

## CRITERIA FOR DEPARTMENTAL PERSONNEL ACTIONS

### Department of Art (revised 06 February 2011)

APSU Policies 5:060, 5:061 and 5:062 describe the nature of the areas of evaluations for faculty. In order to better present the departmental criteria, the following template has been developed to guide collection and reconciliation of the existing criteria. Where gaps exist, departments and schools should modify and/or develop specific minimum criteria for each area of evaluation for the various levels of faculty reviews. The purpose of this outline is to get more uniformity in the presentation of minimum criteria as delineated in the Faculty Handbook and to establish more specific criteria where applicable.

*This template has been revised to reflect changes to APSU Policy 5:060 effective for 2009-2010.*

- I. Faculty Retention Years 1-3
  - A. Effectiveness in Academic Assignment
    1. Teaching effectiveness (APSU Policy:IV.A.1.)
      - a. Student Evaluations of Instruction
        - i. The scores for all classes taught by candidates should meet or exceed the University's average student evaluation of faculty scores.
      - b. Peer Review of Instruction
        - i. In years 1 through 3 the candidate shall have one peer review of their teaching per semester. The Chair will appoint the tenured faculty reviewer. The reviewer will visit at least two class sessions in order to write the review of the candidates classroom work.
      - c. Direction of Undergraduate Research
        - i. Documentation of assistance with student creative research may be included.
      - d. Course and Curricular Development and Improvements
      - e. Evidence of various instructional techniques that result in demonstrated learning by their students and student engagement should be included in sample syllabi.
      - f. Effective Student Advisement
      - g. During the first year a candidate shall be assigned a small number of student advisees. The candidate will be assigned a tenured faculty advisement mentor who shall act as an advisor for the candidate in advisement matters. In subsequent years the candidate shall be assigned normal advisement loads.
      - h. Work Effectively with Colleagues
        - i. Provide evidence of successful participation in departmental activities such as gallery openings, guest speaker events, and Center activities. Attendance of faculty meetings is required.
      - i. Other
        - i. Since personnel reviews are cumulative, candidates are expected to successfully address suggestions contained in the previous year's departmental evaluation. Failure to do so is just cause for non-retention.
    2. Non-teaching assignments (APSU Policy 5:060.IV.A.2.)
      - Evidence of administrative or supervisory duties as dean, department

chair/director, program coordinator, or other special activities for which reassigned time is given.

**a. Gallery Director (2/3 Gallery Director, 1/3 Studio)**

- i. Must provide evidence of installation and administration of all aspects for each art exhibition in the Trahern Gallery and Mabel Larson Gallery.
- ii. Must provide evidence of successful administration of all aspects of the APSU Art Collection, including but not limited to maintaining accurate records of artwork and loaning of the collection.

**B. Research/Scholarship/Creative Activities (APSU 5:060.IV.B)**

**1. Studio**

**a. Publications**

- i. There is no requirement. Publication of innovative teaching methods or exceptional student work is encouraged.

**b. Papers Presented**

- i. The candidate shall present a paper, or serve on one panel/workshop at a professional conference within their first three years of candidacy.

**c. Performances or Exhibitions**

- i. The candidate shall exhibit in two local venues; juried or non-juried. Local defined as in a 60 mi. radius of APSU annually.
- ii. Submit work to two regional juried exhibitions appropriate to the faculty member's area of expertise annually. Exhibit in one regional venue, this may be juried or non-juried annually.
- iii. Participate in all APSU bi-annual faculty exhibits.
- iv. Exhibit in one national juried opportunity appropriate to their work within their first three years of candidacy. (national show is defined as the show is open to all professional artists living in the United States. A juried international show is also acceptable for this category.)
- v. Other. Any recognition of the faculty member's creative work not otherwise covered by the above categories.

**d. Research or Creative Arts in Progress**

- i. The candidate must provide evidence of ongoing creative/scholarly work particularly those works related to and or is support of their teaching assignment.

**e. Other (These are not requirements but if applicable should be listed)**

- i. Dossier/CV should include a list all galleries currently representing them as artists.
- ii. If the candidate's style of artistry is such that it would not be represented in traditional galleries but in other venues then those recognitions and/or representations shall be included in the dossier.
- iii. List all grants, fellowships, residencies submitted and awarded.

**2. Visual Communications**

The following are requirements to be achieved by the end of year three. Proof of progress shall be shown in year two.

**a. Publications**

- i. There is no requirement. Publication of innovative teaching methods or

- exceptional student work is encouraged.
- b. Papers Presented
    - i. The candidate shall present a paper, or serve on a panel/workshop at a professional conference within their first three years of candidacy.
  - c. Performances or Exhibitions
    - i. The candidate shall exhibit in two local venues; juried or non-juried. Local defined as in a 60 mi. radius of APSU annually.
    - ii. Submit one design per year to a juried national or regional design show/competition.
    - iii. Participate in all APSU bi-annual faculty exhibits.
    - iv. Exhibit one design in a national design show/competition within their first three years of candidacy.
  - d. Research or Creative Works in Progress
    - i. The candidate must provide evidence of on-going design work.
    - ii. Two examples of design projects per year, (related to their teaching assignment) created for local, regional or national clients shall be included in the dossier.

### **3. Studio/Visual Communications**

- a. Publications
  - i. There is no requirement. Publication of innovative teaching methods or exceptional student work is encouraged.
- b. Papers Presented
  - i. The candidate shall present a paper, or serve on a panel/workshop at a professional conference within their first three years of candidacy.
- c. Performances or Exhibitions
  - i. Participate in all APSU bi-annual faculty exhibits.
  - ii. The candidate shall exhibit in two local venues; juried or non-juried. Local defined as in a 60 mi. radius of APSU annually.
  - iii. Submit one work per year to one regional juried exhibition appropriate to the faculty member's area of expertise.
  - iv. Exhibit in one National juried opportunity appropriate to their work within their first three years of candidacy. (National show is defined as the show is open to all professional artists living in the United States. A juried international show is also acceptable for this category.)
  - v. Other. Any recognition of the faculty member's creative work not otherwise covered by the above categories.
  - vi. Submit one design to a national or regional design show/competition.
- d. Research or Creative Arts in Progress
  - i. The candidate must provide evidence of on-going creative/scholarly work related to the teaching assignment.
  - ii. Two examples of design projects per year, (related to their teaching assignment) created for local, regional or national clients shall be included in the dossier.

#### **4. Art Education**

- a. Publications
  - i. Submit one article per year to a professional/scholarly journal/publication.
  - ii. Inclusion of an article in a regional or national publication within their first three years of candidacy.
- b. Papers Presented
  - i. Present a paper, serve on a panel, participate in a workshop or other appropriate scholarly activity each year at a regional or national level conference in the first three years.
- c. Research or creative Arts in Progress
  - i. The candidate is expected to demonstrate and report their ongoing scholarly work in the field of Art Education.
- d. Other
  - i. The candidate shall demonstrate ways of connecting elementary and secondary art educators of the area to the Art Education Major at APSU. Purposes for this relationship with the schools are to improve and promote Art Education regionally, to promote community involvement and to recruit high school students for APSU.

#### **5. Art History**

- a. Publications
  - i. Submit one article per year to a professional/scholarly journal/publication.
  - ii. Inclusion of an article in a regional or national publication within their first three years of candidacy.
- b. Papers Presented
  - i. Present a paper, serve on a panel or other appropriate scholarly activity each year at a regional or national level conference in the first three years.
- c. Research or Creative Arts in Progress
  - i. Demonstrate a record and give examples of on-going and scholarly work related the art historical field of research.
- d. Other
  - i. None required

#### **6. Gallery Director (2/3 Gallery Director, 1/3 Studio)**

- a. Publications
  - i. There is no requirement. Publication of innovative teaching methods or exceptional student work is encouraged.
- b. Papers Presented
  - i. The candidate shall present a paper or serve on a panel related to gallery duties at a professional conference within their first three years of candidacy.
- c. Performances or Exhibitions
  - i. The candidate shall exhibit in one local venue; juried or non-juried. Local defined as in a 60 mi. radius of APSU annually.
  - ii. Submit work to one regional juried exhibition appropriate to the faculty member's area of expertise annually. Exhibit in one regional venue, this may be juried or non-juried annually.

- iii. Participate in all APSU faculty exhibits.
- iv. Exhibit in one national juried opportunity appropriate to their work within their first three years of candidacy. (national show is defined as the show is open to all professional artists living in the United States. A juried international show is also acceptable for this category.)
- v. Other. Any recognition of the faculty member's creative work not otherwise covered by the above categories.
- d. Research or Creative Arts in Progress
  - i. The candidate should submit evidence of ongoing creative/scholarly work particularly those works related to and or is support of their teaching assignment.
- e. Other
  - i. Research and curate two major exhibitions on campus or locally, in addition to expectations for non-teaching assignment within their first three years of candidacy.
  - ii. The following are not requirements but if applicable should be listed;
    - 1) The candidate shall list all galleries currently representing them as artists.
    - 2) If the candidate's style of artistry is such that it would not be represented in traditional galleries but in other venues then those recognitions and/or representations shall be included in the dossier.
    - 3) List all grants, fellowships, residencies submitted and awarded.

C. Professional Contributions and Activities (APSU Policy 5:060.IV.C)

- 1. Service to Campus
  - a. Committee work or other administrative service
  - b. Service on Faculty Senate or special task forces
  - c. Other participation or leadership in the university's governing and policy-making processes
  - d. Advisor to student organizations
  - e. Other Campus service
- 2. Service to One's Discipline
  - a. Memberships and leadership in professional organizations
  - b. Professional service as session chair, discussant, paper reviewer, other
- 3. Service to the Community
  - a. Discipline-related presentations to community groups
  - b. Discipline-related advice and consultations to community groups
  - c. Other discipline-related service to the local community or larger society

II. Faculty Retention Years 4-5 and Tenure Year

A. Effectiveness in Academic Assignment

- 1. Teaching effectiveness (APSU Policy 5:060.IV.A.1.)
  - a. Student evaluations of instruction
    - i. The scores for all classes taught by candidates should meet or exceed the University's average student evaluation of faculty scores.
  - b. Peer review of instruction
    - i. In years 4 through 6 the candidate shall have one peer review of their

teaching each year. The Chair will appoint the tenured faculty reviewer. The reviewer will visit at least two class sessions in order to write the review of the candidates classroom work.

- c. Direction of undergraduate and graduate research
    - i. See years 1-3.
  - d. Course and curricular development or improvements
    - i. Provide evidence of course and curricular development, an important consideration in the 4<sup>th</sup>, 5<sup>th</sup> and tenure year reviews.
  - e. Effective student advisement
    - i. Faculty should be familiar with both general core and the latest requirements for majors.
    - ii. Assisting students in the scheduling of classes is the most pressing need. Provide a list of students currently being advised.
    - iii. Faculty should also facilitate long-range planning to expedite degree completion.
  - f. Work Effectively with Colleagues
    - i. Provide evidence of successful participation in departmental activities such as gallery openings, guest speaker events, and Center activities. Attendance of faculty meetings is required.
  - g. Other
2. Non-teaching assignments (APSU Policy 5:060.IV.A.2.)  
Evidence of administrative or supervisory duties as dean, department chair/director, program coordinator, or other special activities for which reassigned time is given
- b. Gallery Director (½ Gallery Director, ½ Studio)**
    - i. Must provide evidence of installation and administration of all aspects for each art exhibition in the Trahern Gallery and Mabel Larson Gallery.
    - ii. Must provide evidence of administration of all aspects of the APSU Art Collection, including but not limited to maintaining accurate records of art work and loaning of the collection.

**B. Research/Scholarship/Creative Activities (APSU 5:060.IV.B)**

**1. Studio**

- a. Publications
  - i. Same as years 1 - 3
- b. Papers Presented
  - i. Same as years 1 - 3
- c. Performances or Exhibitions
  - i. Same as years 1 - 3
- d. Research or Creative Arts in Progress
  - i. Same as years 1 - 3
- e. Other (These are not requirements but if applicable should be listed)
  - i. Same as years 1 - 3

**2. Visual Communications**

- a. Publications

- i. Same as years 1 - 3
- b. Papers Presented
  - i. Same as years 1 - 3
- c. Performances or Exhibitions
  - i. The candidate shall have their work shown or included in one regional or national design show or publication
  - ii. The candidate shall submit their design's to one national juried show per year.
- a. Research or Creative Works in Progress
  - i. The candidate must provide evidence of on-going design work.
  - ii. Two examples of design projects per year, (related to their teaching assignment) created for local, regional or national clients shall be included in the dossier.
- d. Other
  - i. Provide evidence of work to establish relationships with local and regional clients. Provide evidence of continuing education in order to maintain their technical knowledge in the field.

### **3. Studio/Visual Communications**

- a. Publications
  - i. Same as years 1-3
- b. Papers Presented
  - i. Same as years 1-3
- c. Performances or Exhibitions
  - i. Same as years 1 - 3
- d. Research or Creative Arts in Progress
  - i. Same as years 1 - 3
- e. Other Items
  - i. Same as years 1 - 3

### **4. Art Education**

- a. Publications
  - i. In addition to the requirements of years 1 to 3, one publication is required in a professional/juried journal.
- b. Papers Presented
  - i. Present a paper or sit on two panels at a national conference; OR, one paper and one panel presentation at a regional conference.
- c. Research or Creative Arts in progress
  - i. Demonstrate on-going progress in research in the field

### **5. Art History**

- a. Publications
  - i. In addition to the requirements of years 1 to 3, one publication is required in a scholarly publication.
- b. Papers Presented
  - i. In years 4 - 6 two papers shall be presented at either regional or national conference.

- c. Research or Creative Arts in Progress
  - i. Demonstrate and report examples of on-going scholarly work related to the art historical field of research.

**6. Gallery Director (2/3 Gallery Director, 1/3 Studio)**

- a. Publications
  - i. Same as years 1 - 3
- b. Papers Presented
  - i. Same as years 1 - 3
- c. Performances or Exhibitions
  - i. Same as years 1 - 3
- d. Research or Creative Arts in Progress
  - i. Same as years 1 - 3
- e. Other Items
  - i. Same as years 1 - 3

**C. Professional Contributions and Activities (APSU Policy 5:060.IV.C)**

- 1. Service to Campus
  - a. Committee work or other administrative service
  - b. Service on Faculty Senate or special task forces
  - c. Other participation or leadership in the university's governing and policy-making processes
  - d. Advisor to student organizations
  - e. Other campus service
- 2. Service to One's Discipline
  - a. Memberships and leadership in professional organizations
  - b. Professional service as session chair, discussant, paper reviewer, other.
- 3. Service to the Community
  - a. Discipline-related presentations to community groups
  - b. Discipline-related advice and consultations to community groups
  - c. Other discipline-related service to the local community or larger society.

**IV. Promotion to Assistant Professor (Policy 5:061)**  
(Same outline as I)

**V. Promotion to Associate Professor (Policy 5:061)**  
(Same outline as II)

**VI. Promotion to Full Professor (since the last promotion)**

- A. Effectiveness in Academic Assignment
  - 1. Teaching effectiveness (APSU Policy 5:060.IV.A.1.)
    - a. Two peer reviews within the past year.

2. Non-teaching assignments (APSU Policy 5:060.IV.A.2.)  
Evidence of administrative or supervisory duties as dean, department chair/director, program coordinator, or other special activities for which reassigned time is given

**b. Gallery Director (2/3 Gallery Director, 1/3 Studio)**

- iii. Shall be responsible for the installation and administration of all aspects for each art exhibition in the Trahern Gallery and Mabel Larson Gallery.
- iv. Shall be responsible for administration of all aspects of the APSU Art Collection, including but not limited to maintaining accurate records of art work and loaning of the collection.

**B. Research/Scholarship/Creative Activities (APSU 5:060.IV.B)**

**1. Studio**

- a. Performances or Exhibitions
  - i. ongoing regional exhibitions
  - ii. inclusion in national shows
  - iii. regional or national solo exhibitions
- b. Research or Creative Arts in Progress
  - i. demonstrate record of on-going creative/scholarly work related to teaching assignment
- c. Other Items
  - i. evidence of activity in four different areas from the following list:
    - 1) Presentation at a regional or national conference
    - 2) Applying for or receiving grants
    - 3) Curatorial activities
    - 4) Commissioned projects
    - 5) Gallery affiliations
    - 6) Writing critical reviews; related technology or pedagogy
    - 7) Prizes, honors, special recognition on the regional level
    - 8) Public lecture to regional or national audience

**2. Visual Communications**

- a. Performances or Exhibitions
  - i. Inclusion in national juried or invitational applied art exhibitions or competitions
- b. Research or Creative Arts in Progress
  - i. demonstrate record of on-going creative/scholarly work related to teaching assignment
- c. Other Items
  - i. evidence of work with regional or national clients
  - ii. evidence of activity in three different areas from the following list:
    - 1) Presentation at a regional or national conference
    - 2) Applying for or receiving grants
    - 3) Curatorial activities
    - 4) Writing critical reviews; related technology or pedagogy
    - 5) Prizes, honors, special recognition on the regional level
    - 6) Public lecture to regional or national audience

### **3. Studio/Visual Communications**

- a. Performances or Exhibitions
  - i. inclusion in regional or national juried or invitational applied art exhibition or competition, or presentation of paper/workshop to national conference,
  - ii. on-going inclusion in regional exhibitions, in addition to APSU faculty exhibition.
- b. Research or Creative Arts in Progress
  - i. demonstrate record of on-going creative/scholarly work related to teaching assignment
- c. Other
  - i. demonstrated evidence of work with regional or national client,
  - ii. evidence of activity in four different areas from the following list:
    - 1) Presentation at a regional or national conference,
    - 2) Applying for or receiving grants,
    - 3) Curatorial activities,
    - 4) Commissioned projects,
    - 5) Gallery affiliations,
    - 6) Writing critical reviews; related technology or pedagogy,
    - 7) Prizes, honors, special recognition on the regional level,
    - 8) Public lecture to regional or national audience,
    - 9.) Solo exhibition

### **4. Art Education**

- d. a. Publications
  - ii. Publish two articles in a professional/juried journal
- e. Papers Presented
  - ii. Present two papers at a national or sit on three panels at a national conference; OR, any other equal combination.
- f. Research or Creative Arts in progress
  - ii. Demonstrate on-going progress in research in the field
- e. Other Items
  - i. evidence of activity in three areas from the following list:
    - 1) publish book review or biographical entry
    - 2) applying for or receiving grants,
    - 3) invitations to review or jury proposals for funding,
    - 4) contribute art education professional expertise to local school or art agency
    - 5) curatorial work,
    - 6) research presentations at other universities, museums, or other scholarly venues,
    - 7.) contributions to books, exhibition catalogues, or other art publications

### **5. Art History**

- a. Publications
  - i. Publish two works in a scholarly publication
- b. Papers Presented

- c. Present two papers at a national or sit on three panels at a national conference; OR, any other equal combination.
- d. Research or Creative Arts in Progress
  - i. Demonstrate and report examples of on-going scholarly work related to the art historical field of research
- e. Other Items
  - i. evidence of activity in three of the areas from the following list:
    - 1) contributions to books, exhibition catalogues, or other art historical publications
    - 2) applying for or receiving grants
    - 3) invitations to review or jury proposals for funding
    - 4) writing critical reviews
    - 5) curatorial work
    - 6) research presentations at other universities, museums, or other scholarly venues

**6. Gallery Director (2/3 Gallery Director, 1/3 Studio)**

- a. Performances or Exhibitions
  - i. ongoing regional exhibitions
  - ii. inclusion in national shows
  - iii. regional or national solo exhibitions
- b. Research or Creative Arts in Progress
  - i. demonstrate record of on-going creative/scholarly work related to teaching assignment.
- c. Other Items
  - i. Research and curate two major exhibitions off campus since the last promotion.
  - ii. Research and curate four major exhibition on campus or locally, in addition to expectations for non-teaching assignment since the last promotion.
  - iii. Evidence of activity in two different areas from the following list since the last promotion:
    - 1) Presentation at a regional or national conference
    - 2) Applying for or receiving grants
    - 3) Writing critical reviews related to teaching assignment
    - 4) Prizes, honors, special recognition on the regional level
    - 5) Public lecture to regional or national audience

**C. Professional Contributions and Activities (APSU Policy 5:060.IV.C)**

- a. Service to Campus
  - i. Committee work or other administrative service
  - ii. Service on Faculty Senate or special task forces
  - iii. Other participation or leadership in the university's governing and policy-making processes
  - iv. Advisor to student organizations
  - v. Other campus service
- b. Service to One's Discipline

- i. Memberships and leadership in professional organizations
  - ii. Professional service as session chair, discussant, paper reviewer, other.
- c. Service to the Community
  - i. Discipline-related presentations to community groups
  - ii. Discipline-related advice and consultations to community groups
  - iii. Other discipline-related service to the local community or larger society.

VII. Expectations for tenured faculty not being reviewed for promotion. This section applies to all tenured faculty including Full Professors.

(Same outline as I, except peer reviews are not required. There should be continued Effectiveness in Academic Assignment, continued Research, Scholarship and/or Creative Activities and continued Professional Contributions and Activities.)