

**DEPARTMENT OF ART  
PROMOTION & TENURE CRITERIA**

EDITED: JULY 22, 2008

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**A. GENERAL INFORMATION**

*University Promotion & Tenure*

Application for promotion & tenure must follow University and Department of Art procedures. {Hereafter, The Department of Art shall be referred to as only the Department}. For purposes of conciseness the Department Promotion and Tenure Criteria does not duplicate criteria from the University P & T Procedure. It is crucial that the candidate carefully read and understand both documents.

*Amending this document*

Any proposal to amend this promotion and tenure document will require a 2/3 vote of the regular full-time art faculty as well as the approval of the Dean of the college. Such changes become effective the following academic year.

*The candidate*

Candidates are responsible for initiating the process of promotion and should be knowledgeable about the promotion process, appropriate deadlines, and the dossier requirements. Primary responsibility for preparation of the dossier rests with the candidate. Criteria required for promotion will be evaluated in the three categories of teaching, scholarship and service. The promotion dossier should be specific, concise, objective and well organized.

*Departmental Executive Committee*

The Department Executive Committee oversees and coordinates the promotion & tenure process within the Department.

*Candidate P & T Committee*

The candidate's P & T Committee is comprised of at least three members at the rank of the promotion sought or above and at least one full professor appointed by the Department Executive Committee. University faculty outside the Department may serve on the committee. The candidate may suggest one member of the committee and may challenge the composition of the P & T Committee to the Chair of the Executive Committee.

When faculty have announced their intention to seek promotion it is important that their P & T Committee be formed at the earliest possible time. This should be during the month of March (the year prior to application).

Responsibility for advice and assistance in the preparation of the dossier and the evaluation of the candidate's record rests with the candidate's P & T Committee. The P & T Committee shall conduct its evaluation in accordance with the University Faculty Senate guidelines.

***Outside evaluators***

Six outside evaluators will be selected by the P & T Committee. The P & T Committee will furnish the candidate with a list of six potential evaluators which the candidate may challenge. The candidate may submit a list of up to six names for the committee's consideration. The identity of the six individuals, who are ultimately asked to provide evaluations, will be kept in confidence from the candidate. Candidate shall provide committee with work sample and a c.v. for each evaluator.

***Departmental recommendation***

The recommendation of the P & T Committee goes to the full faculty for discussion. The vote and recommendation are made by that regular full-time art faculty (who are not in a temporary position) at or above the rank being sought. The candidate must be informed in writing within three days after the results of both the P & T Committee and departmental results are officially determined.

Untenured faculty in their first year of hire may participate in discussions on promotion, but may not vote on promotion applications during their first year.

All voting will be conducted by written secret ballots. It is the P & T Committee's responsibility to include with its final recommendation, the tally of the faculty vote on the promotion applications.

***Chairperson's recommendation***

The chairperson's recommendation is made independently and in response to the faculty recommendation.

***Appeals***

The candidate has the right to request a hearing within five days of being notified of any decision. This may be for the purpose of providing additional information.

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**A. INDICATORS OF PERFORMANCE DESCRIPTION**

**1. TEACHING**

***List of teaching indicators***

To document effectiveness in teaching the candidate may choose from the following suggested indicators: visual documentation of up to 20 student projects, work samples, course syllabi, student evaluations (previous three semesters), including sample scan form, computer printout, typed student comments keyed by Department Secretary, and other documentation of teaching performance, i.e. projects involving graduate and undergraduate research teaching activities.

## 2. SCHOLARSHIP

Scholarship is defined as artistic activity or research, publications, and professional development.

The Department recognizes that the realm of creative work continually changes conceptually and technologically. The Department understands that there may be alternatives to historically recognized systems of evaluating creative research, in addition to the traditional forms of exhibitions and publications.

Because of these continual changes, the candidate must clearly explain the focus of their research and/or creative work and the appropriate means of dissemination. It is important in the dossier that both the candidate and the departmental P & T Committee evaluation explain the relative significance of output forms. For example, an exhibiting fine artist would explain the importance of certain galleries or museums in which exhibitions occur.

Applied designers should create successful works that break new aesthetic and theoretical ground, have broad influence on their peers, and/or receive favorable notice in top publications of the discipline.

Following is a list of indicators of creative work that outlines the criteria for determining the relative value of output or research. Because of the large range and number of factors to consider, it is imperative that the candidate clearly states the significance of the achievement with appropriate and objective documentation in the dossier. Reviewers may not be familiar with hierarchies of achievement in all areas of the department, so will combine their own knowledge with specific and reliable information provided to determine a particular accomplishment's significance.

In the statement of creative work, the candidate will position his/her creative or applied work and/or research within their discipline. The candidate will describe the intention of their work, which will inform the appropriateness of its implementation in terms of venues and media forms.

The general guideline is that the quality of work and selectivity of projects should offer creative challenge, research opportunity or a learning experience, which will enrich the faculty member's professional development.

### **Indicators of creative/ scholarly work can include:**

a. Exhibition record

Number and significance of exhibitions will be considered. Exhibitions have varying significance based on a number of factors. All of these factors can be considered when determining significance of a particular exhibition or complete exhibition record.

**Factors:**

1. Solo, two- or three-person/group exhibition venue (gallery, museum, corporate or other institution, public installation, one-time performance, web exhibition, etc). A venue's significance can be determined by any combination of the following factors:
  - a. Location. Major international and national arts institutions in large media markets are most significant because of their selectivity, potential audiences and publicity.
  - b. Institution's influence and reputation. An institution in a smaller market with a widely respected reputation for excellence could be significant. (Ex., Wexner Center for the Arts, Columbus, Ohio).
  - c. Curator or juror's reputation. An important curator, juror or jury panel could make an exhibition in a relatively obscure location significant.
  - d. Innovation level of work. Work in emerging or new media might only find an audience in alternative and/or relatively obscure venues that specialize in new media.

2. Exhibition themes or context

Juried, refereed, or curated group exhibitions associated with a respected arts institution, international or national conference, or unusual subject matter could contribute to its significance. These types of group exhibitions are generally considered more significant than those at cooperative or membership galleries or venues.

- b. Published exhibition catalogs

- c. Published articles or reviews of creative work

- d. Publications authored

1. Relationship to focus of research. Major international and national arts institutions in large media markets are most significant because of their selectivity, potential audiences and publicity.
2. Originality
3. Importance of the periodical, publisher
4. Co-authored, part of edited volume

- e. Expert consulting (acknowledged expertise used in a significant project).

- f. Notably innovative applied or commercial work related to a larger focus of creative research

**Factors:**

1. Reputation and visibility of client. Major international and national arts institutions in large media markets are most significant because of their selectivity, potential audiences and publicity.
2. Potential impact or longevity of work. An institution in a smaller market with a widely respected reputation for excellence could be significant. (Ex. Wexner Center for the Arts, Columbus, Ohio)
3. Collaborative or group project. An important curator, juror or jury panel could make an exhibition in a relatively obscure location significant
4. Independent design work—freelance, creative works done without a client. Outside and peer evaluation is essential for establishing the level of merit

g. Research

**Factors:**

1. Generation of new information or ways of using new information for designers and/or their clients
2. Investigation aimed at the discovery and interpretation of facts
3. Revision of accepted theories or newer revised theories or concepts of design
4. Evidenced by presentations and/or publications in respected, established venues
5. Originality of the work acknowledge by art and by design nationally recognized peers

h. Commissions

1. Same considerations as exhibitions

i. Grants, prizes, awards, notable competitive residencies, and special mentions

j. Professional competitions (AIGA, Society of Illustrators, Communication Arts, The One Club)

k. Visual documentation of up to 20 creative works

l. Public lectures and presentation

**3. SERVICE**

Indicators included in this category shall be:

- a. University service

1. Nonacademic advisement of students (career, professional, or personal)
  2. Departmental committees and special assignments
  3. College senates, committees, and special assignments
  4. University senates, committees, and special assignments
  5. Administrative appointments
  6. Participation in student affairs and related activities
- b. Community service related to visual art and design.

The quality of contributions may be documented through the following:

1. Record of committee memberships and actual service rendered
  2. Letters of commendation of contribution by committee member
  3. Chairing of or serving on committees documented by colleagues, chairperson or dean
  4. Documentation of special assignments by appropriate supervisors, colleagues or participants
  5. Documentation of program participation in professional organizations, letters of recommendation from organization officers, and documentation of professional consultations.
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### **C. REQUIREMENTS FOR PROMOTION**

Promotion to a higher rank shall depend upon clear and substantial evidence of excellence in professional activity since the applicant's original hiring or attaining the previous rank. The ability to work constructively with students, staff and faculty of the department, college and university is necessary. The requirements cited below should be considered as minimum indicators of satisfactory performance

#### **1. Assistant to Associate Professor**

##### **Criteria**

- a. Teaching  
Evidence of excellence in teaching as outlined in indicators of performance above.
- b. Creative/ Scholarly Work  
Evidence of excellence in creative/scholarly work teaching as outlined in indicators of performance above.
- c. Service  
Significant service to the department, University, community and/or the field as outlined in indicators of performance above.
- d. Evidence of continuing achievement and potential for future development in all three areas.

## 2. Associate to Professor

### Description of rank

The title of professor signifies that the holder is a mature scholar whose achievements have won outstanding approval both by peers outside the university and by his or her faculty colleagues, and whose presence on the faculty enhances the prestige of the University. Appointment to this rank is not merely the recognition of length of service, but also of outstanding quality. Such an appointment is for an indefinite term.

Professors are expected to assume responsibility for guiding their departments, and take on leadership roles in the school and the university. They need to assure that their more junior colleagues are mentored well, become effective leaders, and are offered opportunities to develop productive careers. They set the intellectual tone for their departments, and should always be looking for ways of engaging their colleagues in productive inquiry. They are also the intellectual stewards for their departments and fields. Not all Associate Professors should expect to be promoted to Professor.

### Criteria

- a. Teaching  
A sustained record of excellence in teaching as outlined in indicators of performance above.
- b. Creative/ Scholarly Work  
Established national/international reputation for excellence within the field (in any area of creative/research activity as outlined in performance indicators above).  
Evidence of significant development and achievement since the last promotion.  
Sustained engagement in discipline through completion of work and likelihood of remaining productive.
- c. Service  
A sustained record of leadership in service to the department, University, community and field (evidenced by record during tenure in the Department).
- d. Tenured for at least 5 years in the Department before being considered for promotion

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## D. DOSSIER PREPARATION

In order to facilitate evaluations in questions of promotion, the department strongly encourages the use of the following format when preparing promotion dossiers. The format is designed for an effective presentation of achievements and credentials with maximum clarity and the least risk of redundancy. Adherence to this format serves the department in its effort to establish continuity towards the communication of its own standards of excellence.

**Format**

The following are required by the Department and are intended to clarify departmental expectations and to add to the published university promotion and tenure procedure as described in the University Guidelines for Promotion and Tenure.

1. 9.5" x 11.5" 3-ring loose leaf, spring clip binder labeled with window label as follows:  
[Current rank] [First name, Last name]  
Department of Art  
Dossier for promotion from [present rank] to [next rank]  
[Academic year]
2. Introductory materials. See the University Guidelines for Promotion and Tenure.
3. Peer Review Recommendations by Peer Review Committee and Department Chair. In the case of tenure candidate's two and 4 year review recommendations must be included.
4. Evidential materials

The applicant should provide an opening statement explaining the integration of teaching, scholarship and service. Additionally, there should be statements summarizing, explaining and interpreting the accomplishments for the time period being evaluated for each of the following three sections:

- a. Documentation of teaching
  1. An itemization of teaching and advisement responsibilities
  2. A brief description of other teaching involvements that might include program coordination, new courses offered instructional awards or grants, pertinent student exhibition organization or other appropriate activities that relate directly to the candidate's role as teacher.
  3. Supporting correspondence, articles, documents and visuals. The candidate is advised to be extremely selective in the presentation of this material and it should in no way overlap the randomly selected testimonials.

b. Documentation of scholarship

The Department acknowledges the difficulty of dictating precisely how this information should be presented. The range and variety of creative activity and art scholarship is simply too great to invite standardization. However, certain parameters regarding presentation must be followed.

1. A listing of recent exhibitions in reverse chronological order (beginning since the last promotion application or initial appointment) and grouped as to type (i.e. invitational, one-person, group competitive, etc.)
2. A listing of grants, awards, prizes and fellowships
3. A listing of articles and reviews
4. A list of the inclusion of work in important public and private collections
5. In the case of scholarly publications, a brief description and documentation of this activity will suffice. It is not desirable or necessary to include the entire manuscript or article in the dossier. However, this material should be available in the department if the college or university committee evaluators request it.
6. Significant supportive correspondence and documents.
7. When available additional documentation such as reviews, articles, and reproductions in books, periodicals, catalogs and announcements should be included. Do not include the entire magazine; if for instance, there is an article or review about your work, simply excerpt the material and properly annotate it.
8. For the use of the Departmental P & T Committee and the Art Faculty the candidate must provide visual documentation of their creative work produced during the time frame under consideration. This should be limited to one transparent slide sheet of more than twenty slides or photographs, or video and CD-ROM materials.

c. Documentation of service

1. A listing of department, college and university committee assignments.
2. A brief descriptive summary of other service, i.e. non-committee department or university service and service to the community. It is important to note that while the candidate may organize the dossier within these published guidelines there should be no overlap

- between activities in this section and activities that appear under teaching and scholarship.
3. Supportive correspondence, articles, documents and visuals.
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#### **E. SELECTED OUTSIDE REVIEWERS**

The P & T Committee shall solicit a minimum of six letters of evaluation from persons outside the University who have acknowledged reputations in the candidate's field.

The candidate shall work with the Departmental P & T Committee to prepare appropriate materials, including an opening statement, curriculum vitae and visual documentation of work, to be supplied to the outside reviewers.

Six completed sets of these materials should be submitted by the applicant to the P & T Committee by May 1st of the semester prior to application.

The committee is responsible for securing these outside evaluations which should be received within the department no later than September 15.

Departmental recommendations are due to the Department Chair by October 1 and to the Dean of Arts & Sciences by October 15.

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#### **F. TESTIMONIALS**

A selection of testimonial letters from present and former graduate and undergraduate students should be included in the dossier as an indicator for the evaluation of teaching.

The P & T Committee is responsible for securing a list of former students and identifying present students appropriate for this purpose.

Due to differences in degree programs, teaching involvements and disciplines in which our faculty is engaged, the committee must determine specific procedures for drawing the sample for each candidate.

A description of this procedure must be included in the dossier with the testimonials.