

ART & ART HISTORY DEPARTMENT  
COLORADO STATE UNIVERSITY

**DEPARTMENTAL CODE**

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## **ART & ART HISTORY DEPARTMENT CODE**

The University Code shall take precedence over this Code in all instances.

The Code recognizes and adheres to the democratic principle of responsible participation by faculty in departmental policy making. Where appropriate, the term “eligible faculty” as defined by the Art & Art History Department may be used and includes: Tenured and Tenure-Track faculty (T/TT); Non-Tenure Track faculty (NTT) faculty as follows: Contract, Continuing, and Adjunct appointments. Adjunct faculty members must have a combined total of 6 or more semesters teaching to qualify to vote on departmental matters.

### **I. DEPARTMENTAL MISSION**

- A. The Department of Art & Art History shall strive to:
  - 1. Develop and maintain academic programs of excellence in the visual arts by providing quality instruction and advising for students, both major and non-major.
  - 2. Stimulate the creative development of students by encouraging intellectual growth, self-discipline and high standards of academic performance.
  - 3. Encourage competency and productivity of faculty and provide facilities commensurate with the professional and academic goals of the department.
  - 4. Serve the broader aims of the University by emphasizing faculty and student participation in the visual arts as a vital part of the cultural mission of the University.

### **II. ADMINISTRATIVE OFFICER**

- A. The administrative officer shall be designated as Department Chair. In addition to duties specified in the University Code, the Chair shall:
  - 1. Exercise democratic leadership in reaching decisions on departmental policies through discussion with departmental committees and/or at general departmental faculty meetings.
  - 2. Promote productive and harmonious professional relationships within the department.
  - 3. Provide adequate notice and agenda of all departmental meetings for each department member.
  - 4. Call departmental faculty meetings each semester to conduct departmental business and written notice will be given in advance to each faculty member.
  - 5. Appoint a secretary for departmental staff meetings. Records of these meetings shall be filed in the Art Office.

## ART & ART HISTORY DEPARTMENT CODE

6. Appoint, or the faculty may request, ad hoc committees as may be desirable.
7. In addition to their other responsibilities, the Chair shall teach a course appropriate to his or her background at least once each academic year. It is desirable for the Chair periodically, to teach courses at both the beginning and advanced levels.
8. Comply with regulations and policies as specified in the Code of Colorado State University.

### III. ADMINISTRATION

The Department Chair shall be assisted in conducting certain departmental affairs by an Advisory Council, Area Coordinators, Administrative Assistants, and a number of standing committees. Meetings shall be conducted in harmony with the principles of parliamentary procedure.

#### A. ADVISORY COUNCIL

1. The Advisory Council shall be the representative body of the faculty and shall act in an advisory capacity to the Department Chair and shall assist in the development of all department policy.
2. The Council shall consist of seven members and the Department Chair who shall serve as Council Chair. Four of these members shall be T/TT Faculty (as defined by the University Code), all of whom shall have tenure when possible. The fifth member should be the rank of assistant professor, on tenure-track, and shall have completed at least one full year of full-time service in the department but shall not have tenure. If no faculty fits this description the fifth member may be of any rank with at least one year of regular full-time service. The sixth member may be of any rank with at least one year of regular full-time service. The seventh member may be chair of the NTT Faculty Committee, or a NTT faculty member with service requirements, or a NTT faculty with no service requirements who would be compensated for this work.
3. The Advisory Council shall be elected by the faculty at the last faculty meeting of each spring term. The term of office for the three elected faculty shall be two years. Three of the six faculty shall be elected every year. To fill vacancies on the council, members shall be elected at the earliest departmental meeting after a position has been vacated. Not more than one T/TT representative from any one area shall be elected at each annual election. (Departmental areas are: Art Education, Art History, Foundations, Pottery, Drawing, Fibers, Graphic Design, Electronic Art, Metalsmithing/Jewelry, Painting, Photo Image Making, Printmaking, Sculpture). The NTT faculty member has the same term limits as all other Advisory Council members and is elected by eligible NTT faculty in the same manner as T/TT Faculty.
4. Advisory Council members who have served two continuous years shall not be

ART & ART HISTORY DEPARTMENT CODE

eligible for re-election for one academic year. Those who have not served a complete two-year term for reasons of illness, leave-of-absence or sabbatical will also be eligible for re-election in one year. Any elected Advisory Council member whose term is interrupted by an anticipated one-year absence shall be replaced by a faculty member who is elected by the eligible faculty. A faculty member elected as a one-year replacement shall be eligible for a regular two-year term the following academic year. If, however, the absence is limited to one academic semester, the Chair shall appoint a replacement for that time period. The Chair may select from the entire tenure track pool with no time restraints regarding previous Advisory Council membership. The original council member shall return after the semester's absence to complete the regular two-year term unless the absence is in the final semester of that term. The appointed replacement shall be eligible for a regular two-year term the following academic year.

A faculty member who accepts a transitional appointment is eligible for Advisory Council membership if they teach both semesters of the academic year and consents to be a candidate. A faculty member who is on transitional appointment and teaches a full load for one semester per academic year is not eligible for regular Advisory Council membership; however, a faculty member in either situation would be eligible for a one semester appointment if it coincided with the academic teaching semester.

5. A primary listing of all eligible T/TT and NTT faculty shall be submitted one week in advance of the final election. The week moratorium is to serve for discussion and caucus. Anyone wishing to withdraw their name from candidacy must do so in writing. Faculty who cannot be present for an Advisory Council election meeting may rank order candidates to the chairperson in writing. The vote(s) of the faculty member will be cast, by proxy, by the department secretary during the election meeting.
6. Responsibilities:
  - a. To review each faculty member regarding teaching effectiveness, creative production and/or research and non-teaching academic involvement for merit consideration. The Chair may ask for written assessments from each Advisory Council member. This written material is considered confidential information to aid the Chair in the evaluation process and will not be shared with other Council members unless there is a unanimous consent to do so. This information will remain in the confidential files of the Chair's office and will not be disseminated to higher University levels. Should corroboration be necessary, the Dean of the College may peruse this information in the Chair's office. The NTTF member shall not participate in annual or comprehensive performance reviews of T/TT faculty members (see "F" below).
  - b. To act as a committee on committees, recommending membership on standing committees. To make every effort to distribute committee assignments as equally and equitably as possible.

## ART & ART HISTORY DEPARTMENT CODE

- c. To evaluate the performance of the Departmental Chair annually by the Advisory Council in consultation with the regular full-time departmental faculty.
- d. Consistent with College and University policies the Department will adhere to the University's program review schedule.
- e. To submit regularly to the entire faculty a written report of Advisory Council meetings with the exception of those dealing with privileged matters.
- f. The NTT faculty member of Advisory Council shall participate in all activities except the annual and comprehensive reviews of T/TT faculty, or other activities as determined by the Advisory Council.

### B. AREA COORDINATORS

1. The term of office shall be three years and may be continued for subsequent periods of three years each after appropriate evaluation of performance and recommendation by the Chairperson after consultation with the Advisory Council (and specific area faculty members). The term of office may be terminated by the Chair in consultation with the Advisory Council.

2. Responsibilities:

Area Coordinators will represent their area within the Department and on the Campus. In general, they will have immediate area responsibility for quality of teaching, program, expenditure of area budgetary funds and other responsibilities on file in the Department Office.

### C. ADMINISTRATIVE ASSISTANTS

1. The term of office shall be three years and may be continued for subsequent periods of three years each after appropriate evaluation of performance and recommendation by the Chair after consultation with the Advisory Council. The term of office may be terminated by the Chair in consultation with the Advisory Council.

2. Responsibilities:

Assist Department Chair in administrative duties.

### D. STANDING COMMITTEES

The standing committees listed below will be appointed by the Department Chair on the recommendations of the Advisory Council acting as a committee on committees after Art & Art History Department faculty members have expressed their preferences. Committees may submit guidelines for the appointment of their members. The Advisory Council and the Department Chair will follow such guidelines whenever possible.

## ART & ART HISTORY DEPARTMENT CODE

Each committee shall elect its own officers. The committees shall report their recommendations to the Department Chair and the minutes of these standing committees shall be available for faculty consultation.

Students should be represented on the following committees and on other ad hoc committees where appropriate. Each committee may recommend the number of students to serve on the committee, however, in no case is the student representation to be equal to or greater than the number of faculty members. All official student representatives to committees will have full voting privileges except in cases when designating scholarships for peers.

### 1. Curriculum Committee

The Curriculum Committee shall consist of five members. T/TT faculty members each from different concentrations, will be at least four of the five members. One position on the committee may be filled by a staff or NTT faculty member with university academic degree and curriculum related job duties. Any NTTF who serves without a contractual service obligation will be compensated for their work on the committee. The Department Chair shall be an ex officio member.

The committee shall act as a procedural body to usher curricular changes approved by the Undergraduate Committee and the Chair through the necessary approvals in the department and college levels.

### 2. Undergraduate Committee

The Undergraduate Committee shall consist of five members. One faculty member of the committee must be from the Foundations area. Any Assistant to the Department Chair shall be an ex officio member. One position on the committee may be filled by a staff or NTT faculty member with university academic degree and curriculum related job duties. Any NTT faculty member who serves without a contractual service obligation will be compensated for their work on the committee. There shall be at least one student representative on the committee. The committee's duties shall consist of receiving, evaluating and making recommendation on major or minor changes to departmental course offerings; coordinating all matters relative to the undergraduate program; as well as any solicitation of the undergraduate student body requiring Departmental oversight.

### 3. Graduate Committee

Each area with a graduate program shall be represented by one TT faculty member on the Graduate Committee, and their duties shall be those relevant to the graduate program. The Department Chair shall be an ex officio member. Student representative shall be a graduate student.

4. Scholarship Committee

The Scholarship Committee shall consist of no fewer than four faculty members appointed by the Chair. One of the five faculty members may be NTT. Any NTT faculty member who serves without a contractual service obligation will be compensated for their work on the committee. There shall be at least one student representative on the committee. The committee shall review and award all undergraduate scholarship applications.

5. Hatton Gallery Committee

The Hatton Gallery Committee shall consist of no fewer than four faculty members. One of the four faculty members may be NTT. Any NTT faculty member who serves without a contractual service obligation will be compensated for their work on the committee. The committee will be responsible for planning Clara Hatton Gallery exhibitions of artist, students, open competitive shows, shows that support Departmental curriculum and outreach. The committee will also serve as Departmental liaison for potential exhibition requests made by students and faculty from outside the Department.

6. Technology Committee

The Technology Committee shall consist of no fewer than four faculty members. One of the members may be NTT. Any NTT faculty member who serves without a contractual service obligation will be compensated for their work on the committee. Included in that number will be a member of the Wold Resource Center staff and a faculty member from Graphic Design.

7. Non-Tenure Track Faculty Committee

The NTT Faculty Committee shall consist of all members of the NTT faculty and one T/TT member of the Advisory Council. The primary role of the committee is information dissemination and soliciting NTT faculty feedback on department/faculty issues. The T/TT member of the committee will be ex officio. The committee chair shall be selected by a vote solicited from all members of the NTT faculty. NTT faculty serving as chair, with no contractual service obligation, will be compensated. The committee chair shall serve for a term of two years and may be re-elected for subsequent years by a vote of members of the NTT faculty.

## **IV. FACULTY**

### **A. TENURE, PROMOTION, AND REAPPOINTMENT CONSIDERATIONS**

1. Tenure and Tenure Track Faculty Tenure & Promotion:

## ART & ART HISTORY DEPARTMENT CODE

This section sets forth the Department's guidelines for tenure and promotion in accordance with the policies of the College of Liberal Arts.

The *Manual* requires that "the evaluation of faculty shall be based on qualitative and quantitative assessments of the faculty member's fulfillment of responsibilities to the university during the period of evaluation" in each of the areas of professional responsibility (C.2.5). As stipulated in the *Manual* (C.2.5), "assessment of the quality of faculty performance requires careful and critical review, necessarily involving judgments, and should never be reduced to purely quantitative measures." Note too that the Manual requires that "the criteria for evaluating the original or imaginative nature of research and other creative activities should be the generally accepted standards prevailing in the applicable discipline or professional area." Also, "reviews of performance must be based upon the faculty member's effort distribution in each of the areas of responsibility (E.12, E.14; and see E.9). The primary considerations regarding reappointment, tenure and promotion to any rank in the faculty are the merit of the individual concerned in terms of his or her teaching effectiveness and evidence of ongoing creative and/or scholarly activities that meet the standards outlined below. Service activities will also be considered.

The guidelines below reflect the scope and rigor of faculty performance expectations within the College while allowing for the special professional expectations attendant to the nature of the visual arts disciplines in art education, art history and studio art.

### a. Standards Regarding Tenure and Promotion

All faculty members being recommended for tenure and/or promotion must demonstrate a level of excellence appropriate to the rank under consideration. Recommendation for tenure shall require clear evidence of capability for significant professional contributions, effectiveness and promise of continuing growth in teaching and creative/scholarly activity, and of effectiveness in institutional and professional public service when there has been opportunity to serve.

Recommendation for tenure shall require demonstration that the faculty member is in the process of achieving professional recognition among leaders in the candidate's discipline through the faculty member's commitment to creative activity and/or scholarship. Except in unusual circumstances, when tenure is granted to an assistant professor, the individual will be promoted concurrently to associate professor.

Promotion involves evidence of creative and/or scholarly activity that reflects originality and makes a demonstrated contribution to the field. Both quality and quantity are relevant, but quality should be the primary

## ART & ART HISTORY DEPARTMENT CODE

concern, especially in cases where the number of works is very high or very low and/or products employ cumbersome, expensive or unusual media.

With respect to quantity of work, promotion to associate professor for faculty on a 15 credit (five classes/3 credits each) – 16 credit (four classes/4 credits each) academic year load would normally require, at minimum, approximately five or six creative and/or scholarly products of solid quality, or the equivalent (e.g., one international exhibition and three juried national invitationals for studio artists or one book reflecting original research, and one substantial refereed journal article for researchers). Regardless of quantity, the case made for quality remains the primary concern. The lesser the quantity of work, the stronger the need for evidence of substance, coherence, high quality, and impact. Specific indicators of quality include, but are not limited to, reputation of exhibition venue; prestige of juried awards; quality and reputation of invitational exhibitions and jurors, as well as, published reviews of the work. Comparable criteria for scholarly work include the reputation of the publication and/or publisher; the number, source and substance of citations of the work; published reviews of the work; and related indicators.

Maturity in artistry and/or scholarship is normally demonstrated by a sustained focus in the field as represented by a significant series of exhibitions in distinguished venues and/or the publication of a significant scholarly book in a distinguished press or a series of substantial refereed articles in premier journals, as well as continuing professional development. With respect to quantity of work, evidence of adequate artistry and/or scholarship may be considered as at least six or seven national juried exhibitions or solo regional exhibitions or the equivalent (e.g. two international exhibitions and three national exhibitions) and/or five substantial refereed journal articles or the equivalent (e.g. one scholarly book reflecting original research and one journal article). Regardless of quantity, the case made for quality and artistic and/or scholarly significance remains the primary concern in recommendations for promotion to full Professor.

### b. Guidelines for Evaluation of Teaching

Teaching effectiveness is vital to the Department and should be weighted at up to 50% of the overall evaluation for tenure and promotion to all ranks.

Criteria for the measurement of teaching and advising effectiveness and continued growth shall be understood to include:

#### i. Command of subject matter

## ART DEPARTMENTAL CODE

- ii. Willingness to assist students
- iii. Creation of an atmosphere that encourages and facilitates engaged learning, lucid reasoning, creativity, and independent thinking
- iv. Skill in presenting material and demonstrating its significance and importance and interrelationships among fields of knowledge
- v. Commitment to teaching and advising responsibilities (e.g., regular, prompt meeting of classes, keeping office hours, providing accurate advice)
- vi. Openness in examination of a variety of views, including respect for student expression
- vii. Fairness, clarity, reasonableness, timeliness, and discernment in assigning and evaluating student work
- viii. Assisting students in their academic and professional development (e.g., writing letters of recommendation, accommodating special circumstances)
- ix. Continual efforts to improve the aims and content of courses and academic programs
- x. Continual assessment of effectiveness as a teacher and mentor

With regard to responsibilities for teaching and mentoring, the department shall consider such sources of evidence as:

- xi. Peer Evaluations
  - a. Written statements by colleagues who have observed and evaluated classroom performance and/or supporting materials
  - b. Written statements by colleagues who have observed and evaluated a colleague's teaching outside the classroom
- xii. Student Evaluations
  - a. University-mandated evaluations as standardized and administered by the Department
  - b. Other in-class evaluations initiated by the faculty member
  - c. Unsolicited written statements from students
- xiii. Other kinds of evidence
  - a. Teaching materials (e.g., syllabi, tests, study questions, handouts, Web materials, graded papers)
  - b. New courses and seminars created, developed, and offered
  - c. Directed study topics supervised and brought to completion
  - d. Direction of master's thesis committees when brought to completion (for appropriate faculty)
  - e. Participation in master's thesis committees when brought to completion (for appropriate faculty)
  - f. Effective undergraduate mentoring
  - g. Pedagogical grants, fellowships and/or awards applied for, officially nominated for, or received
  - h. Accomplishments of students when these are related to

ART DEPARTMENTAL CODE

- instruction by the faculty member
- i. Examples of student work and research

c. Guidelines for Evaluation of Artistry and Research Activity

For the purposes of this department, creative and/or research activity includes the production of original works that require substantive conceptual development, information gathering, processing, creating, and/or analysis that leads to dissemination in a way that will make the results of the activity accessible to artists, scholars, educators, and the general public. Creative and/or research accomplishment may be weighted at up to 40% of the overall evaluation, depending upon the mutually agreed upon nature of the faculty appointment.

Creative activity refers to the kind of intellectual activity that normally leads to the completion of a work of art by professional practitioners in such areas as drawing; painting; printmaking; fibers; metalsmithing/jewelry; photo image making; graphic design; sculpture; pottery; mixed, new, and electronic media. Creative activity may include, but should not be limited to, group, solo, and competitive exhibitions of art work.

Research refers to the kind of intellectual activity that normally leads to publication in refereed academic journals or scholarly books or other publication in specialized volumes and exhibition catalogues. Research may be primarily theoretical and/or applied (e.g., curated exhibitions, lectures) employing qualitative and/or quantitative methodologies and also may lead to the development of sustained focus on a series of art works.

Creative and scholarly activity may be presented in traditional or electronic forms.

Criteria for the measurement of effectiveness and promise of continuing growth in creative/scholarly activity shall be understood to include:

- i. Exhibitions, publications and awards
- ii. Juried (competitive) or invited international, national, and regional exhibitions and any reviews of those exhibitions
- iii. Publication in refereed journals, or in book, monograph, exhibition catalog or recorded form
- iv. Curatorial efforts at the international, national, and regional level
- v. Funded research grants, fellowships, and/or other awards won or received

Other scholarly/creative activities, such as:

- vi. Workshops, convention papers, invited lectures, and similar performance based on original intellectual activity

ART & ART HISTORY DEPARTMENT CODE

- vii. Exhibition and book reviews, editorials, or essays
- viii. Editing scholarly or creative journals or serving on editorial and publications boards
- ix. Refereeing manuscripts and grant and award applications, jurying, or adjudicating
- x. Serving on panels for funding agencies
- xi. Serving on advisory boards for public arts organizations

Other evidence of continuing scholarly/creative activity, such as:

- xii. Work submitted for publication, performance/exhibition
- xiii. Applications of research grants, fellowships, related awards
- xiv. Other creative/scholarly activity demonstrably related to the discipline and directed toward peers

Evaluation Framework for Assessing Artistry/Research Materials  
Presented for Tenure, Promotion, and Annual Merit Review

	<u>Juried/Judged/Referred</u>	<u>Not juried/judged/refereed</u>
<u>Artistry/ Professional</u>	Invitational exhibitions Competitive exhibitions Professional publications Invited Presentations	Solo exhibitions Multiple person exhibitions Books, book chapters Exhibition/book reviews Lectures, workshops Presentations Curated Exhibitions
<u>Research</u>	Research journal articles Competitive papers Presentations Books, book chapters Monographs Research proposals	Books, book chapters Art reviews, essays Workshops, lectures Technical reports Exhibition catalogs Curated exhibitions

The forms of creative activity and scholarship noted above should not be viewed as definitive or restrictive. Rather, it is the individual faculty member's responsibility to prepare and present a package of materials showing a pattern of creative/professional and research activity.

In collaborative efforts, it is also the responsibility of the faculty member to explicitly demonstrate the relative contribution of individual effort to the work as a whole, as required by the *Manual*.

All materials taken as a whole should reflect a concerted pattern of growth and creative and/or scholarly development. As a general rule, a body of work

that lacks cohesion, depth and direction or that consists of material that is largely duplicative in nature does not indicate the requisite pattern of growth and development.

Sources of evidence in evaluating creative and scholarly activities are largely inherent in the products generated by such activities, e.g. exhibitions, publications, reviews, electronic works, awards, and testimonials. In addition, it is vital that expert peer evaluation and judgment of the body of work must be ascertained and assessed, including formal reviews of individual works, the quality of exhibitions, journals and other venues as generally recognized in the field, awards by professional organizations and sponsors, letters and other testimonials including judgment of the quality and significance of one's contributions to the field and of one's continuing growth and development within the field.

d. Guidelines for Evaluating Service

Service, particularly professional service, is recognized here as an integral component of faculty performance. As defined in this document and in the Department's merit evaluation procedures, professional service includes:

- i. Active membership in creative, scholarly, and professional organizations
- ii. Participation and service with creative, scholarly and professional organizations (Elected offices, committee membership, and special appointments)
- iii. Addresses, panel participation, workshops, and related activities for creative, academic or professional groups
- iv. Jurying, editorships, editorial board memberships, manuscript refereeing or review work
- v. Attendance at workshops, seminars, courses, or other activities for professional enhancement
- vi. Consultation with academic, professional or other organizations related to art education, art history, studio art
- vii. Other forms of professional outreach to the larger community

Faculty members' service contributions may also include service to the University and service to the community. Service to the University includes major departmental, college, university level committee service, offices held, or special appointments or duties. In all cases, criteria for the evaluation of such service should include willingness to serve; responsible fulfillment of duties; efforts to act in the best interests of the university or organization; and quality, significance and impact of the service. As in the case of creative activity and scholarship, service activities in of themselves provide evidence of their merit. Expert peer judgments of the quality and significance of the service may also be a source of evidence.

Taken together, these three service components may account for up to 15% of a faculty member's overall evaluation for tenure and promotion purposes. Professional service, however, will represent the major component for evaluation in line with weightings assigned by peer institutions with programs in art education, art history and studio art.

In a more general sense, service should be considered as a dimension of teaching and research as well as outreach. Thus, the conceptualization of service as an umbrella embraces the three functions of the land-grant university's mission.

e. Tenure and Promotion Materials

All candidates for reappointment, tenure and/or promotion must have complete curriculum vitae, formatted as instructed through the Provost's website, available for the entire faculty's perusal. All information should be available at least two weeks before the final reappointment, tenure and/or promotion-although this information is prepared the semester preceding the appointment consideration for transmittal to external reviewers. Completed dossiers should include a Curriculum Vitae (educational background, courses taught, publications or exhibitions, prizes and awards, lectures, honors, local, national, international professional activities, etc.). Students of the faculty member and other faculty outside the Art & Art History Department may submit written statements concerning teaching and research. Faculty eligible for consideration may elect, in writing, to present additional information to the faculty one month prior to the voting meeting. A public lecture, slide presentation, written paper, exhibition of work, etc. are possible considerations available to provide greater insights for evaluating reappointment, tenure and/or promotion considerations.

In a full faculty voting meeting scheduled toward the end of the fall semester, all candidates for re-appointment, tenure and/or promotion will be considered in order of rank beginning with Assistant Professor. Only faculty above the rank of the candidate will remain for the evaluation and voting. Only eligible (tenured) faculty may vote.

f. Voting Procedures and Recommendations

- i. Motion invited from floor and seconded
- ii. Open discussion followed by motion to ask for question
- iii. Voting will be by secret ballot
- iv. A faculty member may submit his/her ballot at the end of this voting meeting or no later than one week after the meeting. At this point in time, all ballots will be counted by the Chair and the Administrative Assistant

ART & ART HISTORY DEPARTMENT CODE

- v. A recommendation for re-appointment, tenure and/or promotion must be forwarded to the Dean if a favorable vote of a simple majority of the eligible faculty is received
- vi. The results of the faculty voting will be reported by the Chair to each of the candidates in person
- vii. The Chair will forward to the Dean a summary of the faculty's opinions and the Chair's recommendation. All negative as well as positive comments will be presented by the Chair with a full explanation
- viii. The Chair will inform the faculty by memo of the recommendations sent to the Dean

NOTE: Faculty on leave should have pertinent information sent to them in advance of the voting meeting. Voting by a faculty member away from campus will be done through an email ballot. A faculty member on leave in a candidate's major area must vote, other members on leave may abstain if they feel insufficiently informed.

- g. The following guidelines are suggested for time-in-rank considerations.

Associate Professor - Recommendation for promotion from Associate Professor to Full Professor requires demonstration that the faculty member has matured in artistry and/or scholarship and has achieved national professional recognition in their field following promotion to associate professor. Faculty are normally eligible for consideration for promotion to professor after five years in rank. Advancement prior to five years may occur in those cases in which the faculty member's performance exceeds the standards for promotion to professor established pursuant to the performance expectations stipulated in Section E.11 of the *Manual*.

Assistant Professor - Recommendation for promotion comes up in the 6<sup>th</sup> year of service unless provision is made for prior service, in which case recommendation for promotion to Associate Professor may be made earlier.

2. Non-Tenure Track Faculty Promotion

Tracks, Ranks, Appointment Types, Artist-in-Residence/ Scholar-in Residence:

a. Tracks and Ranks

In the College of Liberal Arts, NTT faculty are primarily teaching faculty. The tracks are distinguished by different job duties. The Instructor Track is a teaching track. It may be 100% teaching or at the more senior ranks may have a service or administrative component. The Professor Track requires a terminal degree, is primarily a teaching track but will typically specify research and service components. In some cases, duties may

ART & ART HISTORY DEPARTMENT CODE

include an administrative component.

	<b>Instructor Track</b>	<b>Professor Track</b>
<b>Job Duties</b>	100% teaching or Primarily teaching with some service or admin.	Primarily teaching Some research (related to teaching) Some service or admin

	<b>Instructor Track</b>	<b>Professor Track</b>
<b>Levels and Ranks</b>	Instructor	
	Senior Instructor	Assistant Teaching Professor
	Master Instructor	Associate Teaching Professor
		Full Teaching Professor

Section E.13 of the *Faculty Manual* organizes the two tracks into four ranks or levels. Promotion in rank occurs within tracks. Lateral moves between tracks result from changes in job duties, not promotion.

The College of Liberal Arts expectation for contracts vs. continuing appointments is that contracts should be used when there are specific non-teaching duties, in addition to teaching duties, that extend for two to three years. Contracts will typically be used in the Professor track but may be used in the Instructor track.

	<b>Adjunct Appointment</b>	<b>Continuing Appointment</b>	<b>Contract Appointment</b>
<b>Job Duties</b>	100% Teaching	100% Teaching or Primarily Teaching with some service	Primarily Teaching some service and/or admin or Primarily teaching with some research, service, and/or administration.

b. Criteria for hiring into Tracks:

ART & ART HISTORY DEPARTMENT CODE

	<b>Instructor Track</b>	<b>Professor Track</b>
<b>Hiring criteria</b>	Minimum Master's degree qualification for teaching	Terminal degree (PhD or MFA) Qualifications for teaching Qualifications for research Qualifications for service/admin

c. Criteria for hiring into an Appointment type:

	<b>Adjunct Appointment</b>	<b>Continuing Appointment</b>	<b>Contract Appointment</b>
<b>Hiring Criteria</b>	Qualifications for teaching No more than two consecutive semesters at 50% or greater FTE	Qualifications for teaching Possibly successful teaching on an adjunct appointment Qualifications for service if included in job duties	Qualifications for teaching Qualifications (as appropriate for job duties) for research, service, admin

d. Criteria for advancement in rank for each Track:

Advancement in rank occurs within tracks. Lateral moves can be made in either direction within levels to reflect changes in job duties.

	<b>Instructor Track</b>	<b>Professor Track</b>
<b>Criteria for promotion</b>	<b>Instructor<sup>1</sup></b>	
	<b>Senior Instructor</b>  Minimum 5-years experience as Instructor (or equivalent)  Consistent record of excellence in teaching (demonstrated excellence in for example in student learning outcomes, course/curriculum development, integration of service learning,	<b>Assistant Teaching Professor</b>

ART & ART HISTORY DEPARTMENT CODE

	<p>teaching innovation, pedagogical innovation, etc.)</p> <p>Evidence of participation in professional development related to teaching</p> <p>Record of positive contributions to the department’s instructional mission</p> <p>If applicable, record of excellence in admin activities</p>	
	<p><b>Master Instructor</b></p> <p>Minimum 5-years experience as Senior Instructor (or equivalent)</p> <p>Demonstrated sustained record of excellence in teaching (demonstrated excellence in for example in student learning outcomes, course/curriculum development, integration of service learning, teaching innovation, pedagogical innovation etc.)</p> <p>Demonstrated record of teaching/pedagogical innovation</p> <p>Record of sustained positive contributions to the department’s instructional mission</p> <p>Evidence of on-going participation in professional development related to teaching,</p> <p>Demonstrated leadership in teaching</p> <p>If applicable, record of sustained excellence in admin activities</p> <p>If applicable, record of excellence in service/outreach</p>	<p><b>Associate Teaching Professor</b></p> <p>Minimum 5-years experience as Assistant Teaching Professor</p> <p>Consistent record of excellence in teaching (demonstrated excellence in for example in student learning outcomes, course/curriculum development, integration of service learning, teaching innovation, pedagogical innovation, etc.)</p> <p>Evidence of participation in professional development related to teaching</p> <p>Record of positive contributions to the department’s instructional mission</p> <p>Demonstrated excellence in research, service/outreach and administrative duties as applicable.</p> <p>Demonstrated leadership in teaching</p>

ART & ART HISTORY DEPARTMENT CODE

		<p><b>Full Teaching Professor</b></p> <p>Minimum 5-years experience as Associate Teaching Professor</p> <p>Demonstrated sustained record of excellence in teaching (demonstrated excellence in for example in student learning outcomes, course/curriculum development, integration of service learning, teaching innovation, pedagogical innovation etc.)</p> <p>Demonstrated record of teaching/pedagogical innovation</p> <p>Record of sustained positive contributions to the department’s instructional mission</p> <p>Evidence of on-going participation in professional development related to teaching,</p> <p>Demonstrated leadership in teaching</p> <p>Demonstrated sustained excellence and leadership in research, service/outreach and administrative duties as applicable.</p>
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e. Artist-in-Residence/ Scholar-in-Residence Contract Appointments:

These are short-term contract appointments that bring a unique individual to campus for a specific purpose, and for a specific period of time. The assignment is primarily teaching but may include contractually defined research and/ or discipline-based service as well. Appointments are normally made for a period of time between one semester and two years. Such appointments do not accrue credit toward promotion and do not imply any commitment to future employment.

The *Manual* requires that “the evaluation of faculty shall be based on qualitative and quantitative assessments of the faculty member’s fulfillment of responsibilities to the university during the period of evaluation” in each of the areas of professional responsibility (C.2.5). As stipulated in the *Manual* (C.2.5),

## ART & ART HISTORY DEPARTMENT CODE

“reviews of performance must be based upon the faculty member’s effort distribution in each of the areas of responsibility (E.12.1, E.12.2 (where appropriate), E.14; and see E.9).” The criteria for advancement in rank are outlined above. The primary considerations regarding promotion to any rank in the NTTF are the merit of the individual concerned in terms of his or her teaching effectiveness and contractual service and/or administrative duties.

The guidelines below reflect the scope and rigor of faculty performance expectations within the College while allowing for the special professional expectations attendant to the nature of the visual arts disciplines in art education, art history, and studio art.

### f. Standards Regarding Promotion

All faculty members being recommended for promotion must demonstrate a level of excellence appropriate to the rank under consideration. Recommendation for promotion shall require clear evidence of capability for significant professional contributions, effectiveness, and promise of continuing growth in teaching, and of effectiveness in institutional and professional service and attention to administrative duties.

### g. Guidelines for Evaluation of Teaching

Teaching effectiveness is vital to the Department and criteria for the measurement of teaching shall be understood to include:

- i. Command of subject matter
- ii. Willingness to assist students
- iii. Creation of an atmosphere that encourages and facilitates engaged learning, lucid reasoning, creativity, and independent thinking
- iv. Skill in presenting material and demonstrating its significance and importance and interrelationships among fields of knowledge
- v. Commitment to teaching and advising responsibilities (e.g., regular, prompt meeting of classes, keeping office hours, providing accurate advice)
- vi. Openness in examination of a variety of views, including respect for student expression
- vii. Fairness, clarity, reasonableness, timeliness, and discernment in assigning and evaluating student work
- viii. Assisting students in their academic and professional development (e.g., writing letters of recommendation, accommodating special circumstances)
- ix. Continual efforts to improve the aims and content of courses and academic programs
- x. Continual assessment of effectiveness as a teacher and mentor

ART & ART HISTORY DEPARTMENT CODE

With regard to responsibilities for teaching and mentoring, the department shall consider such sources of evidence as:

- xiii. Peer Evaluations
  - a. Written statements by colleagues who have observed and evaluated classroom performance and/or supporting materials
  - b. Written statements by colleagues who have observed and evaluated a colleague's teaching outside the classroom
  
- xiv. Student Evaluations
  - a. University-mandated evaluations as standardized and administered by the Department
  - b. Other in-class evaluations initiated by the faculty member
  - c. Unsolicited written statements from students
  
- xiii. Other kinds of evidence
  - a. Teaching materials (e.g., syllabi, tests, study questions, handouts, Web materials, graded papers)
  - b. New courses and seminars created, developed, and offered
  - c. Directed study topics supervised and brought to completion
  - d. Direction of master's thesis committees when brought to completion (for appropriate faculty)
  - j. Participation in master's thesis committees when brought to completion (for appropriate faculty)
  - k. Effective undergraduate mentoring
  - l. Pedagogical grants, fellowships and/or awards applied for, officially nominated for, or received
  - m. Accomplishments of students when these are related to instruction by the faculty member
  - n. Examples of student work and research
  
- xiv. Additional service-based evidence that may be included as evidence to the commitment to their field for NTTF with no service obligation.
  - a. Active membership in creative, scholarly, and professional organizations
  - b. Participation and service with creative, scholarly and professional organizations (Elected offices, committee membership, and special appointments)
  - c. Addresses, panel participation, workshops, and related activities for creative, academic or professional groups
  - d. Jurying, editorships, editorial board memberships, manuscript refereeing or review work
  - e. Attendance at workshops, seminars, courses, or other activities for Professional enhancement.

ART & ART HISTORY DEPARTMENT CODE

- f. Consultation with academic, professional or other organizations related to the appropriate teaching field
  - g. Other forms of professional outreach to the larger community
- h. Guidelines for Evaluating Service for NTT faculty with a service obligation, or compensated service.

Service, particularly professional service, is recognized here as an integral component of faculty performance for those NTT faculty with a service obligation. As defined in this document and in the Department's merit evaluation procedures, professional service includes:

Section xiv above and service to the University and service to the community. Service to the University includes major departmental, college, university level committee service, offices held, or special appointments or duties. In all cases, criteria for the evaluation of such service should include willingness to serve; responsible fulfillment of duties; efforts to act in the best interests of the university or organization; and quality, significance and impact of the service.

In a more general sense, service should be considered as a dimension of teaching as well as outreach.

i. Promotion Materials

All candidates for promotion must have complete curriculum vitae available for the entire faculty's perusal. All information should be available at least two weeks before the final promotion consideration. Completed dossiers should include a CSU formatted Curriculum Vitae from the Provost's website.

The process of presenting evidence of teaching should involve a presentation to the Art & Art History Department Faculty, Advisory Council and Chair and may include documentation, classroom visitations, and examples of written or visual student work. In general, faculty are responsible for demonstrating the quality of their teaching. Evaluation of teaching should be based on information provided by the faculty member which may include:

- i. Written statement (1 page suggested)
- ii. Self-evaluation (1 page suggested)
- iii. Student course survey (summary sheets only)
- iv. Classroom visitation by Advisory Council member or other teaching colleague
- v. Presentation or exhibition of student work (announced)
- vi. Written papers, theses, and/or images of student work (40 images suggested)
- vii. Definitive material (e.g. course outlines, selected handouts, listing

## ART & ART HISTORY DEPARTMENT CODE

- one page suggested -- of field trips, seminars, workshops, etc.)
- viii. Distinctions connected with symposia and creative shows
- ix. Other indicators of classroom successes

### j. Voting Procedures, Voting Body, and Recommendations

In a full faculty voting meeting scheduled toward the end of the fall semester, all candidates' promotion will be considered in order of rank beginning with instructors. Only faculty above the rank of the candidate will remain for the evaluation. The Advisory Council will collect feedback from all eligible faculty. Considering all information and input presented, the Advisory Council and eligible NTTF together will serve as the voting body, and therefore the Promotion Committee, for all NTTF promotion. The Co-chairs of the NTT Faculty Promotion Committee will be a senior eligible NTTF member and the senior member of the Advisory Council.

- i. Motion invited from floor and seconded
- ii. Open discussion followed by motion to ask for questions
- iii. Eligible faculty members may submit their input no later than one week after the meeting. At this point in time, all input will be review by the voting body described above.
- iv. Voting, by the voting body, will be by secret ballot.
- v. A recommendation of the voting body will be drafted by the NTTF Promotion Co-chairs and presented to the Department Chair
- vi. The results of the faculty voting will be reported by the Department Chair to each of the candidate in person
- vii. The Department Chair will forward to the Dean a summary of the eligible faculty's opinions and the Department Chair's recommendation. All negative as well as positive comments will be presented by the Chair with a full explanation
- viii. The Department Chair will inform the faculty by memo of the recommendations sent to the Dean.

NOTE: Faculty on leave should have pertinent information sent to them in advance of the voting meeting. Voting by a faculty member away from campus will be done through an email ballot. A faculty member on leave in a candidate's major area must vote, other members on leave may abstain if they feel insufficiently informed.

## B. ANNUAL AND COMPREHENSIVE REVIEWS

### 1. Tenure and Tenure Track Faculty Evaluation:

The Department of Art & Art History is a diverse community of artists and scholars with wide-ranging professional interests and talents. The intent of this section is to

## ART DEPARTMENTAL CODE

set forth evaluation models, classifications, procedures, and category percentages to be employed to evaluate faculty in the three performance categories of teaching, creative research and service for merit salary increases and post-tenure review. These evaluations shall be conducted by the Art Faculty, Advisory Council and Chair.

### Evaluation Models:

#### a. Annual Activity Report

The Annual Activity Report shall be required of each faculty member as mandated by the College of Liberal Arts and used for annual faculty evaluations. The department office will file these and use them for subsequent comprehensive reviews.

Each faculty member's performance shall be classified as either Superior, Exceeds Expectations, Meets Expectations, Below Expectations or Unsatisfactory. The general expectation is that a majority of faculty should be performing at the Meets Expectation level and that a smaller number should be performing at the other performance categories.

#### Superior

The Superior rating connotes performance competencies that are unusually outstanding in the areas of teaching, creative research and/or service. While the rating of Meets Expectations expresses the standard of high performance, the superior rating must be reserved for evaluations of accomplishment clearly above those of the Meets and Exceeds Expectation categories. The evaluation of Superior must be arrived at through tangible evidence from a variety of sources supplied by the faculty member or others.

#### Exceeds Expectations

The Exceeds Expectations rating connotes performance competencies that are outstanding in the areas of teaching, artistry/research and/or service. While the rating of Meets Expectations expresses the standard of high performance, the Exceeds Expectations rating must be reserved for evaluations of accomplishment clearly above those of the Meets Expectation category but short of the superior rating. The evaluation of Exceeds Expectations must be arrived at through tangible evidence from a variety of sources supplied by the faculty member or others.

#### Meets Expectations

The Meets Expectations rating connotes performance competencies that are of high quality in the areas of teaching, creative research and/or service. In the Department of Art, all faculty are expected to teach and

## ART & ART HISTORY DEPARTMENT CODE

mentor well. Faculty members are expected to pursue an active program of creative research and to document the results of their endeavors. Meets Expectations performance in service must include active and positive contributions to the Department of Art and the University, and when possible, professional service to the community and the profession. The evaluation of Meets Expectations must be arrived at through tangible evidence from a variety of sources supplied by the faculty member or others.

### Below Expectations

The Below Expectations rating is a level of performance that is below Meets Expectations in the areas of teaching, creative research, and/or service. Unsatisfactory performance may be the result of a lack of competence, lack of effort, and/or a violation of professional standards of practice and behavior as set forth for academic faculty by the Colorado State University Academic Faculty and Administrative Professional Staff Manual. The evaluation of Below Expectations must be arrived at through direct or implicit evidence from a variety of sources.

### Unsatisfactory

The Unsatisfactory rating is a level of performance that is clearly below expectations in the areas of teaching, creative research, and/or service. Unsatisfactory performance may be the result of a lack of competence, lack of effort, and/or a violation of professional standards of practice and behavior as set forth for academic faculty by the Colorado State University Academic Faculty and Administrative Professional Staff Manual. The evaluation of Unsatisfactory must be arrived at through direct or implicit evidence from a variety of sources.

### b. Comprehensive Review and Third-Year Reappointment of Tenure Track Faculty

The Department conforms to the policy and procedures for Comprehensive Review and Third-Year Reappointment of Tenure Track Faculty as described in Section E.14.1 of the Academic Faculty and Administrative Professional Staff Manual.

The review is to be conducted by the tenured faculty of the department and should include one of the following:

- i. The faculty member is making satisfactory progress toward tenure and promotion, and sustained progress may result in a favorable recommendation from the department;
- ii. there are deficiencies that, if satisfactorily corrected, may lead to a

ART DEPARTMENTAL CODE

- favorable recommendation for tenure, or;
- iii. the faculty member has not met the stated requirements for the position in one or more areas of responsibility, and the tenure committee recommends against further contract renewals.

The report shall include any written comments provided by the department head, dean and Provost/Academic Vice-President, as well as the faculty member. A final comprehensive performance review is required prior to recommendations concerning tenure (E.10.4 of the Manual).

c. Periodic Comprehensive Reviews of Tenured Faculty

The department conforms to the policy and procedures for periodic comprehensive review of faculty as described in Sections E. 14.2.1 and E.14.2.2 of the Academic Faculty and Administrative Professional Staff Manual.

Phase I Comprehensive Performance Reviews of all tenured faculty shall be conducted by the department head at intervals of five years following the acquisition of tenure or if there are two unsatisfactory annual reviews within a five-year review period. A Phase I Review shall be based upon a summary of all annual reviews since the last comprehensive review or the acquisition of tenure, an updated curriculum vitae, a self-analysis by the faculty member, and a statement of goals and objectives. The department head shall provide an overall assessment of the faculty member's performance. Evaluation must be based upon the faculty member's effort distribution and performance weighted in each area of responsibility (Section E.12). The evaluations should identify strengths and any deficiencies in the faculty member's performance. If a faculty member has deficiencies that, in the opinion of the department head, may be corrected without implementing a Phase II Review, the department head, in consultation with the faculty member, should prepare a specific professional development plan to assist the faculty member in meeting the departmental expectations. As part of this plan, the faculty member's effort distribution in each of these areas of responsibility may be adjusted to focus on the faculty member's interest, demonstrated performance, and needs of the department. This plan may include resources, assistance, and opportunities to be made available to the faculty member and include a time-frame by which the department head will monitor progress toward achieving the planned goals. If the evaluation from a Phase I Comprehensive Performance Review is unsatisfactory, a Phase II Comprehensive Performance Review shall be conducted.

Phase II Comprehensive Performance Reviews are initiated when the department head determines that a tenured faculty member's performance is unsatisfactory in the Phase I Review. Members of the Advisory Council at the same or higher rank shall conduct the review following the procedures listed below.

## ART & ART HISTORY DEPARTMENT CODE

### Procedures for Comprehensive Reviews:

The following criteria is a condensed list found in the Tenure, Promotion and Reappointment section of the Code. It is restated to provide the Art & Art History Faculty, Advisory Council and Chair guidance in directing annual evaluations, comprehensive review and third-year reappointment of Tenure Track Faculty, and Phase I and II comprehensive reviews.

#### i. Teaching

The process of presenting evidence of teaching should involve a presentation to the Art & Art History Department Faculty, Advisory Council and Chair and may include documentation, classroom visitations, and examples of written or visual student work. In general, faculty are responsible for demonstrating the quality of their teaching. Evaluation of teaching should be based on information provided by the faculty member which may include:

- Written statement (1 page suggested)
- Self-evaluation (1 page suggested)
- Student course survey (summary sheets only)
- Classroom visitation by Advisory Council member or other teaching colleague
- Presentation or exhibition of student work (announced)
- Written papers, theses, and/or images of student work (40 images suggested)
- Definitive material (e.g. course outlines, selected handouts, listing -- one page suggested -- of field trips, seminars, workshops, etc.)
- Distinctions connected with symposia and creative shows
- Other indicators of classroom successes

#### ii. Artistry/Research

The process of presenting evidence of creative research should involve a compilation of academic and studio evidence including publication in refereed journals, lectures, papers, curatorial efforts, and competitive and invitational exhibitions. It is expected that the scope of this effort should include documentation such as:

- International exposure
- National exposure
- Regional exposure
- Local exposure off campus

## ART & ART HISTORY DEPARTMENT CODE

- On-campus exposure
- Other indicators (e.g. gallery affiliations, acquisitions, commissions, etc.)
- A written statement and/or slides indicating on-going research

### iii. Service

The process of presenting evidence of service should include a compilation of productive involvements for the Department and University and activities where professional expertise has been expended for the University, community and profession. These involvements should include activities such as:

- Regular committee assignments
- Ad hoc committee work
- Community involvement
- Professional involvements
- Other indicators such as service initiatives at all levels
- A written statement

### iv. Category Percentages

- Teaching: 50%
- Creative/ Research: 35% (depending on their personal assessment of involvement for a given year, faculty may elect to adjust this percentage to 40%)
- Service: 15% (depending on their personal assessment of involvement for a given year, faculty may elect to adjust this percentage to 10%)
- Total: Percentages for the year must total 100%.

Exceptions: The Assistant Chair(s), who shall be evaluated at weight appropriate to their assignments. Also, at the discretion of the Chair, release time given to faculty for specific needs in creative research or service shall be reflected in the percentages for evaluation. This shall be agreed to in writing by the Chair and faculty member.

## 2. Non-Tenure Track Faculty Evaluation:

The Art & Art History Department is a diverse community of artists and scholars with wide-ranging professional interests and talents. The intent of this section is to set forth evaluation models, classifications, procedures, and category percentages to be employed to evaluate Non-Tenure Track Faculty.

For NTT faculty, these evaluations shall be conducted by members of the Advisory

## ART DEPARTMENTAL CODE

Council and Chair, with comments solicited from supervisory or area faculty. The NTT faculty evaluation model shall include the Annual Activity Report. If the NTT faculty member has a contractual obligation for research and/or service those components will be included as defined below.

### Evaluation Models:

#### a. Annual Activity Report

The Annual Activity Report shall be required of each faculty member as mandated by the College of Liberal Arts and used for annual faculty evaluations. The department office will file these and use them for subsequent comprehensive reviews and/ or decisions related to contract renewal.

Each faculty member's performance shall be classified as either Superior, Exceeds Expectations, Meets Expectations, Below Expectations or Unsatisfactory. The general expectation is that a majority of faculty should be performing at the Meets Expectation level and that a smaller number should be performing at the other performance categories.

#### Superior

The Superior rating connotes performance competencies that are unusually outstanding in the areas of teaching, creative research and/or service. While the rating of Meets Expectations expresses the standard of high performance, the superior rating must be reserved for evaluations of accomplishment clearly above those of the Meets and Exceeds Expectation categories. The evaluation of Superior must be arrived at through tangible evidence from a variety of sources supplied by the faculty member or others.

#### Exceeds Expectations

The Exceeds Expectations rating connotes performance competencies that are outstanding in the areas of teaching, artistry/research and/or service. While the rating of Meets Expectations expresses the standard of high performance, the Exceeds Expectations rating must be reserved for evaluations of accomplishment clearly above those of the Meets Expectation category but short of the superior rating. The evaluation of Exceeds Expectations must be arrived at through tangible evidence from a variety of sources supplied by the faculty member or others.

#### Meets Expectations

The Meets Expectations rating connotes performance competencies that are of high quality in the areas of teaching, creative research and/or

## ART DEPARTMENTAL CODE

service. In the Department of Art, all faculty are expected to teach and mentor well. Faculty members are expected to pursue an active program of creative research and to document the results of their endeavors. Meets Expectations performance in service must include active and positive contributions to the Department of Art and the University, and when possible, professional service to the community and the profession. The evaluation of Meets Expectations must be arrived at through tangible evidence from a variety of sources supplied by the faculty member or others.

### Below Expectations

The Below Expectations rating is a level of performance that is below Meets Expectations in the areas of teaching, creative research, and/or service. Unsatisfactory performance may be the result of a lack of competence, lack of effort, and/or a violation of professional standards of practice and behavior as set forth for academic faculty by the Colorado State University Academic Faculty and Administrative Professional Staff Manual. The evaluation of Below Expectations must be arrived at through direct or implicit evidence from a variety of sources.

### Unsatisfactory

The Unsatisfactory rating is a level of performance that is clearly below expectations in the areas of teaching, creative research, and/or service. Unsatisfactory performance may be the result of a lack of competence, lack of effort, and/or a violation of professional standards of practice and behavior as set forth for academic faculty by the Colorado State University Academic Faculty and Administrative Professional Staff Manual. The evaluation of Unsatisfactory must be arrived at through direct or implicit evidence from a variety of sources.

#### b. Periodic Comprehensive Reviews of Non-Tenure Track Faculty

The Department conforms to the policy and procedures for periodic comprehensive review of faculty as described in the Academic Faculty and Administrative Professional Staff Manual. The Art & Art History Department acknowledges the consideration of contract renewal as equivalent to the Comprehensive Review process for Non-Tenure Track Faculty.

## C. SEARCHES

### 1. Tenure and Tenure Track Faculty Hiring Procedures:

- a. All open searches for tenure-track positions will meet University, College and OEO guidelines and regulations. Search committees are appointed by the Department Chair. Tenure-track search committees may contain tenured and

## ART & ART HISTORY DEPARTMENT CODE

tenure-track faculty and a student representative.

- b. Application materials are available only to the search committee, administrative search coordinator, OEO representative (usually a member of the College Dean's staff) and the Department Chair. Once semi-finalists have been identified, all tenured and tenure-track faculty will have access to all of the application materials, including research documentation, any letters of recommendation and any additional support materials.
- c. Finalists will be invited to campus and will review their application in an open forum to the department at large. Tenured and tenure-track faculty, adjunct faculty, support staff and students present will be asked to submit their assessment of the candidates to the search committee. Forms used for that assessment will meet OEO approval. The search committee will take all recommendations into consideration when assessing the merits of the finalists.
- d. The recommendation of the search committee will be made to the Department Chair who will make the final decision. The Chair will then communicate with the Dean or Dean's staff to make an offer to the selected individual.
- e. All participating faculty shall abide by the confidentiality required by the search process.

### 2. Non-Tenure Track Faculty Hiring Procedures:

- a. Adjunct Appointment:
  - i. Applicants will submit materials through the Art & Art History Department Open Pool.
  - ii. Area coordinators in the area of specialization where the adjunct will teach will select applicants to participate in the interview process.
  - iii. A finalist recommendation will be submitted to the Department Chair who, as the Department Hiring Authority, makes the final decision.
- b. Contract and Continuing Appointments:
  - i. Applicants will submit materials through the Art & Art History Open Pool or through a directed application process. All open searches for contract and continuing appointment NTTF will meet University, College and OEO guidelines and regulations.

ART & ART HISTORY DEPARTMENT CODE

- ii. Search committees are appointed by the Department Chair. NTTF search committees will include the appropriate area coordinator and may contain T/TT faculty, a NTTF representative, and a student representative.
  - iii. Application materials are available only to the search committee, administrative search coordinator, OEO representative (usually a member of the College Dean's staff) and the Department Chair. Once semi-finalists have been identified, all eligible faculty will have access to all of the application materials, including research documentation, any letters of recommendation and any additional support materials.
  - iv. Finalists may be invited to campus and will review their application in an open forum to the department at large. All faculty, support staff and students present will be asked to submit their assessment of the candidates to the search committee. Forms used for that assessment will meet OEO approval. The search committee will take all recommendations into consideration when assessing the merits of the finalists.
  - v. The recommendation of the search committee will be made to the Department Chair who will make the final decision. The Chair will then communicate with the Dean or Dean's staff to make an offer to the selected individual.
  - vi. All participating faculty shall abide by the confidentiality required by the search process.
- c. Artist-in-Residence and Scholar-in-Residence Contract Appointments:

Artist-in-Residence and Scholar-in-Residence contract appointment candidates will apply to the Open Pool, with initial review by concentration area coordinator and area faculty. Recommendations will be given to the Department Chair who as the hiring authority will make the final decision.

These are short-term contract appointments that bring a unique individual to campus for a specific purpose, and for a specific period of time. The assignment is primarily teaching but may include contractually defined research and/ or discipline-based service as well. Appointments are normally made for a period of time between one semester and two years. Such appointments do not accrue credit toward promotion and do not imply any commitment to future employment.

**V. GRADUATE FACULTY, GRADUATE ADVISORS AND GRADUATE COMMITTEE MEMBERS**

## ART & ART HISTORY DEPARTMENT CODE

- A. All faculty of the Art & Art History Department who meet the following criteria are eligible to serve as graduate faculty, advisors, and committee members.
  - 1. Minimum of 2 years of service in the CSU Art Department
  - 2. Minimum rank of Assistant Professor
- B. Exceptions to the above criteria may be made with the approval of the Department Chairperson and the Graduate Committee

### **VI. USE OF GRADUATE TEACHING ASSISTANTS (GTA'S)**

- A. Upon the recommendation of the Graduate Committee, selected graduate students may be given teaching assignments under the following guidelines:
  - 1. Individual graduate students to be recommended to the Graduate Committee by the faculty in their major area during their second semester of graduate study.
  - 2. A Graduate Faculty Mentor shall be appointed to work with each GTA for the duration of the student's teaching assignment. Acceptance of Mentor status shall be voluntary on the part of the Faculty Member.
  - 3. Areas that do not offer graduate degree programs may decide whether or not they wish to have GTA's teaching in their areas. If assignments are made, the area must provide a Mentor to work with the GTA.
  - 4. Classes shall be scheduled so sections taught by GTA's meet at the same hour as comparable sections taught by the Faculty Mentors (close physical proximity is desirable). Mentors must agree to actively supervise the GTA's teaching.

### **VII. PROCEDURES RELATING TO FACULTY AND STUDENT GRIEVANCE**

- A. Faculty
  - 1. Request a conference with the Chair which may include other concerned parties.
  - 2. If the grievance is not resolved in this conference, the faculty member may request a hearing before the Advisory Council.
  - 3. Records of and dispositions of grievances shall not become part of the faculty cumulative records.
  - 4. Any further action shall be in accord with the guidelines of the Academic Faculty and

## ART & ART HISTORY DEPARTMENT CODE

Administrative Professional Staff Manual of Colorado State University.

### B. Students

The Department will conform to Section I.7.1 in the Academic Faculty and Administrative Professional Staff Manual with regard to grade appeals.

The appeals committee will be formed by drawing at random the names of four faculty from a list of eligible faculty (as defined by the University Code) of the department. The student and faculty member involved in the appeal each have the right to reject one name. The first two names drawn that are not rejected will be appointed to the committee. The names of four students will be drawn from a list of students who are members of a class in the area in which the appeal originated and, if possible, from the class in which the student was attending. The student and faculty member involved each have the right to reject one name. The first two names not rejected shall be appointed the student members of the committee. The outside faculty member serving as appeals committee Chair will be appointed by the Department Chair.

## VIII. PROCEDURES RELATING TO REVIEW OF THE DEPARTMENTAL CODE

### A. Interim revision of the Code

An amendment to the Departmental Code may be proposed by any faculty member by giving written notice to the Advisory Council. Such amendments will then be circulated among members of the Department prior to the meeting in which they will be voted upon. Voting on amendments shall be by secret ballot and passed by a two-thirds majority of the eligible faculty (as defined by the University Code). The exception is that NTT faculty may not vote on code changes related to appointment and evaluation of T/TT faculty. The approval of the Dean shall make these amendments a part of the Code.

### B. Periodic review of the Code

During the year prior to the end of each term of the Chairperson, the Department Chair shall initiate a review of the Departmental Code. After one week's written notice by the Chair, the eligible faculty (as defined by the University Code in Section E.1 of the Faculty Manual) shall meet to review the Code. Voting on changes shall be by secret ballot and passed by a two-thirds majority vote of the eligible faculty. The exception is that NTTF may not vote on code changes related to appointment and evaluation of tenured and tenure-track faculty. The approval of the Dean shall make these changes a part of the Code.