding of the Evaluation Committee regarding the appellant's research or creative accomplishments, teaching, and service is sustained by the record.
 - 2. Whether departmental procedures were followed by the Evaluation Committee.
- i) The burden is on the appellant to show that 1) the rating of the Evaluation Committee or School Director is not supported by the record of accomplishment, and that 2) the evaluation procedures were not followed by the Evaluation Committee or School Director.
- j) If the Appeals Committee concurs with the Evaluation Committee and School Director, then the rating will remain unchanged. If it finds that the Evaluation Committee and School Director issued a rating that is not supported by the record of accomplishments or that they did not follow proper procedures, then the Appeals Committee will determine the appropriate rating and this revised rating will become the final rating.
- k) A written report of the decision made on each appeal must be prepared by the Appeals Committee and sent to the School Director within five working days after the decision has been made. The Director will send it to the appellant and the members of the Evaluation Committee. This report constitutes the final decision of the Appeals Committee and may not be appealed again in the School.