

DEFINITIONS OF TEACHING, SCHOLARSHIP, AND SERVICE

INTRODUCTION

TEACHING

The teaching philosophy of the Art and Design Department:

Studio Art, Art History and Design influence the world, and our programs put that philosophy to good use. The faculty in the Art and Design Department emphasize real-world connections, and our students can create, think, research and write in ways that are relevant to the community. Our programs encourage students to follow experimental approaches in an academic setting. Students work in various media and are encouraged to get involved in an array of internships, as well as collaborative group and individual projects. The program offers a structured foundation with the freedom to explore. With an attitude of learning by doing and personalized instruction, students interact closely with faculty, the university and the community. In the spirit of intense professional practice, students from Studio Art and Design organize and install their own works of art in two expanded senior art exhibitions, one each for Art and Design. The Art and Design Department strives to give its students a rich and thorough Arts education. Whether a student's focus be Studio Art, Design, or Art History the faculty and staff is dedicated to helping students reach their goals.

Teaching activities in the Art and Design Department include:

- Conducting lecture courses (Art History and Gallery Faculty).
- Gallery Faculty will have the additional teaching requirement of evidence of a conducting Independent Studies and/or Internships combined each academic year.
- Conducting activity courses (Design and Studio Art Faculty).
- Curriculum development.
- Advising within option.
- Portfolio development.
- Curatorial role in annual senior exhibit.
- Mentoring of independent studies.
- Organization of field trips.
- Management of maintenance for studios/labs.
- Yearly application to grants for upkeep and upgrade of software and hardware. (Design only)
- Invitation of guest speakers.
- Attending University Art Gallery openings.

Additional items may be considered as teaching activities. Such activities must have the prior approval of both the department and the faculty member.

Methods of evaluating teaching activities include:

- Student responses in Perceived Teaching Evaluation (PTE) Forms.
- Review of syllabi.
- Course peer evaluation and observation.
- Substantive oversight in Annual Senior Exhibit.
- Mentoring of Independent Studies: Papers, Presentations or Creative Projects.
- Curriculum development. (As needed).
- Organization of field trips.
- Invitation of Guest Speaker in person or virtually.
- Attending University Art Gallery openings.

Design Only:

- Staying current with changing technology for teaching purposes.

SCHOLARSHIP AND OR CREATIVE WORK

The mission of the Art & Design Department encourages scholarship and/or creative work that maintains faculty currency in their respective areas of expertise. In addition, faculty scholarship should augment and support faculty teaching.

Evidence of scholarship and creative work includes....

Evidence of scholarship in creative activity and/or research can be demonstrated by the pursuit and/or production of the following activities within each option:

Art History:

- Written reviews, catalogue essays, or manuscripts dealing with art history, criticism, creative processes, aesthetics, philosophy or other disciplines.
- Articles published in refereed journals.
- Textbooks, manuals, blogs, illustrated books, websites and non-traditional formats.
- Art History, Studio Art and Design related lectures and presentations of papers.
- Collaboration in artistic endeavors with others.
- Conducting workshops.
- Organizing and curating exhibitions.
- Juror of selection for competitions, galleries or museum exhibits.
- Invitational exhibits in a commercial gallery (solo or group).
- Exhibits in galleries, museums or alternative spaces.
- Creation of educational and scholarly text panels and labels for exhibits.

Gallery Director:

CURATION: Evidence of curated exhibitions will include printed material, outreach efforts and attendance, as well as external reviews in media and by invitation.

Category A:

Routine curation of exhibitions in University Art Gallery, typically two or more per year.

Category B:

Curation of exhibitions on or off campus that are reviewed externally (in media or by invitation)

Curation of invited or solicited external exhibitions in outside galleries or similar spaces

Category C:

Curation of an international or traveling exhibition

Curation of an external biennial or national exhibition

PUBLICATION:

Category A:

Catalog essays or similar for self-curated exhibitions in University Art Gallery
Art reviews of regional externally-curated exhibitions in recognized art publications, including in online formats

Category B:

Reviews of national or international external curated exhibitions in recognized art publications with a national audience

Articles in edited anthologies

Category C:

Edited anthologies

Books

GRANTS:

Category A

Application for internal on-campus grants (e.g., IRA)

Category B:

Applications for external grants and contracts from foundations

Solicitations of gifts and donations

Application or acquisition of an endowment

Design:

Creative activity:

The following are representative, but non-exhaustive and non-prioritized.

- Production of client-based projects in the fields of design, motion, special effects, web and photography, realized in the form of printed, broadcast, or web-distributed communications.
- Commissioned design/film/web work, either billable or pro bono, in print or electronic format.
- Self-initiated design/film/web projects, in print or electronic format.
- Experimental work design/film/web projects, in print or electronic format.

- Alternative and non-traditional forms of display (other than in traditional publications, commercial galleries or public institutions)
- Organizing and curating exhibitions.
- Exhibition or display of one's design work in professional publications, galleries, or museums.
- Juror or panelist to assess the work of others. (competitions, galleries or museum exhibits)
- Collaboration or consultation with clients or other designers/artists.
- Inclusion of one's work in trade publications.
- Participation in panels or seminars on design topics.
- Juried local, national and international competitions or festivals.
- Original works of art.
- Residencies.
- Online work.
- Conducting workshops.
- Articles published in refereed journals.
- Articles, catalogue essays, or manuscripts dealing with graphic design, animation, photography, creative processes, pedagogy and aesthetics. (While publications are preferred, work will be judged on its intrinsic merit).
- Textbooks, manuals, illustrated books, websites and non-traditional formats are acceptable.
- Presentation of related lectures and/or papers in local, regional and national related subject conference.

Studio Art:

Exhibitions:

- Invitational exhibits in a commercial gallery (solo or group).
- Exhibitions in a local, regional or national galleries, museums.
- Exhibitions in a local, regional or national alternative spaces.

Creative activity and research include:

- Self-initiated studio practice in the visual arts.
- Commissioned artwork.
- Acquisition of artwork by a collector.
- Collaboration in artistic endeavors with others.

Other Activities:

- Conducting workshops.
 - Organizing and curating exhibitions.
 - Juror for competitions, galleries or museum exhibits.
 - Articles, catalogue essays, or manuscripts dealing with studio art, creative processes and aesthetics.
 - Articles published in refereed journals. Textbooks, manuals, illustrated books, including websites and non-traditional formats.

- Presentation of related lectures and/or papers in local, regional and national related subject conference.

SERVICE

The mission of the Art and Design Department

The mission of the Art & Design Department is to provide service at the program, college, and university levels as well as in the community at large.

Evidence of service includes:

- Service as a departmental advisor.
- Oversight of maintenance for studios/labs.
- Attendance of departmental meetings.
- Service on department committees.
- Participation in college or university committees.
- Professional service at the local or regional level.
- Presentations to high school and community college students.

STANDARDS FOR REAPPOINTMENT

INTRODUCTION

TEACHING

- Student response in (PTE) Student Evaluation of Teaching should be 80% or more in the Agree or Strongly Agree selections for the following questions: 1. The Instructor has command of the subject. 2. The instructor expressed himself/herself clearly. 3. The instructor exhibited a serious desire to teach students. 12. The instructor in this course was an effective teacher. And 60% or more for the rest of the questions. However, evidence of effectiveness is not judged solely on this number, and in particular the ratings may be lower if there is other evidence of effectiveness in or out of the classroom context. Reviewers will also consider whether the response rate for PTE's is sufficient to make an informed assessment.

- Syllabi are complete including all university guideline policies: Course requirements, Student Learning Outcomes, Grading policy, Assessment Methods, Course Schedule, Homework and Class Participation, Attendance, Behavior, Policy on Dues Dates and Make-up Work, Academic Integrity and Accommodations for Students with Disabilities.

The following will be evaluated and validated by the tenured department faculty: (Minimum

evaluations per year)

- Course peer evaluation and observation. (Once a semester)
 - Substantive oversight in Annual Senior Exhibit. (Once a year)
 - Mentoring of Independent Studies: Papers, Presentations or Creative Projects.
- Please note: For client-based projects, client review or commentary is recommended. (No minimum requirement).
- Curriculum development. (As needed).
 - Organization of field trips. (Minimum once every two years, collaboration with another colleague is also satisfactory).
 - Invitation of Guest Speaker in person or virtually (Minimum once every two years, collaboration with another colleague is also satisfactory).
 - Attending University Art Gallery openings. (At least 3 openings per academic year).
- Design Only:
- Staying current with changing technology for teaching purposes. (Every two years).
 - Application to grant(s) for upkeep and upgrade of software and hardware. (Minimum one, once a year, collaboration with another colleague is also satisfactory).

SCHOLARSHIP AND OR CREATIVE WORK

Art History

- By the end of the first two years a minimum of one peer-reviewed scholarly publication or publication in alternative modes including recognized electronic journals, magazines, newspapers and publications dealing with art history, criticism, creative processes, aesthetics, philosophy or other disciplines.
- By the end of the fourth year cycle a minimum of one additional peer-reviewed scholarly publication or publication in alternative modes.
- By the end of the sixth year cycle a minimum total of four peer-reviewed scholarly publications or publication in alternative modes.

A description of one's contribution to a scholarly publication is required in the case of multiple authors. The following substitutions can be made:

- a. Book publication may be substituted for four peer-reviewed scholarly publications or publication in alternative modes.
- b. Publication of a scholarly book chapter or monograph that has undergone editorial and or peer evaluation maybe substituted for two peer-reviewed scholarly publications.
- c. A research grant proposal funded by an external source in which faculty is either the principal investigator or co-principal investigator maybe be substituted as follows: Any amount over \$1000 toward a specific project may be substituted for one peer-reviewed scholarly publication or publication in alternative modes. Any amount over \$5000 toward a specific project may be substituted for two peer-reviewed scholarly publications or publication in alternative modes.

Assessment and evaluation of work:

Yearly peer review of work in progress, including depth of involvement, time required and scope for each creative activity by tenured department faculty.

Gallery Director:

Curation:

- A minimum of two curated exhibits *per year* from Category A

Publications:

- A minimum of one publication from category A per year

Grants:

- A minimum of one application from Category A each year

Design

- By the end of the first two years a minimum of one client-based project in one or more of the following areas: graphic design, web design, video, animation or photography.
- By the end of the fourth year cycle a minimum of one additional client-based projects.
- By the end of the sixth year cycle a minimum total of four client-based projects.

The following substitutions can be made:

- A. Two smaller client-based projects may be substituted for one client-based project.
- B. Self-initiated projects in one or more of the following areas: graphic design, web design, video, animation or photography may be substituted for client-based projects. For the dissemination of the work, projects should be submitted to national and international juried competitions.
- C. Experimental work design/film/web projects, one or more of the following areas: graphic design, web design, video, animation or photography may be substituted for client-based projects. For the dissemination of the work, projects should be submitted to peer-reviewed conferences.
- D. One exhibit may be substituted for three client-based projects.
- E. Two articles may be substituted for one client-based projects.
- F. Organizing and curating one exhibit may be substituted for one client-based project.
- G. One peer-reviewed scholarly publication or publication in alternative modes including recognized electronic journals, magazines, newspapers and publications dealing with design/animation/photography, criticism, creative processes, aesthetics, philosophy maybe be substituted for one client-based project.
- H. A research grant proposal funded by an external source in which faculty is either the

principal investigator or co-principal investigator maybe substituted as follows: Any amount over \$1000 toward a specific project may be substituted for one client based project. Any amount over \$5000 toward a specific project may be substituted for two client-based projects.

Assessment and evaluation of work:

Yearly peer review of portfolio (work in progress), including depth of involvement and time required for each project by tenure department faculty.

In terms of client-based projects, client satisfaction as a measure of design success may be substantiated through client reviews and/or commentary, as well as the widely production and/or viewing of the work - is considered an indicator of quality and significance.

Other indications of professional achievement for client-based work and self-initiated projects include production of work, grants, fellowships, juried film and animation festivals, exhibition awards, awards publications, reviews in professional design publications and exhibitions in local, regional and national galleries.

Studio Art

- By the end of the first two years a minimum of one local, regional or national group show.
- By the end of the fourth year cycle a minimum of one additional local, regional or national group show.
- By the end of the sixth year cycle a minimum of one additional local, regional or national group shows and one regional or national solo show.

Exhibiting in University Art Gallery faculty exhibits is mandatory in addition to the above-mentioned requirements.

The following substitutions can be made:

- a. One regional solo show may be substituted for three local or regional group shows.
- b. Two articles or two presentations at conferences will substitute for exhibiting in two group exhibitions.
- c. Two group studio visits may be substituted for exhibiting in one group exhibition.
- d. Organizing and curating one exhibit may be substituted for one solo and two group exhibitions.
- e. A research grant proposal funded by an external source in which faculty is either the principal investigator or co-principal investigator may be substituted as follows: Any amount over \$1000 toward a specific project may be substituted for one group exhibit. Any amount over \$5000 toward a specific project may be substituted for one solo exhibit.
- f. Presentation of workshops would substitute for exhibiting in one group show.
- g. Artist residencies in acknowledged prestigious institutions may be substituted for one solo exhibition.

Assessment and evaluation of work is accomplished by yearly department tenured faculty

peer review of work in progress, including depth of involvement and time required for each project.

SERVICE

Yearly evidence of satisfactory participation as determined by tenured members of the department in the following activities:

- Service as a departmental advisor. Additionally, service as a student advisor will be measured by equity in the number of students one advises per option (Art History, Design or Studio Art) as shared by all full-time faculty.
- Oversight of maintenance for studios/labs. (Once a semester)
- Mandatory attendance of departmental meetings and service on all department committees until six full-time faculty are hired.
- Yearly participation in at least one college or university committee. Service on committees will be evaluated based on letters or emails of support from respective committee chairs.
- Professional service at the local or regional level. Professional service at the local or regional level will be evaluated based on letters or emails of support from respective professional members.
- Presentations to high school and community college students. Presentations to high school and community college students will be evaluated based on letters or emails of support from respective high school and community colleges.

STANDARDS FOR TENURE

INTRODUCTION

- A minimum of six years at the rank of Assistant Professor is required before standard tenure and promotion is to be granted.

TEACHING

- Student response in (PTE) Student Evaluation of Teaching should be 80% or more in the Agree or Strongly Agree selections for the following questions: 1. The Instructor has command of the subject. 2. The instructor expressed himself/herself clearly. 3. The instructor exhibited a serious desire to teach students. 12. The instructor in this course was an effective teacher. And 65% or more for the rest of the questions. However, evidence of effectiveness is not judged solely on this number, and in particular the ratings may be lower if there is other evidence of effectiveness in or out of the classroom context. Reviewers will also consider whether the response rate for PTE's is sufficient to make an informed assessment.
- Syllabi are complete including all university guideline policies: Course requirements,

Student Learning Outcomes, Grading policy, Assessment Methods, Course Schedule, Homework and Class Participation, Attendance, Behavior, Policy on Dues Dates and Make-up Work, Academic Integrity and Accommodations for Students with Disabilities.

The following will be evaluated and validated by the tenured department faculty: (Minimum evaluations over a period of six years).

- Course peer evaluation and observation. (Six times).
- Substantive oversight in Annual Senior Exhibit. (Six times).
- Mentoring of Independent Studies: Papers, Presentations or Creative Projects. (No minimum requirement).
- Curriculum development. (As needed).
- Organization of field trips. (Three times, collaboration with another colleague is also satisfactory).
- Invitation of Guest Speaker in person or virtually (Three times, collaboration with another colleague is also satisfactory).
- Attending University Art Gallery openings. (At least 3 openings per academic year).

Design Only:

- Staying current with changing technology for teaching purposes. (Three times).
- Application to grant(s) for upkeep and upgrade of software and hardware. (Six times, collaboration with another colleague is also satisfactory).

SCHOLARSHIP AND OR CREATIVE WORK

Art History

- By the end of the sixth year cycle a minimum total of four peer-reviewed scholarly publication or publication in alternative modes.

The following substitutions can be made:

- a. Book publication may be substituted for four peer-reviewed scholarly publications or publication in alternative modes.
- b. Publication of a scholarly book chapter or monograph that has undergone editorial and or peer evaluation may be substituted for two peer-reviewed scholarly publications.
- c. A research grant proposal funded by an external source in which faculty is either the principal investigator or co-principal investigator may be substituted as follows: Any amount over \$1000 toward a specific project may be substituted for one peer-reviewed scholarly publication or publication in alternative modes. Any amount over \$5000 toward a specific project may be substituted for two peer-reviewed scholarly publications or publication in alternative modes.

Gallery Director:

Curation:

- A minimum of two curated exhibits *per year* from Category A
- Two "peer-reviewed" curated exhibits from Category B

Substitutions:

- One curated exhibit from Category C counts as two curated exhibitions from Category B

Publications:

- A minimum of one publication from category A per year
- Two from Category B or one from category C

Grants:

- A minimum of one application from Category A each year
- Applications totaling \$200,000 or more from Category B over the review period

Design

- By the end of the sixth year cycle a minimum total of four client-based projects.

The following substitutions can be made:

- Five-minute animation may be substituted for four client-based projects.
- Self-initiated project may be substituted for two client-based projects.
- One exhibit may be substituted for three client-based projects.
- Two articles may be substituted for one client-based project.
- Organizing and curating one exhibit may be substituted for two client-based projects.
- Two smaller client-based projects may be substituted for one client-based project.
- A research grant proposal funded by an external source in which faculty is either the principal investigator or co-principal investigator maybe substituted as follows:
Any amount over \$1000 toward a specific project may be substituted for one client-based project. Any amount over \$5000 toward a specific project may be substituted for two client-based projects.

Studio Art

- By the end of the sixth year cycle a minimum of one regional or national solo show and three local, regional or national group shows.

Exhibiting in University Art Gallery faculty exhibits is mandatory in addition to the above-mentioned requirements.

The following substitutions can be made:

- One regional solo show may be substituted for three local or regional group shows.
- Two articles or two presentations at conferences will substitute for exhibiting in two group exhibitions.
- Two group studio visits may be substituted for exhibiting in one group exhibition.
- Organizing and curating one exhibit may be substituted for one solo and two group exhibitions.
- A research grant proposal funded by an external source in which faculty is either the principal investigator or co-principal investigator may be substituted as follows:
Any amount over \$1000 toward a specific project may be substituted for one group exhibit. Any amount over \$5000 toward a specific project may be substituted for one solo exhibit.
- Presentation of workshops would substitute for exhibiting in one group show.
- Artist residencies in acknowledged prestigious institutions may be substituted for

one solo exhibition.

SERVICE

Yearly evidence of satisfactory participation as determined by tenured members of the department in the following activities:

- Yearly satisfactory participation as a departmental advisor.
- Yearly satisfactory oversight of maintenance for studios/labs.
- Mandatory attendance of departmental meetings and service on all department committees until six full-time faculty are hired.
- Total participation in at least five college or university committees.
- Two years of service at the professional local or regional level.
- Two presentations to high school or community college students.

STANDARDS FOR PROMOTION

INTRODUCTION

A minimum of five years at the rank of Associate Professor is required before standard promotion is to be granted.

TEACHING

- Student response in (PTE) Student Evaluation of Teaching should be 80% or more in the Agree or Strongly Agree selections for the following questions: 1. The Instructor has command of the subject. 2. The instructor expressed himself/herself clearly. 3. The instructor exhibited a serious desire to teach students. 12. The instructor in this course was an effective teacher. And 65% or more for the rest of the questions. However, evidence of effectiveness is not judged solely on this number, and in particular the ratings may be lower if there is other evidence of effectiveness in or out of the classroom context. Reviewers will also consider whether the response rate for PTE's is sufficient to make an informed assessment.

- Syllabi are complete including all of university guideline policies: Course requirements, Student Learning Outcomes, Grading policy, Assessment Methods, Course Schedule, Homework and Class Participation, Attendance, Behavior, Policy on Dues Dates and Make-up Work, Academic Integrity and Accommodations for Students with Disabilities. The following will be evaluated and validated by the tenured department faculty: (Minimum evaluations over a period of six years)

- Course peer evaluation and observation. (Five times).
 - Substantive oversight in Annual Senior Exhibit. (Five times).
 - Mentoring of Independent Studies: Papers, Presentations or Creative Projects. (No minimum requirement).
 - Curriculum development. (As needed).
 - Organization of field trips. (Two times, collaboration with another colleague is also satisfactory).
 - Invitation of Guest Speaker in person or virtually (Two times, collaboration with another colleague is also satisfactory).
 - Attending University Art Gallery openings. (At least 3 openings per academic year).
- Design Only:**
- Staying current with changing technology for teaching purposes. (Three times).
 - Application to grant(s) for upkeep and upgrade of software and hardware. (Five times, collaboration with another colleague is also satisfactory).

SCHOLARSHIP AND OR CREATIVE WORK

Art History

- By the end of the fifth year cycle a minimum total of three peer-reviewed scholarly publications or publication in alternative modes.

The following substitution can be made:

- a. Book publication may be substituted for four peer-reviewed scholarly publications or publication in alternative modes.
 - b. Publication of a scholarly book chapter or monograph that has undergone editorial and or peer evaluation may be substituted for two peer-reviewed scholarly publications.
 - c. A research grant proposal funded by an external source in which faculty is either the principal investigator or co-principal investigator may be substituted as follows: Any amount over \$1000 toward a specific project may be substituted for one peer-reviewed scholarly publication or publication in alternative modes. Any amount over \$5000 toward a specific project may be substituted for two peer-reviewed scholarly publications or publication in alternative modes.
- Additionally, curate an exhibit in the University Art Gallery.

Gallery Director:

Curation:

- A minimum of two curated exhibits *per year* from Category A
- Two "peer-reviewed" curated exhibits from Category B

Substitutions:

- One curated exhibit from Category C counts as two curated exhibitions from Category B

Publications:

- A minimum of one publication from category A per year

- Two from Category B or one from category C

Grants:

- A minimum of one application from Category A each year
- Applications totaling \$200,000 or more from Category B over the review period

Design

- By the end of the fifth year cycle a minimum total of four client-based projects.

The following substitution can be made:

- a. Five-minute animation may be substituted for four client-based projects.
- b. Self-initiated project may be substituted for two client-based projects.
- c. One exhibit may be substituted for three client-based projects.
- d. Two articles may be substituted for one client-based project.
- e. Organizing and curating one exhibit may be substituted for two client-based projects.
- f. Two smaller client-based projects may be substituted for one client-based project.
- g. A research grant proposal funded by an external source in which faculty is either the principal investigator or co-principal investigator may be substituted as follows:
Any amount over \$1000 toward a specific project may be substituted for one client-based project. Any amount over \$5000 toward a specific project may be substituted for two client-based projects.

- Additionally, curate an exhibit in the University Art Gallery.

Studio Art

- By the end of the fifth year cycle a minimum of one regional or national solo show and three local, regional or national group shows.

- Exhibiting in University Art Gallery faculty exhibits is mandatory in addition to the above-mentioned requirements.

The following substitutions can be made:

- a. One regional solo show may be substituted for three local or regional group shows.
- b. Two articles or two presentations at conferences will substitute for exhibiting in two group exhibitions.
- c. Two group studio visits may be substituted for exhibiting in one group exhibition.
- d. Organizing and curating one exhibit may be substituted for one solo and two group exhibitions.
- e. A research grant proposal funded by an external source in which faculty is either the principal investigator or co-principal investigator may be substituted as follows:
Any amount over \$1000 toward a specific project may be substituted for one group exhibit. Any amount over \$5000 toward a specific project may be substituted for one solo exhibit.
- f. Presentation in workshops would substitute for exhibiting in one group show.
- g. Artist residencies in acknowledged prestigious institutions may be substituted for one solo exhibition.

- Additionally, curate an exhibit in the University Art Gallery.

SERVICE


- A minimum of two years as department chair until five full-time faculty are hired.
- Yearly satisfactory participation as a departmental advisor.
- Yearly satisfactory oversight of maintenance for studios/labs.
- Mandatory attendance of departmental meetings and service on all department committees until six full-time faculty are hired.
- Total participation in at least five college or university committees.
- Two years of service at the professional, local, or regional level.
- Two presentations to high school or community college students.

Please note:


Assessment and evaluation of work by the peer review committee considers depth and maturation of the artist's work. Another factor to consider in evaluating numbers of exhibitions is that exhibitions and alternative ways of making an artist's work public are dictated by a variety of factors including changes in the art market and the museum and gallery arena.

Similarly, the design profession is affected by a variable economy that cannot be predicted.


Art Historians can no longer be evaluated only in peer reviewed journals, as this format is declining, and alternative modes of publication such as recognized electronic journals, magazines and publications have become relevant formats as well.



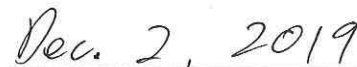
Department Chair




Dean




Provost and Vice President of Academic Affairs



Date



Date



Date