

# SCHOOL OF **VISUAL STUDIES**

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<b>BYLAWS</b>	<b>3</b>
<b>ARTICLE I: MEMBERSHIP</b>	<b>4</b>
SECTION A: Faculty Membership	4
SECTION B: Voting Privileges	4
<b>ARTICLE II: FACULTY OFFICERS</b>	<b>5</b>
SECTION A: Director of the School	5
SECTION B: Program Directors	5
<b>ARTICLE III: MEETINGS</b>	<b>7</b>
SECTION A: Meetings	7
<b>ARTICLE IV: PROGRAMS</b>	<b>8</b>
<b>ARTICLE V: COMMITTEES</b>	<b>9</b>
SECTION A: Authority and Responsibility of Committees	9
SECTION B: Policy Committee	9
SECTION C: Faculty Evaluation Committee	11
SECTION D: Promotion and Tenure Committees	12
SECTION E: Tenured Faculty Committee	14
SECTION F. Full Professors Committee	14
SECTION G. Grievance and Appeals Committee	15
SECTION H. Undergraduate Studies and Graduate Studies Committees	16
SECTION I. Mentoring Committees	17
SECTION J. Search Committees	17
SECTION K. Other Committees and Subcommittees	18
<b>ARTICLE VI: PARLIAMENTARY AUTHORITY</b>	<b>19</b>

ARTICLE VII: AMENDMENTS TO THE BYLAWS AND STANDING  
RULES 19

STANDING RULES 20

# 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

Updated September, 2019

## Standing Rule 1. Promotion and Tenure of Regular Faculty: Definition of Rank and Criteria

### 1. Introduction

- 1.1. The School of Visual Studies and the University recognize that the processes of consideration for promotion and tenure will produce decisions that will affect the employment and economic status of the individual faculty member. This document is designed to provide the best possible means for judging the performance of an individual, ensuring that activities of similar type and magnitude of importance are given equal consideration, and ensuring the highest degree of fairness to the candidate while safeguarding the interests of the School and University.
- 1.2. The future distinction of the School of Visual Studies depends in large part upon the quality of the judgment exercised in making tenure decisions. For this reason, and because the awarding of tenure represents a commitment of substantial resources on the part of the University, each such recommendation will be made with the greatest possible care and will be the result of thorough and rigorous scrutiny of all relevant information. This extended commitment on the part of the University inherent in the granting of tenure requires that the candidate exhibit not only the potential for future achievement but also a firm record of past achievement. They must, upon appointment, show evidence of likely success in all aspects of the academic appointment, thereby indicating a clear potential for eventually achieving the rank of Professor.
- 1.3. In accordance with University policy, tenure and promotion within the School of Visual Studies will be awarded based on faculty accomplishments in three broad categories: 1) scholarly/creative achievement (40%), 2) teaching (40%), and 3) service (20%). General procedures for promotion and/or tenure for each candidate will be defined at the time of the tenure-track appointment, if not during the interview visit prior to appointment. During the second semester of the first year, each new faculty member will develop a written plan for engaging in research/creative achievement that will lead to tenure and/or promotion. Its purpose is to give direction to the new faculty member as they begin their probationary period and develops a record of scholarly research or creative achievement. That plan will be submitted for review by the Director and Evaluation Committee. The faculty member is expected to pursue scholarly or creative achievement activities consistent with the general objectives of the plan. The plan should be reviewed and updated during each of the first three years of the probationary period.
- 1.4. A Mentoring Committee will be appointed for each new faculty member during the first year of appointment in accordance with The Bylaws Article V Section I. The committee will guide the new faculty member in the preparation of the plan for research/creative achievement and mentor them in scholarly or creative achievement, teaching, and service during the probationary period.
- 1.5. Faculty members will make contributions according to their own special talents. Some of those contributions may go beyond their primary field or area. In view of this possibility, the application of specific criteria for promotion to any rank or for granting tenure may not preclude recognition of unique contributions of an

individual under consideration. The candidate will be evaluated annually in accordance with established School of Visual Studies guidelines and University rules.

- 1.6. All communication between the individual faculty member and the Director, the Faculty Evaluation Committee, the Tenured Faculty Committee, and/or the Full Professors Committee that pertains to tenure and promotion will be transmitted in writing.
- 1.7. These guidelines for tenure and promotion in the School of Visual Studies are intended to be in agreement with the Guidelines for Promotion and Tenure promulgated by the University of Missouri system and the University of Missouri. Should non-compliance be found in the guidelines of the School of Visual Studies then the Collected Rules and Regulations of the Curators of the University of Missouri system and guidelines of the University will prevail.

## **2. Definition of Ranks**

- 2.1. Assistant Professor  
Individuals appointed to the rank of Assistant Professor can be described as follows:
  - 2.1.1. The Assistant Professor must have earned the terminal degree within a program of study culminating with a significant scholarly or creative achievement. The terminal degree in constitutes the minimum requirement for this appointment. In exceptional cases, someone may be appointed to the rank of Assistant Professor without the terminal degree.
  - 2.1.2. The Assistant Professor must demonstrate potential for excellence for productivity in scholarly or creative achievement, in teaching and for achieving a position of leadership in the profession as a teacher and artist or scholar.
  - 2.1.3. The Assistant Professor must possess potential to be promoted to Associate Professor and eventually to Professor.
  - 2.1.4. The Assistant Professor will be considered for promotion to the rank of Associate Professor no later than the sixth year of their appointment at the University, except in those cases wherein the Assistant Professor has received an official extension of the probationary period as stipulated in the Collected Rules and Regulations of the Board of Curators of the University which may include pregnancy, serious illness, or care of an invalid or seriously ill family member or other close dependent. Persons at this rank who have demonstrated unusual and extraordinary achievement may be considered for promotion early. In unusual cases, persons with prior notable experience in higher education and/or professional experience in the field may be given some credit for that experience on the six-year probationary period at the time of the initial appointment.
- 2.2. Associate Professor  
Individuals appointed or promoted to the rank of Associate Professor must meet the requirements for an Assistant Professor as well as the following:

- 2.2.1. Normally, the Associate Professor should have six years of successful teaching experience at the college or University level or the equivalent.
  - 2.2.2. The Associate Professor must have demonstrated success in scholarly or creative activity, teaching, achievement at the regional or national level, and continuing accomplishment in their discipline. Notable participation in professional activities and service is expected of the Associate Professor.
  - 2.2.3. The Associate Professor should possess potential to be promoted to Professor.
  - 2.2.4. Each faculty member at the rank of Associate Professor has the right to apply in the School of Visual Studies for promotion to the rank of Professor in the sixth year of appointment at the Associate rank and, should promotion not occur, every third year thereafter, and no more frequently, but may request that the School not initiate or carry through this process at this or any such scheduled time. On the other hand, an Associate Professor with an extraordinary record of achievement in scholarly/creative achievement, teaching, and service may apply for promotion to Professor before the sixth year since there is no minimal time period required in this rank before application for promotion. The criteria for promotion from Associate Professor to Professor are based on significant achievement—not on time in rank.
- 2.3. Professor  
Individuals appointed to or promoted to the rank of Professor must meet the requirements for an Associate Professor as well as the following:
- 2.3.1. The Professor must present documented evidence that they have achieved a position of distinction in the profession as an artist or scholar. Accomplishments in the area of scholarly or creative achievement must be recognized nationally or internationally.
  - 2.3.2. The Professor must provide continuing evidence of excellence in teaching. They are expected to provide leadership in developing the instructional activities of the University and in maintaining the highest academic, scholarly or artistic, and professional standards.
  - 2.3.3. The Professor must have contributed significantly to regional and national professional organizations as well as to the University in service activities.

### **3. Criteria for Promotion and Tenure from Assistant Professor to Associate Professor with Tenure**

#### 3.1. Introduction

- 3.1.1. As delineated in Standing Rule \_\_\_ [TBD # for Faculty Evaluation standing rule], appropriate forms of scholarly and creative productivity and professional activity for faculty members on tenure-track appointments in the SVS may take a range of forms, corresponding to the disparate disciplinary frameworks and fields of specialization

within which they work. Each individual case will be considered on its own merits. A sustained record of scholarly or creative accomplishment is important but quality of the work is of greater importance than quantity.

3.1.2. The SVS expects candidates for promotion from assistant to tenured associate professor to meet the following criteria in the three traditional areas of faculty activity, research or creative work, teaching, and service:

### 3.2. Scholarly and Creative Achievement

#### 3.2.1. Critical and Historical Studies

3.2.1.1. The traditional expectation for promotion to associate professor with tenure in fields the terminal degree of which is typically a Ph.D. is the publication of one book from a reputable publishing house, supplemented by other published work, that shows an established and sustained research agenda. The body of work must demonstrate the candidate's status as an active and recognized member of the national scholarly community. The book may take the form of a peer-reviewed scholarly monograph or an important and substantial exhibition catalog. A book manuscript accepted for publication and under contract by such a publishing house is sufficient.

3.2.1.2. In rare cases of exceptional scholarship, other forms of publication may be substituted for the book if they are determined by the candidate's Tenure and Promotion Committee and the faculty of the SVS to be equivalent to the traditional expectation (as stated in 3.2.1.1.) in quantity, quality, intellectual coherence, and sustained effort. This follows recommendations made by the College Art Association and the Modern Language Association:  
<http://www.collegeart.org/standards-and-guidelines/guidelines/art-history-tenure>.

3.2.1.3. In addition, it is expected that faculty in these programs will maintain a visible presence in the scholarly community outside the university. This may take many forms, including invited lectures, participation in scholarly conferences by reading papers or commenting on sessions, the publication of book reviews, and active membership in scholarly organizations and networks.

#### 3.2.2. Art and Design, Film Studies, and Digital Storytelling (Production)

3.2.2.1. Artists, film makers, and digital storytellers must produce a body or bodies of new creative work that, in the judgment of the Promotion and Tenure Committee and SVS faculty, demonstrates that they are an active, successful member of the artistic community at the regional and/or national level. Individual and group exhibitions, film-festival and -series screenings, art and film commissions, design commissions including commercial and/or client-based work, acquisitions by public or private collections, and/or peer-reviewed creative activities are to be regarded as analogous to publications in other fields. These forms of artistic activity and presentation share a form of institutional evaluation analogous to the forms of peer review usually expected of most scholarship in other disciplines.

3.2.2.2. Evidence of the quality, significance, and impact of a faculty member's work may vary by field. They might include, but are not limited to: awards, prizes, funding (fellowships, grants, residencies), citations and periodical

references, press releases and/or media attention, curatorial letters, peer reviews, acquisition by public and private collections or communities, commissions, commercial successes, and data about viewers or users.

3.2.2.3. The majority of dissemination opportunities in art, design, film, and digital storytelling are within venues wherein impact is determined by numerous, varied, and nuanced considerations. Accordingly, venues are not ranked in a manner consistent with or parallel to scholarly publications in academic disciplines where widely accepted and distinctly ranked orders of importance and impact often exist. Nonetheless, factors for the evaluation of the impact of a venue or commission have traditionally been: the public reputation and profile of the venue, collection, or client and their role in the shaping of contemporary critical discourse and/or practice in the field; the venue's, collection's, or client's record of advancing a particular form of art, film, or design production; the selectivity of the selection process and its form of critical peer review; and the cultural impact or geographical reach of the venue, collection, or client, both in terms of the pool of producers/exhibitors and the audience (regional, national, international). (See the College Art Association's Guidelines for the Retention and Tenure of Art and Design Faculty: <http://www.collegeart.org/standards-and-guidelines/guidelines/art-and-design-tenure>)

3.2.2.4. Faculty in these programs are expected to maintain a visible presence in the artistic community outside the university. This may take many forms, including adjudication, peer-review, residencies, artist's talks, interviews, the publication of critical reviews or other texts, participation in scholarly and artistic conferences, film festivals, or analogous events, curatorial work, and active membership in professional artistic organizations and networks.

### 3.3. Teaching

3.3.1. A commitment to excellence in teaching is expected of all members of the faculty in direct proportion to their appointment. Teaching will be evaluated on the basis of its efficacy, as it is demonstrated in the form of student accomplishments and evaluations, peer observations, and other pertinent forms of documentation.

3.3.2. Teaching may take various forms, including: classroom or online instruction; individual instruction and mentoring; portfolio review; the supervision of undergraduate and graduate papers and projects, theses, and dissertations; and advising at both the undergraduate and graduate levels. No style of teaching is privileged, as excellence in teaching is not necessarily linked to a particular pedagogical style and delivery mechanism.

3.3.3. Faculty members may respond to the needs of the SVS and contribute significantly to its curriculum in other ways as well, including but not limited to: mentoring graduate teachers; instructing unusually large numbers of undergraduate students; developing new courses; teaching writing-intensive courses; covering for colleagues; delivering guest lectures and presentations in another class; organizing field trips, lectures, critiques, and workshops; and giving talks to local students.

3.3.4. Other activities may be an important aspect of teaching excellence in the SVS, insofar as they contribute to student access and success. Of particular note is the oversight of media area studio facilities.

### 3.4. Service

3.4.1. The candidate should have an active and developing record of service at the program and SVS levels, and in the community. Service may take a variety of forms, including but not limited to: work on program and SVS committees; arrangement of lectures and exhibitions on campus and in the community; procuring funding for exhibitions, visiting artists or scholars on campus; consulting and judging; promoting public understanding by organizing, leading, and participating in social outreach or fundraising events; serving as faculty adviser for student organizations.

## **4. Criteria for Promotion and Tenure from Associate to Full Professor**

### 4.1. Introduction

4.1.1. The criteria for promotion from Associate Professor to Professor are based on significant achievement, not on time in rank. Each faculty member at the rank of Associate Professor has the right to apply to the Director of the SVS for promotion to the rank of Professor in or after the sixth year of appointment to the Associate rank, but is not required to do so. An Associate Professor with an extraordinary record of achievement in teaching, research or creative work, and service may apply for promotion to Professor before the sixth year. Promotion to full will not be reviewed more than twice in any five-year period.

### 4.2. Scholarly or Creative Achievement

4.2.1. Candidates for promotion from associate to full professor must provide evidence that they have achieved a position of distinction in the profession. Their accomplishments must be recognized nationally or internationally.

#### 4.2.2. Critical and Historical Studies

4.2.2.1. The expectation for promotion to Full Professor is the publication, or completed manuscript under contract, of a sole-authored book from a reputable publishing house or its equivalent (for example a major catalogue raisonné or major museum exhibition catalogue, of which the candidate is either sole author or responsible editor). Also expected is a body of other work that demonstrates the candidate's status as "a scholar who has achieved national distinction" (UM System CRR 320.035.B.2.f). This other work could include edited or co-authored books, refereed journal articles and book chapters, exhibition curation or publication, review-essays, and contributions to digital forms of scholarship, reference works, or textbooks. Only work published or conducted since the promotion to associate professor is included in the dossier for promotion to full professor.

4.2.2.2. The faculty member should have an ongoing research agenda and be an active member of the scholarly community with a national reputation. This can take many forms, including but not limited to: participation as a presenter and/or commentator in scholarly conferences; the publication of book and exhibition reviews; leadership in appropriate regional, national, and international scholarly organizations and networks; membership on editorial and advisory boards; service as a peer-reviewer; and invitations to lecture at other institutions.

#### 4.2.3. Art and Design, Film Studies, and Digital Storytelling (Production)

4.2.3.1. Candidates must demonstrate a sustained and enhanced level of creative and professional activity, as outlined above in paragraphs 3.2.2.1.-3.. They must present documented evidence that they have achieved a position of distinction in their field and their accomplishments in the area of research/creative achievement must be recognized nationally and/or internationally.

4.2.3.2. Faculty in these programs are expected to maintain a visible presence in the artistic community outside the university. This may take many forms, including adjudication, peer-review, residencies, artist's talks, interviews, curatorial work, the publication of critical reviews or other texts, participation in scholarly and artistic conferences, film festivals, or analogous events, and significant activity in professional artistic organizations and networks.

#### 4.3. Teaching

4.3.1. The Professor must provide continuing evidence of excellence in teaching. They are expected to provide leadership in developing the instructional activities of the SVS and the university and in maintaining the highest academic, artistic, and professional standards.

#### 4.4. Service

4.4.1. The Professor must have an active and ongoing record of service to the program, SVS, College, and university, and/or in the community. This may primarily take the form of service on program, SVS, College, and university committees; administrative work in the SVS, College, and university; and external peer-review and assessment.

## **Standing Rule 2. Promotion and Tenure Procedures for Regular Faculty**

### **1. Nominations**

- 1.1. Recommendations for promotion and tenure may be submitted by any faculty member on behalf of another faculty member, or a faculty member may request consideration for their own promotion or tenure.
- 1.2. The deadline for submitting such recommendations or requests to the Director of SVS is February 1 for review during the following year. The Director shall inform the entire SVS faculty about any recommendations or requests received.

### **2. Solicitation of Outside Letters of Review**

- 2.1. Each candidate will provide six to twelve names, addresses, phone numbers, and email addresses of potential outside reviewers to the Director, preferably on or before February 15. As stipulated in the Call Document for Promotion and Tenure circulated by the Provost, written evaluations must be obtained from at least six outside reviewers. Normally, tenured full professors will be selected as outside reviewers. An explanation must be provided if tenured associate professors are selected as outside reviewers for assistant professors seeking tenure and promotion. Preference will be given to outside reviewers from peer

AAU public or private institutions that have programs, departments, or schools that are comparable to the SVS and its programs.

- 2.1.1. In exceptional cases, outside reviewers may come from non-academic institutions. Such reviewers, who may be museum curators, gallery directors, art directors, etc., must be qualified to comment upon the impact of the candidate's work in the field. However, six letters from external reviewers must be from reviewers at academic institutions. No more than two letters may be from reviewers at non-academic institutions. A brief summary of the qualifications of every person selected should be included.
- 2.1.2. The candidate shall not contact any of the proposed outside reviewers nor should any faculty member other than the Director of the SVS contact any prospective reviewer at any time during the entire review process.
- 2.1.3. No external reviewer should be selected who might reasonably be viewed as biased, positively or negatively. No outside reviewer shall be a current or former teacher, a current or former faculty colleague, collaborator in a research project or creative activity, former classmate, a student or former student, a personal friend, or kin of the candidate.
  - 2.1.3.1. Candidates may submit a list to the Director of those who should not be solicited to submit an external review, providing a written justification for this exclusion.
- 2.2. The Director and Promotion and Tenure Committee or Promotion Committee (see 2.2.2.1. directly below) shall compile a list of six to twelve names, addresses, phone numbers, and email addresses of potential outside reviewers, preferably on or before February 15.
  - 2.2.1. In the case of tenured Associate Professors seeking promotion to Full Professor, two members of the Full Professors Committee will be chosen by that committee to oversee the case. In what follows, these two members are designated as the Promotion Committee.
- 2.3. The Director, in consultation with the chair of the Promotion and Tenure Committee or Promotion Committee shall select a minimum of six and no more than eight reviewers from whom letters will be requested no later than March 1. No more than half of the reviewers may be selected from the list submitted by the candidate. The other reviewers will be selected independently from the list compiled by the Promotion and Tenure Committee or Promotion Committee, in consultation with the chair of the Mentoring Committee, if appropriate. The names of those selected as outside reviewers will be held in confidence and not reported to the candidate.
- 2.4. The Director will contact each prospective outside reviewer by email and solicit their assistance in evaluating the work of the candidate.
- 2.5. Documentation submitted to outside reviewers should be selected by the candidate from the following list, in accordance with the faculty member's role and responsibilities in the Department, and in consultation with the Director, the Promotion and Tenure Committee or Promotion Committee, and the Mentoring Committee: 1) SVS and University guidelines for promotion and tenure; 2) the candidate's "Statement of Scholarly or Creative Achievement"; 3) a complete

curriculum vita of the candidate's professional accomplishments; and 4) documentation of publications or creative work pertinent to the candidate's field and program.

2.5.1. Documentation of the candidate's work will include:

2.5.1.1. For those in critical and historical studies, and for those in studio art, film studies, and digital storytelling (production) who publish actively: copies of selected refereed publications (books, articles, chapters, etc.) and reviews representing the candidate's scholarly research since the last hiring, tenure, or successful promotion decision.

2.5.1.2. For those in studio art, film studies, and digital storytelling (production): Photographs or digital documentation of selected creative work completed since the last hiring, tenure, or successful promotion decision. The portfolio should represent a sample of the candidate's best work. The candidate may include a description and explanation of the work, as well as a history of its submission for peer review and the impact and dissemination of the work. Digital files of the portfolio and accompanying description and explanation will be sent to external reviewers; the digital files may be accompanied by a printed inventory.

2.6. Those materials, as well as a cover letter described in the Call Document for Promotion and Tenure, will be sent by the Director to each external reviewer. (A sample letter is provided at <http://provost.missouri.edu/faculty/sample-review.html>.) The letter to every outside reviewer must include the following: 1) the indication of the candidate's percent of effort (typically 40/40/20 in Teaching, Research or Creative Achievement, and Service) for the most recent academic year; 2) a request for the reviewer to state whether and how he/she knows the candidate and if he/she knows the candidate, and the reason(s) they can provide an objective review; 3) a request for comment on the candidate's overall level of creativity, the impact of the research, the candidate's potential for future productivity, and the extent of the candidate's development of a national/international reputation; 5) a request for comparison of the candidate's achievement with peers known to the reviewer.

2.7. All reviewers will receive the same materials.

2.8. Those materials, as well as a prescribed cover letter, will be sent by the Chair to each external reviewer by April 15.

2.9. The deadline for the receipt of letters from the external reviewers in the Art Department office will be on or before August 20.

### **3. Preparation of the Dossier of Supporting Materials**

3.1. The Director will provide each candidate with all pertinent documents regarding the preparation of supporting materials, especially the "Call Document" issued by the Provost and available on the Provost's Office web page under "Promotion and Tenure."

- 3.2. Each candidate is encouraged to consult with the Director, Promotion and Tenure Committee or Promotion Committee, and Mentoring Committee in the preparation of materials so that the dossier, including all supporting materials as described in the “Call Document,” will be available for examination by the Tenured Faculty or Full Professors on or before September 1. If significant new accomplishments (i.e., an international or national exhibit, commission, catalogue, etc.) occur after the review process has begun, the candidate may update the dossier that has been submitted for review.

#### 4. Review of Materials

- 4.1. The review of promotion and tenure materials of tenure-track faculty, that is, Assistant Professors and Associate Professors without tenure, begins initially with the Promotion and Tenure Committee. A full description of the committee procedures that pertain to regular faculty for promotion and tenure are described in Standing Rule [...], sections [...-...]. For the promotion of Assistant Teaching Professors and Associate Teaching Professors, see Standing Rule ... and Standing Rule ..., sections ...-....
- 4.2. Following the preparation of an evaluation report by the Promotion and Tenure Committee, the report will be made available to the members of the Tenured Faculty Committee and the candidate for promotion and tenure. All materials relating to the promotion and tenure of Assistant Professors and Associate Professors seeking tenure will be made available for review for a minimum of one week.
- 4.3. For faculty members who are tenured Associate Professors seeking promotion to the rank of Professor, the Promotion Committee will meet, review all promotion materials, draft an evaluation report, and send it to the Director, who will make it available to all members of the Full Professors Committee and to the candidate for promotion. Only members of the Full Professors Committee will review materials of candidates seeking promotion to the rank of Professor. The materials will be available for review for a minimum of one week.
- 4.4. Members of the Tenured Faculty Committee or Full Professors Committee will individually peruse the complete dossier (including all materials relating to teaching, scholarly or creative achievement, and service) before hearing testimony and discussing the candidate. The dossier will also be made available to all other members of the SVS faculty, but excluding the letters from outside reviewers.
  - 4.4.1. Copies of the confidential letters from outside reviewers will be made available only to those faculty members eligible to vote on the candidacy of the faculty under consideration, that is, to Tenured Faculty Committee members who vote on tenure and promotion to Associate Professor, or to the Full Professors who vote on promotion to the rank of Professor.
- 4.5. The Director shall provide the appropriate voting faculty members with a copy of the candidate’s letter of appointment and all annual evaluations completed since the last hiring, tenure, or successful promotion decision, whichever is the most recent.
- 4.6. Generally, the letters of evaluation from external reviewers and annual evaluations will only be available in the Director’s Office for confidential reading

by the appropriate voting faculty during business hours.

## 5. Meeting of the Committee

- 5.1. The meeting of the Tenured Faculty Committee or Full Professors Committee should be held on or about September 15.
- 5.2. The Director shall set the date of the meeting and notify all members at least two weeks in advance.
- 5.3. The Director serves as an ex-officio member of the committee. They shall serve as the convener and moderator of the meeting, but shall not participate in the discussion, except that they may ask questions of those providing information and answer questions posed by a committee member.
- 5.4. Prior to deliberating and voting, the Tenured Faculty Committee or Full Professors Committee will invite testimony from all tenured members of faculty in the area of the candidate, as well as any other tenured SVS faculty members with close professional ties to the candidate. Neither non-tenured, visiting, and adjunct faculty nor students will provide testimony on promotion and tenure cases.
- 5.5. Each candidate for promotion and tenure will meet with the committee to respond to questions and address any concerns. Any suggestions for the revision of promotion and tenure documentation should be made immediately before the review at the College level.
- 5.6. After interviewing the candidate and receiving testimony about the candidate's work, the committee shall discuss the candidate's qualifications for promotion and tenure. The committee discussion should focus on scholarly or creative achievement, teaching, and service.

## 6. Voting

- 6.1. After discussing the qualifications of all candidates, a vote by secret ballot will be taken for each candidate. For an Assistant Professor, both tenure and promotion to the rank of Associate Professor are mandatory for continuing appointment. However, if an Associate Professor is hired at that rank without tenure, then separate votes on tenure and promotion are required since promotion to the rank of Professor is not mandatory.
- 6.2. The Director does not vote as a member of the committee on matters of promotion and tenure because they have a separate and independent vote.
- 6.3. All eligible voting faculty members are expected to vote unless they are on an officially approved leave of absence. All votes from faculty members who are on a leave of absence must be received by the Chair no later than the day of the vote on promotion and tenure.
- 6.4. The Director, assisted by the chair of the Policy Committee, will count the ballots. The ballots will be retained in departmental files.

## 7. Reporting the Vote

- 7.1. Following the vote by the Tenured Faculty Committee or the Full Professors Committee, the Director shall report in writing to each candidate the vote of the committee and the Director's own recommendation, before the recommendations are delivered to the Dean. The Director shall also inform the members of the committee in writing the results of the vote (that is, favorable or unfavorable by the majority) within two days after the counting of the ballots.
- 7.2. The Director will prepare a written evaluation of research or creative achievement, teaching, and service for each tenure and promotion candidate in accordance with provisions in the "Call Document." The evaluation will describe the procedures followed in the review of the candidate's work, provide an overview of the candidate's accomplishments, especially during their time at MU, comment upon generally accepted standards of quality within the discipline, both on this campus and nationally, and provide a concise statement of the Director's recommendation, including any factors requiring special consideration.
- 7.3. The written evaluation prepared by the Promotion and Tenure Committee or the Promotion Committee must conform to and reflect the majority vote of the full committee. If so, then it will represent the full committee in the promotion and tenure dossier. If not, then it must be revised to reflect the majority vote of the Tenured Faculty Committee or Full Professors Committee.
- 7.4. All members of the Tenured Faculty Committee or the Full Professors Committee will sign the evaluation document, thereby acknowledging that it reflects the majority vote of the committee. Anyone wishing to express an individual opinion must submit their evaluation in paper and digital form to the Director for inclusion in the promotion dossier for each candidate at least seven days before the College deadline.
- 7.5. A copy of the written evaluations by the committee and the Director, as well as any individual opinions, will be given to the candidate no later than seven calendar days after the date of the vote by the committee.
- 7.6. All committee members will receive a copy of each signed committee evaluation that has been prepared. The Director will inform the committee members of their vote on the candidate.

## 8. Appeals

- 8.1. A candidate who receives a negative evaluation and recommendation from the majority of the committee or from the Chair shall have seven calendar days from the date of receipt of that information to notify the Tenured Faculty Committee or Full Professors Committee (whichever is appropriate) and the Chair of the Department of the intent to appeal. The Chair will schedule a meeting to hear the appeal within seven days of such notification.
- 8.2. The candidate may elect to appeal the recommendation, or they may elect not to contest the recommendation at the department level. If the candidate chooses to contest the recommendation, then they are expected to furnish substantive evidence.

- 8.3. A report of the appeal vote by the Tenure Faculty Committee or Full Professors Committee shall be added to the candidate's dossier and accompany the Director's recommendation to the Dean of the College of Arts and Science and the Arts and Science Promotion and Tenure Committee.

## **9. Grievances**

- 9.1. Grievances resulting from perceived violations of University or departmental tenure and promotion procedures by the Tenured Faculty Committee, the Full Professors Committee, or the Director shall be presented to the Arts and Science Grievance Committee through the Dean within seven calendar days of notification of action taken on the candidate's tenure and promotion or on the appeal of same.

### **Standing Rule 3. The Appointment and Promotion of Full-Time Non-Tenure-Track Faculty**

- **In Process, fall 2019**

### **Standing Rule 4. Mentoring Committee for Tenure-Track Faculty**

- **In Process, fall 2019**

### **Standing Rule 5. Mentoring Committee for Non-Tenure-Track (NTT) Faculty**

- **In Process, fall 2019**

### **Standing Rule 6. 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.

## **Standing Rule 7. Promotion and Tenure Committees**

- In Process, fall 2019

## **Standing Rule 8. Faculty Search Procedures**

- To be revised and/or written

## **Standing Rule 9. Five Year Post-Tenure Review**

- To be revised and/or written