

ART DEPARTMENT REGULATIONS AND GUIDELINES ON REAPPOINTMENT, TENURE, AND PROMOTION

The Art Department document on regulations and guidelines on reappointment, tenure, and promotion conforms to those in the College, UNCG, and the UNC System:

The College of Arts and Sciences Regulations on Reappointment, Tenure, and Promotion
<http://www.uncg.edu/aas/about/promotion.htm> (*College Regulations*)

The College of Arts and Sciences Guidelines on Promotion and Tenure
<http://www.uncg.edu/aas/about/promotion.htm> (*College Guidelines*)

Current versions of the UNCG and UNC documents are accessible through links on the Provost's website at <http://provost.uncg.edu/publications/personnel/pt.asp>:

UNC Code , Chapter 6, Section 600 (The Code)

Promotion, Tenure, Academic Freedom, and Due Process Regulations (UNCG Regulations)

University-Wide Evaluation Guidelines for Promotions and Tenure (UNCG Guidelines)

I. ART DEPARTMENT REGULATIONS ON REAPPOINTMENT, TENURE, AND PROMOTION

I.A. Membership on the Art Department's Reappointment and Promotion and Tenure Committees

1. Reappointment Committee

The Art Department's Reappointment Committee consists of all tenured faculty in the department.

2. Promotion and Tenure Committee

a. The Art Department's Promotion and Tenure Committee consists of the head and tenured professors senior in rank to the candidate, as appointed by the head.

b. Only full professors will be appointed to the committee in cases of candidates for the rank of full professor.

I. B. Schedule and Circumstances of Reviews for Reappointment, Promotion, and Tenure

1. Reappointment

A review of tenure-track faculty will take place in the third year of the initial four-year probationary term. The purpose of the review is to evaluate the candidate's record and progress

toward promotion and tenure and to decide whether or not the faculty member's appointment should be renewed for a second probationary term of three years.

2. Tenure and Promotion from Assistant to Associate Professor

Faculty hired at the rank of Assistant Professor are reviewed for tenure and promotion early in the sixth year of their appointment. The promotion and tenure review process in the department will begin toward the end of the candidate's fifth year of appointment.

3. Tenure and/or Promotion for Associate Professors Hired without Tenure

Individuals appointed as Associate Professor without permanent tenure are reviewed for conferral of permanent tenure and/or promotion to the rank of Professor during the penultimate year of the probationary appointment. Only tenured faculty who hold the rank of Professor participate in the review and vote. Following the review, the department may recommend either tenure at that rank or tenure and promotion to professor. If the latter is recommended, two votes must be taken in the department and separately recorded: one on the question of tenure by all tenured faculty, the other on the question of promotion by faculty who hold the rank of professor. The College or University reviewers may endorse the recommendation for tenure without necessarily endorsing promotion.

4. Tenure for Full Professors Hired without Tenure

Professors hired without tenure will be reviewed early in the penultimate year of the probationary term. Accordingly, the departmental review will begin in the spring of the antepenultimate year of the initial appointment.

5. Promotion from Associate to Full Professor

Formal review for promotion of an Associate Professor to the rank of Professor may be initiated at any time by the department head and/or the department's full professors. Review must begin no later than August 1st of the seventh year following conferral of tenure if initiated by the candidate. To begin the review process, the candidate must write to the department head by March 1st of the year in which a review is requested, and the review must begin by August 1st. If a formal review of an associate professor does not culminate in promotion, the candidate may next request a review during the third year following the unsuccessful previous attempt by requesting a subsequent review in a letter to the department head.

I. C. Schedule and Procedures for Reappointment Review

1. Beginning in the first year of a tenure-track faculty member's appointment and continuing through the reappointment review, untenured assistant professors meet at least twice a year with the department head to discuss progress in meeting departmental expectations with respect to tenure and promotion, as outlined in all relevant documents.

2. In October of the third year of a tenure track assistant professor's term, the department head will establish and distribute a calendar for the reappointment review. The department head will provide the faculty member with the Art Department's and the College's documents on reappointment, as well as a dossier preparation checklist, and is expected to work with each

candidate in the preparation of the dossier. When needed, a tenured faculty member will be assigned to mentor the candidate, along with the department head.

3. In the beginning of December, the candidate will turn in a dossier documenting progress toward tenure in the areas of creative and scholarly research, teaching, and service.

4. Tenured faculty will assemble to discuss and vote on reappointment at least three weeks before the College's deadline for the submission of reappointment forms. The dossier will be available for review at least ten days in advance of the meeting.

5. The department head will appoint a note taker and a committee chair for the review. The department head can offer introductory comments but must not be present when the committee deliberates and takes the final vote. After the vote, the committee chair will meet with the head and report the vote and summary to the department head.

6. After receiving the summary and vote, the department head will meet with the candidate to discuss the departmental vote and decision. The decision will be to either reappoint the candidate for another 3-year term or not to reappoint.

7. The department head will complete the reappointment form and submit all materials to the College before its deadline.

II. D. Schedule and Procedures for Promotion and Tenure

1. Beginning in the first year of a tenure-track faculty member's appointment and continuing after the reappointment review, untenured assistant professors meet at least twice a year with the department head to discuss progress in meeting departmental expectations with respect to tenure and promotion, as outlined in all relevant documents.

2. In the fall of the year prior to an assistant professor being considered for tenure or the year prior to an associate professor seeking promotion, the candidate will meet with the department head to establish a calendar for completing all required documents for tenure and/or promotion. The head will work closely with the candidate to review and edit documents as they are submitted.

3. In March of the year prior to the candidate's consideration for tenure and/or promotion, the candidate will submit to the department's Promotion and Tenure Committee a list of potential external evaluators who conform to *College Regulations*, sections VII.B. and VII. D. The department's Promotion and Tenure Committee will supplement and finalize a list of eight or more external reviewers and make initial contact. As specified by the College, letters of evaluation cannot be confidential.

4. By March of the year in which the candidate will be considered for tenure and/or promotion, the department's Promotion and Tenure Committee will review dossiers of creative activity and/or scholarly research and make recommendations for revisions.

5. External reviewers will be confirmed by email and letter before being sent dossiers of creative activity and/or scholarly research in April. In June the department head will contact all external reviewers to remind them of deadlines.

6. By the end of May the candidate will submit a dossier documenting teaching, creative activity and/or scholarly research, service, and directed professional activity, if applicable, to the department head. Notebook I of the dossier must be put together online. In June the department head will work with the candidate to finalize required documents, factual information, and supporting materials in the dossier.

7. In August/September the department's Promotion and Tenure Committee will assemble to evaluate dossiers and prepare written summaries for review by all faculty members who will vote on a candidate's tenure and/or promotion; these summaries will not contain a recommendation for or against tenure and/or promotion. Voting faculty will have access to both the written summaries and the candidate's dossier prior to the meeting at which the final vote is taken and the summary evaluation is prepared and may use these summaries in their independent evaluations of a candidate's eligibility for tenure and/or promotion.

8. The candidate's dossier and the written summaries will be available to all voting faculty three weeks prior to the meeting at which the final vote is taken. Voting faculty are those who conform to *College Regulations*, section VIII.

9. At least ten days prior to the College's deadline for submission of dossiers, the final deliberative meeting of voting faculty will be called by the department head, who will appoint a chair and a note-taker. The evaluative summary of deliberations will be prepared by the note-taker and other committee members as needed. The summary may incorporate sections of written evaluative summaries and must include a summation of notes of oral deliberations, reflecting majority and minority views. One or more drafts of this summary will be made available to all voting faculty before the final draft is added to the candidate's dossier.

10. Following deliberations, a vote will be taken by secret ballot, recorded on the signature page of the candidate's dossier, and submitted to the department head, who may be present only through the evidence-gathering phase of the meeting. All voting faculty will sign the signature page before it is inserted into the candidate's dossier. The voting faculty will submit the signature page and make recommendations to the department head, who, in turn, will report back to the committee on her/his final decision.

11. The department head will conduct an independent review, as specified in section IX of the *College Regulations*. The review will be added to the candidate's dossier, as will any dissenting opinions, as specified in sections X. of the *College Regulations*. The final dossier will be available to all voting faculty at least three days prior to the deadline for submission to the College.

12. The candidate will meet with the department head after the dossier is complete to be informed of the head's recommendation. The candidate will also have the opportunity to review all evaluative material and be informed of vote totals, but not votes cast by individual members of the departmental committee. As specified in section XI. of the *College Regulations*, the candidate will have the opportunity to add comments to the dossier before it is submitted to the College by the posted deadline.

II. ART DEPARTMENT *GUIDELINES* FOR REAPPOINTMENT, TENURE, AND PROMOTION

The Art Department provides the following descriptions and explanations of the prevailing expectations, standards of achievement, and practices in the candidates' discipline as part of any recommendations for promotion, so that candidates will know the expectations for promotion and tenure and higher levels of review will be informed of those expectations.

Teaching and learning are the most fundamental activities of Art Department faculty. The Department holds to the scholar-teacher-participant model of faculty responsibility and expects an application for tenure and/or promotion to provide evidence of significant achievement in scholarly or creative work, teaching, and service, as these terms are defined below. While the weighting and proportion of these areas of achievement may differ according to individuals and their disciplines, meeting the criteria described below in one of these three areas alone is insufficient; contributions in all are necessary.

II. A. Criteria for Promotion and Tenure Review in Teaching, Research, Scholarship, Creative Activity, Service, and Directed Professional Activity

1. Teaching

At any level of review, a candidate's portfolio should document a commitment to and effectiveness in teaching. An essential feature of good teaching is effective performance in the classroom and studio. The Art Department endorses all strategies that enhance student learning, particularly critical thinking and creative problem solving.

The category of teaching includes not only instruction in assigned courses, but also related contributions such as: developing and implementing local, national, or international teaching/learning activities; curriculum design and program development; participating in workshops or institutes; seeking or receiving grants or other types of external funding to support instruction; contributing to interdisciplinary programs; preparing instructional materials, developing instructional technology and innovative pedagogies; supervising internships; advising and mentoring students; directing independent research and/or creative projects and masters theses; participation in critique sessions.

Commitment to and effectiveness in teaching may be validated by honors and recognitions within the university and from appropriate external professional organizations or institutions.

2. Research, Scholarship, Creative Activity

a. Overview of Achievement

Faculty members in the Art Department have a responsibility to their disciplines, their students, the University, and the community to strive for superior intellectual, aesthetic, or creative achievement.

Such achievement, as evidenced in a candidate's scholarly or creative work, should be demonstrably original, significant, peer reviewed, publicly disseminated (normally through publication, public performance, or public exhibition), recognized, and sustained. High quality, originality, and significance of contributions will be considered in relationship to volume and the particular type of scholarship represented.

b. Examples of Achievement

i. Examples of Research in Art History and Art Education

Publications, including articles, books, and book chapters; contributions to editing journals and other publications such as collected essays; substantial entries in museum or exhibition catalogs; articles in conference proceedings.

Public performance in these areas include papers presented at professional meetings and lectures delivered in academic departments and at museums and other art institutions.

ii. Examples of Research/Creative Activity in Studio Art

Work resulting from research/creative activity in studio art will be exhibited in individual and group shows mounted in galleries, museums, and art centers open to the public and in public installations on site. Significant residencies, commissions, and merit awards will also be acknowledged.

Examples of public performance for studio art may include: papers presented at professional meetings, lectures on or discussions of studio activity in a public forum, social practice or performance art in community settings.

iii. Applied and Theoretical Research

Either applied or theoretical work of high quality is acceptable, as are original and significant works of synthesis and integration intended for general audiences and innovative pedagogical works (such as textbooks) that have a demonstrably positive impact upon the pedagogy of the discipline. An outstanding record of applied or pedagogical scholarship must be clearly based and informed by published research.

iv. Community Engaged Scholarship (CES)

The University of North Carolina at Greensboro defines CES as involving faculty and students working collaboratively with community partners to research issues of common concern. Ideal partnerships increase understanding and give insight to the complexity of social issues and identify strategies for addressing them. Research, in partnership with communities, serves to identify appropriate questions, design studies, and conduct investigation that will be mutually enhancing to all through shared learning. CES uses the information gathered and the relationships established to bring about transformational change.

The Art Department understands, furthermore, that CES is distinct from service in several ways. Unlike service, community engaged scholarship produces research products such as publications or exhibitions. It is not merely descriptive but is grounded in theory, applicable to other contexts,

and demonstrates methodological rigor in terms that give it disciplinary or interdisciplinary status.

Community engaged scholarship is also distinct from other kinds of research in that it is undertaken in collaboration with community partners who help set research questions, determine methodology, join in creating research projects, and/or engage in other activities that bridge the researcher's academic context and the community context of the partner(s).

Examples of community-engaged scholarship applicable to Art Department faculty include: the partnership of the UNCG Art Department and Parkview Elementary School in High Point, NC; the planning and installation of the Glenwood Community Sculpture Garden; the planning and hosting of a regional Digital Arts and Technology Symposium (DATS).

v. Multidisciplinary, Interdisciplinary, and Collaborative Research

Although a candidate's research will often be conducted within a single academic discipline, a multidisciplinary or interdisciplinary approach is increasingly used in many fields of inquiry and may be integral to some. Similarly, while research is often pursued by an individual working on a given project, it is also often collaborative, sometimes pursued with one or a few colleagues and sometimes with larger groups or networks. The Department recognizes the value of this kind of research, whether undertaken individually or as a well-documented collaboration.

Examples of the scope of research are outlined in *UNCG Guidelines*, Section II.B.1.

Documentation of the effectiveness of research is outlined in *UNCG Guidelines*, Section II.B.2.

c. Evaluations of Achievements in Research/Creative Activity

Demonstration of the originality and effectiveness of scholarly and creative achievement may include but is not limited to evaluations, both published and in letter form – by scholars, peer reviewers, critics, jurors, artists, museum directors or curators, all with significant professional records. Examples of published peer evaluations include book and exhibition reviews.

Exhibitions and performances may be juried, curated, or invitational. Jurors and curators of arts organizations and invitational exhibitions should be recognized professionals in the discipline, and invitational exhibitions should be held in recognized exhibition venues such as public museums, as well as selected university and commercial galleries.

d. External Funding

Although opportunities for external funding may vary greatly among art disciplines and specializations, the Art Department holds that it is a general obligation of faculty to seek external support for their research and creative activity.

3. Service

4.

a. Overview

Faculty service is normally of three types: service to the institution, service to the profession, and service to the community, including government agencies, arts institutions, industry, and public schools.

Service to the faculty member's department and to the institution is expected; service in major administrative or leadership roles such as program direction is encouraged and may constitute an important application and extension of teaching and/or scholarly and creative activity.

Service to the scholarly and arts professions is encouraged and regarded as evidence of professional accomplishment and recognition. Service to the community is especially encouraged, particularly where it involves a substantial extension or application of a faculty member's scholarship, applied research, or creative activity.

b. Service to the Institution

Departments, academic programs, the College, and the University require the serious participation of faculty in their administration and governance. The Art Department expects the responsible participation of all faculty in the academic community and looks for documented evidence of such participation in the candidate's record.

c. Service to the Profession

Faculty serve their scholarly and arts professions through a host of disciplinary and interdisciplinary activities, including various forms of peer reviewing, such as jurying exhibitions, participating in academic conferences and arts workshops, service and leadership in scholarly and arts organizations.

The Art Department endorses such activities because they serve the interests of learning; because they are important forms of faculty development and scholarly and creative participation in their own right; and because they are a source of pride and recognition for the Department, the College, and the University.

d. Service to the Community

Faculty serve the community in a variety of ways, including developing relationships of consultation with organizations, businesses and public agencies; developing and participating in outreach programs that apply and disseminate knowledge and creative work beyond the confines of the University; developing and participating in partnerships such as internship programs between academic programs and external agencies.

The Art Department endorses such activities because they are essential to the service mission of the College and the University; because they are legitimate extensions of creative activity, scholarship, and teaching; because they help to support and enrich academic programs; and because they help to prepare students for lives of service and leadership.

5. Directed Professional Activity

As provided in the *UNCG Guidelines*, the Art Department recognizes directed professional activity as a fourth category in which a candidate may be evaluated for promotion and/or tenure. This type of activity is not a substitute for teaching, research and creative activity, or service, but a possible *additional* category. As specified in the *UNCG Guidelines*, II.D., directed professional activity is broadly defined as a "university activity whose contribution is sufficiently distinctive

that its significance is diminished when embedded in either of the three categories of teaching, research and creative activity, and service.”

The Art Department expects that contributions in the area of directed professional activity be substantial, explicitly differentiated from contributions in the three expected categories, and identified at the point of hire, or, when the contribution begins later in a candidate’s career, at the point of transition when the activity begins to become a distinct category of effort and achievement. For a tenure candidate, the inclusion of this activity must be documented no later than the candidate’s reappointment review; for a candidate for promotion to the rank of professor, the inclusion must be documented no later than three years before the candidate is considered for promotion. Documentation of directed professional activity will take the form of a Memorandum of Agreement signed by both the candidate and the department head and endorsed by a majority vote of the tenured faculty senior in rank to the candidate.

For tenure and promotion to the rank of associate professor, directed professional activity is normally a supportive or additional category of evaluation, with teaching, research or creative activity, and service remaining the primary basis for evaluation. For promotion to the rank of professor, directed professional activity normally plays the same supportive or additive role; in this case, however, the agreement may allow for heavier weighting of directed professional activity in relation to the other three, never completely supplanting or replacing any of these three.

Examples of directed professional activity pertinent to Art Department faculty include: founding, funding, mounting, and editing a scholarly, peer-reviewed, online journal; founding, funding, mounting, and directing a juried, online exhibition space; full-time directorship of the Gatewood Gallery that includes teaching responsibilities; applied research that significantly bridges academe, industry, and/or the public sector, and is recognized by members of all communities involved.

II. B. Criteria for Promotion to Specific Ranks and Conferral of Permanent Tenure

1. Reappointment as an Assistant Professor

a. Time in Rank

Assistant Professors are normally appointed initially to a term of four years and reviewed in the third year for reappointment to a second term of three years as Assistant Professor.

b. Teaching

The candidate demonstrates teaching competence and a commitment to teaching. The candidate shows promise of making significant contributions to teaching as broadly defined in Part I of this document.

c. Research/Creative Activity

The candidate shows evidence of documented accomplishments in scholarship or creative activity and promise of continuing development

d. Service

The candidate has made satisfactory service contributions.

e. Promise

The candidate shows promise of satisfying the criteria for promotion to Associate Professor and conferral of permanent tenure.

2. Promotion of an Assistant Professor to Associate Professor with Permanent Tenure

a. Application and Time in Rank

Assistant Professors are normally reviewed for promotion to Associate Professor with permanent tenure in their sixth year of employment (the second year of their second term of employment as Assistant Professor). However, the review for promotion and conferral of permanent tenure may occur before that time if it is deemed appropriate by the candidate's department head in consultation with tenured department faculty.

b. Teaching

The candidate's record demonstrates substantial commitment to and effectiveness in teaching, as defined in Part I of this document.

c. Research/Creative Activity

The candidate's record includes scholarly or creative accomplishments, in accordance with the norms and expectations of a particular scholarly or creative field. High quality, originality, and significance of contribution are more important than either volume or the particular type of scholarship represented.

d. Service

The candidate demonstrates a commitment to University and professional citizenship and has made satisfactory service contributions, as defined in Part I of this document.

e. Promise

The candidate shows promise of achieving a level of distinction that will lead to promotion to the rank of Professor.

3. Promotion of an Associate Professor to the Rank of Professor

a. Application and Time in Rank

Promotion to the rank of Professor is based upon achievement, distinction, and the impact of one's contributions, not duration of employment. An associate professor may be recommended for promotion at any time. However, time in rank may be a salient consideration to the extent

that the impact of certain contributions accumulates and gathers force over time. An individual's aggregate contributions over a period of time may yield a level of achievement or recognition that might not be accorded to any of them individually considered.

b. Achievements

Each individual's record represents a unique combination and balance of teaching, scholarship/creative activity, and service. Where applicable, a candidate's achievements in Directed Professional Activity, as described above, contribute to the record. Whether accomplished primarily by a record of contributions in one area or by a more balanced aggregate of contributions across the three principal areas of activity, there must be an overall outstanding record of achievement. The dossier should clearly define the candidate's achievements in each area and describe how the resulting record constitutes the significant and sustained contribution expected for promotion to professor.

[approved March 2011]