

DEPARTMENT OF ART & ART HISTORY TENURE POLICIES, REGULATIONS AND PROCEDURES

(Revised January 31, 2011)

The Department of Art & Art History has adopted the following *Tenure Policies, Regulations and Procedures* in accordance with the following documents: *The Code of the Board of Governors of The University of North Carolina* (hereinafter referred to as *The Code*), the *Tenure Policies, Regulations, and Procedures of the University of North Carolina at Charlotte* as currently in effect (hereinafter referred to as *TPRP-UNCC*), and the *College of Arts and Architecture Procedures for Reappointment, Promotion, and Conferral of Permanent Tenure* (hereinafter referred to as *CoAA-RPT*). If any part of the *Tenure Policies, Regulations and Procedures* is found to be in conflict with either *The Code*, the *TPRP-UNCC*, or the *CoAA-RPT* – *The Code*, the *TPRP-UNCC*, or the *CoAA-RPT* shall prevail.

I. The Department of Art & Art History Review Committee (DRC) has the following responsibilities:

- A. To assess whether faculty under review meet or exceed the standards set forth in this policy. These standards for teaching, professional activity and university and community service maintain the quality of the educational program and the professional reputation of the institution.
- B. To conduct an employment status review of any candidate(s) identified by the Department Chair as requiring or requesting such reviews for reappointment, tenure or promotion and to provide the Department Chair with written recommendations on promotion, tenure, reappointment and tenured faculty performance reviews.
- C. To evaluate and to submit a written report to the College Dean annually on the performance of the Department Chair both as an administrator and, when applicable, as a faculty member.
- D. To serve as an advisory body to untenured faculty in the years they are not undergoing review. (See Sections VI and VII)
- E. To provide written annual evaluations of untenured faculty as a consulting body to the Department Chair.

II. Composition and Election of the Department Review Committee:

A. Membership

The Department Review Committee shall consist of three elected, tenured faculty. Permanently tenured faculty members (selected by the

Department of Art & Art History) from other departments in the College of Art & Architecture may be selected as voting members if necessary due to lack of eligible faculty to constitute the committee. DRC members from other Departments are selected by the Department Chair with the consent of the Senior Faculty.

B. Department Review Committee Chair

The Chair of the DRC shall be elected by a majority vote of the committee. The function of the DRC Chair is to call meetings, oversee committee business, to act as official spokesperson for all committee business and to communicate committee reports to the Department Chair and College Dean.

C. Term of Service

Each committee member shall be elected in consecutive years and shall serve a three-year term. Should a member of the DRC have to step down, a new member shall be elected at that time. The intention is to retain some experienced membership each year to lend consistency to the process.

III. Sources of Information for Review

As stated in Section 3 of the UNC Charlotte's "Tenure Policies, Regulations and Procedures" (October 5, 2009): "Recommendations, determinations and decisions on initial appointment, reappointment, promotion or the conferral of Permanent Tenure shall be based upon an assessment of at least the following: (1) the Faculty Member's demonstrated professional competence; (2) potential for future contribution to The University of North Carolina at Charlotte; and (3) institutional needs and resources."

A. In making its evaluation of candidates under review, the Department Review Committee shall consider the following:

1. Candidate's Curriculum Vita
2. Annual Activity Reports, compiled by candidate
3. Annual Faculty Evaluations, from Department Chair
4. Annual Faculty Evaluations, from DRC

5. Records of Action on Reappointment, Promotion and Conferral of Permanent Tenure (Includes recommendations by Chair, Dean and DRC)
6. Narratives compiled by the candidate regarding teaching, professional activity and service (1-3 pages each)
7. All (not just selected) Student Course Evaluations
8. Peer Teaching Evaluations
9. Solicited comments from a minimum of five external academic reviewers, selected from other colleges or universities of similar or aspirational research status. External academic reviewers must be tenured, neutral parties. The review candidate and the DRC both compile recommendation lists (candidate/4, DRC/6) of external academic reviewers; the Department Chair selects the final group of five (or more) with representation from both lists. External academic reviewers are required for case reviews of tenure and promotion to Associate Professor, or promotion to Full Professor.
10. Solicited written comments evaluating the candidate for Associate Professor or Full Professor, submitted by the Department's full time tenured and tenure track faculty.

B. Other materials considered by the DRC in evaluation of review candidates:

1. Unsolicited written comments
2. Optional written commentary from any faculty member who chooses to review a candidate's dossier (made available by the Department)
3. Other items from the candidate's personnel file requested by the DRC and/or supplied by the Department Chair

C. Appropriate support materials for review can include:

1. Portfolios
2. Publications

3. Reviews
4. Catalogs
5. Show Announcements
6. Citations
7. Papers presented
8. Documentation of student work
9. Supplemental commentary/reviews from professionals
10. Other materials

- D. All information and materials are subject to verification by the individuals and committees involved in the review procedure. Any discrepancies found will be noted in subsequent review documentation.
- E. It is expected that all sources of information for review be considered only if presented in written form.
- F. It is expected that the committee will make its recommendations independently, however the DRC may invite the Department Chair into its discussions if the DRC unanimously determines doing so will assist in its deliberations.

IV. Review Categories

- A. Teaching. Teaching includes responsibility for an assigned course load conducted in a studio, lecture, seminar or tutorial format. Other teaching functions include but are not limited to such activities as course and curriculum development; guest lectures, critiques, and workshops; academic advising; mounting student exhibitions; and teaching support activities, such as laboratory or internship supervision.
- B. Professional activity. Production, exhibition, performance, and publication of original art or design work; production and publication of scholarly manuscripts; and active pursuit of professional research are typical forms of professional activity. Other examples are presentations at professional meetings; lectures; service as a guest artist; acting as chair or discussant on a professional panel; acting as evaluator or adjudicator of professional work; acting as a paid consultant; receiving grants of

fellowships; and holding office in a professional society association, if the activity requires extensive professional expertise.

- C. Service. Service activities contribute to the general functioning and/or governance of the department, college, university, professional or community setting where they occur. Typical service work may be carried out on a standing or ad hoc committee or task force. Guest workshop lectures to lay (non-professional) groups fall under this category, along with unpaid consultant work and participation on community arts steering boards. Holding office in a professional society may fit this category if the actual function is primarily administrative or clerical in nature.

V. **General Review Criteria** (also see *Tenure Policies, Regulations, and Proceedings of the University of North Carolina at Charlotte*, October 5, 2009 and the *College of Arts and Architecture Procedures for Reappointment, Promotion, and Conferral of Permanent Tenure* (December 15, 2008).)

- A. In accordance with the *Tenure Policies, Regulations, and Procedures of the University of North Carolina at Charlotte* the Department of Art & Art History supports and encourages academic freedom and recognizes that “basing a decision on (1) exercise by the Faculty Member of rights guaranteed by the First Amendment to the Constitution of the United States or by Article I of the Constitution of North Carolina; (2) discrimination based upon the Faculty Member’s race, color, creed, sex, disability, sexual orientation, religion, age, national origin, veteran status, or other forms of discrimination prohibited under policies adopted by the Board of Trustees; or (3) Personal Malice.” constitutes Impermissible Grounds for reappointment, promotion and tenure decisions (see Section 1.8 of the *Tenure Policies, Regulations, and Procedures of the University of North Carolina at Charlotte*).
- B. To be eligible for entry into all ranks, candidates must have completed the terminal degree: M.F.A. for Studio or Doctorate for Art History or Art Education. In exceptional cases, professional experience or equivalent earned degrees may serve as a substitute for the stipulated terminal degree.
- C. Each candidate will be reviewed in the categories of Teaching, Professional Activity and Service. To receive tenure or reappointment the candidate must clearly excel according to Department standards in at least one category and have satisfactory to exceptional performance in the other two. Unsatisfactory performance in any one category may be grounds for a denial of tenure or reappointment.

- D. With many different sub-disciplines represented by faculty in the Department of Art & Art History, faculty performance will take a variety of legitimate directions.
1. Evidence of professional activity could include (among other possibilities, depending on each sub-discipline): awards, honors, publications, presentations, group or individual exhibitions (local, regional, national, to international), screenings, commissions, public art projects, curatorial projects, grants, written reviews of professional work in recognized professional journals, performance of a leadership role including holding high office in professional organizations, participating in administration of professional organizations and etc.
 2. Evidence of teaching excellence could include: awards, honors, grants, teaching portfolio, pedagogical publications and research, peer and student evaluations, pedagogical presentations and workshops (at local, regional, national, and/or international levels), written reviews of professional work in recognized professional journals, performance of a leadership role including holding high office in professional organizations, participating in administration of professional organizations and etc.
 3. Service is not a category for which faculty should attempt to get tenured. However, all faculty are expected, as outlined in IV.C., to contribute to the general functioning and/or governance of the department, college, university, and/or community. Service can also be used to evaluate faculty performance in promotion and salary considerations.
- E. Definition of terms such as “satisfactory to exceptional performance” and “excelling according to Department standards” are made by peer consensus in a general way through evaluating information provided in each review category and by citing commonly accepted standards within and beyond the Department. Such standards include but are limited to the College Art Association’s “Standards and Guidelines for Art History” and “Standards and Guidelines for Studio Art,” and guidelines developed by the AIGA and NAEA. Other indicators of performance include: demonstration of research, publication, and/or artistic practice; evaluations by outside reviewers in the candidate’s professional field; student evaluations and peer evaluations of teaching; level of committee work at the department, college, and university levels; additional professional service outside the university; etc. (for specifics, see Part IV).

- F. Candidates should be aware that changes in the university environment may affect review standards at any time. Candidates bear responsibility for careful preparation of vita materials and for seeking advice from the Department Chair and/or experienced faculty mentors to ensure the most effective distribution of professional energies in preparation for tenure reviews.
- G. Important to overall professional performance is the candidate's demonstrated effort to support the principles of academic freedom and help maintain the environment of academic freedom within the university. The candidate is expected to demonstrate tolerance and respect for professional, philosophical and cultural differences and support for common departmental and institutional goals, both to build productive, working relationships within the university and while representing the department and institution in professional settings.

VI. Review Criteria by Rank

All ranks require that the faculty member shall hold the appropriate terminal degree (see V.B.) or present evidence of comparable professional distinction in his/her field. Faculty in all ranks shall be reviewed for performance in teaching, professional activity, and service (see IV). In addition, all candidates are expected to act in a collegial manner and, through their professional activities, to promote and further the artistic and scholarly reputation of the department and University (see V.G.).

- A. Assistant Professor. Initial appointment to the rank of Assistant Professor requires evidence or promise of competence in all three areas of review with the expectation of excellent performance leading to distinction in at least one area. Reappointment to the rank of Assistant Professor (prior to a tenure review) requires that the candidate show strong promise of satisfying criteria for promotion to Associate Professor and conferral of tenure as evidenced by (1) demonstration of effective teaching, (2) documented success at professional activities with promise of continuing development, and (3) satisfactory service contributions.
- B. Associate Professor. Promotion to the rank of Associate Professor requires a judgment that the candidate (1) has clearly demonstrated effective teaching, (2) has evidenced continual research activity, successfully disseminated in peer reviewed venues of recognized quality, (3) has made satisfactory service contributions and (4) shows tangible promise of achieving distinction in one or more of the three areas of evaluation.

- C. Professor. Promotion to rank of Professor, the highest rank, requires a strong performance in all review categories and a record of distinction in at least one category. Promotion to Professor requires that the candidate (1) has clearly demonstrated effective teaching, (2) has evidenced continual research activity, successfully disseminated in peer reviewed venues of recognized quality, (3) has made important service contributions to the Department, College, University, or community, and (4) has achieved distinction in one or more of the three areas of evaluation and generally performed in a role of leadership. The rank of Professor reflects a standard that assumes continuing excellence that will be evaluated in subsequent post-tenure reviews.

VII. Preparation of Review Materials

College by-laws specify that Department Chairs are required to advise new faculty members in understanding their responsibilities in the areas of teaching, professional activity and service. The DRC is available (by appointment) for mentoring to untenured faculty each spring. Such mentoring is intended to provide helpful information and productive advice throughout the tenure-track. Initial mentoring sessions are targeted to assist in the compilation of an effective annual activities report, or to answer other questions regarding policy and Departmental expectations. Subsequent mentoring sessions scheduled in the second and fifth years assist with questions pertaining to both the presentation and content of reappointment or tenure/promotion dossiers. The DRC strongly recommends their annual mentoring availability as a resource for probationary faculty if they are unfamiliar with procedure or have any questions.

It should be expected that advice will vary from different faculty and also strictly noted that advice does not ensure compliance with Departmental expectations. The final responsibility for structuring and preparing review materials rests with each individual candidate.

VIII. Faculty Reappointment, Promotion and Tenure Review Calendar

The following calendar outlines the mandatory (Department & College) dates for the 2011-2012 Reviews for Reappointment, Promotion and Tenure (RPT). All actions must comply with the provisions of the policies and standards established by the *College of Arts + Architecture Procedures, Standards and Criteria for Faculty Review (revised Spring 2011)* and the *Tenure policies, Regulations and Procedures of the University of North Carolina at Charlotte (revised July 1, 2004)*.

Spring Semester Calendar Dates and RPT Materials Due:

- 03/01/11 Faculty under review for tenure & promotion submits 4 external reviewer names to DRC & Chair. DRC submits an additional 6 external reviewer names to the Chair. DRC, Chair and Dean confer to compile external reviewer list of 5 or more external reviewers.
- 03/07/11 Chair sends written requests to prospective external reviewers
- 03/22/11 All full-time faculty submit updated credentials in form of Annual Faculty Activities Report. The AFAR shall follow the 2010 CoAA template, and shall be submitted digitally to the designated Department Administrative Assistant. Tenured faculty (under performance review if applicable) submit materials to DRC.
- 03/25/11 External reviewers confirmed
- 04/01/11 CoAA Dean provides notice of impending review to faculty member(s) scheduled for reappointment, promotion and tenure. Copies of the notice are sent to the Chair and to the Departmental Faculty Review Committee.
- 04/08/11 DRC submits TFPR reports (if applicable) to Chair
- 04/15/11 Faculty under review returns signed letter to Dean acknowledging understanding of review policies and dates of submission.
- 04/15/11 Tenured Faculty Performance reviews (if applicable) due to CoAA
- 04/22/11 Faculty under review submits hard copy materials for external reviewers to the designated Department Administrator
- 04/23/11 Candidate materials sent to external reviewers
- 05/02/11 DRC submits annual evaluation of Chair to CoAA

Fall Semester Calendar Dates and RPT Materials Due:

- 08/22/11** Faculty under review submits **all required materials** to the CoAA Dean with letter of transmittal. No additional materials may be added to the submission following this date. Dean forwards materials directly to Chair/Director. **Note: this is an absolute deadline.**
- 09/06/11 FT faculty submit evaluations of (faculty under review) to DRC
- 09/20/11 DRC submits recommendations for (faculty under review) to the Chair
- 10/04/11 Chair submits reappointment/tenure recommendation(s) to the CoAA Dean. **Note:** All information generated by the review shall be made available to the Dean.
- 10/18/11 The CoAA Dean initiates the CRC review by meeting with the committee to transmit all materials.
- 11/15/11 The CRC provides the CoAA Dean with written advice and forwards all pertinent supporting information. A conference with the Dean shall follow for clarity and complement the submitted written advice.
- 12/13/11 The Dean submits recommendations to Provost/Vice Chancellor for Academic Affairs. All evaluative material generated by the review shall be made available to the Provost/Vice Chancellor.