

Promotion and Tenure Guidelines and Criteria in the School of Visual Arts at Penn State

This document is intended to describe the principles and procedures in regards to the evaluation of candidates for promotion and/or tenure in the School of Visual Arts at Penn State. The guidelines are developed from and are consistent with those of the College of Arts and Architecture and the University Policy as set down in HR-23, the most current revised Administrative Guidelines for the conduct of the University Promotion and Tenure Review Process and HR- 23.

Promotion and Tenure Review Committees:

Representation on the College of Arts and Architecture Promotion and Tenure Committee:

The School of Visual Arts representative to the College of Arts and Architecture Promotion and Tenure Committee will be elected from the tenured faculty in the School. This election will be held by secret ballot prior to the election of the School of Visual Arts Promotion and Tenure Committee. The elected representative to the College committee will not be listed on the School of Visual Arts Promotion and Tenure Committee ballot. All faculty members with continuing appointments, including those at the University College, are eligible to vote for candidates to serve on this committee.

School of Visual Arts Promotion and Tenure Committee:

The Promotion and Tenure Committee of the School of Visual Arts shall be composed of seven tenured faculty members. At least three members of the committee shall be professors and at least three shall be associate professors. Six members are to be elected by the faculty, and one member is to be appointed by the School director. The election held by ballot will take place toward the end of spring semester. Only tenured faculty members should be listed on the ballot. Each faculty member shall vote for no more than three full professors and three associate professors. All faculty members on continuing appointments, including those at the University College, are eligible to vote for candidates to serve on this committee.

Duration of Service:

Promotion and Tenure Committee members shall be elected for a full year. If a faculty member has served on either the College of Arts and Architecture Promotion and Tenure Committee or the School of Visual Arts Promotion and Tenure Committee for two consecutive years s/he may choose to have his/her name removed from the ballot for the coming year. Faculty members in this category will be notified by the Director, prior to the distribution of a ballot, and given that option. If a faculty member is unable to complete his/her term on the Promotion and Tenure Committee, a replacement committee member will be chosen through an election by ballot listing all eligible members of the faculty.

Chair:

The chair of the Promotion and Tenure Committee shall be elected at the first meeting of the full committee in the fall semester.

Campus Faculty:

Whenever necessary, the Director of the School of Visual Arts shall appoint an Ad Hoc Committee of three (3) members to review the credentials of campus faculty for promotion and/or tenure. This committee will consist of two (2) campus faculty and one (1) member of the overall School committee.

Eligibility for Review:

Faculty will normally be reviewed for tenure during the second, fourth and sixth years of the provisional appointment period. Tenure consideration for assistant professors will be accompanied by consideration for promotion to associate professor. In other situations, faculty members will be reviewed for promotion only after being nominated as follows:

- Nominated by the Director of the School of Visual Arts

- Nominated by the campus review committee (if appropriate) or by the department review committee after consultation with the Director of the School of Visual Arts

Approval to conduct early tenure reviews is subject to the concurrence of the Executive Vice President and Provost of the University. The Vice Provost for Academic Affairs acts on his behalf.

Procedures:

The committee shall:

- Receive and act on matters of promotion and tenure. Only tenured faculty may vote on tenured recommendations and only higher rank faculty than the candidate may vote on recommendations to grant promotion.
- Revise the schedule of reviews to accommodate the current school calendar.
- Summarize in writing an independent evaluation of a given candidate on each of the three general criteria specified in HR-23. (Particular emphasis should be given to the School of Visual Arts criteria.)
- Identify any special emphasis in criteria and expectations or areas of divergence from those usually applicable to the discipline for the faculty member.

The Chair will:

- Call and preside over all meetings
- Ensure that proper procedures are followed
- Assign responsibilities to members for proper conduct of the reviews
- Act as liaison between the committee and the School's Director

Vote:

After deliberation, an open vote will be taken and an open discussion will be conducted. A simple majority will prevail. A tie vote will result in further deliberations and a second vote (The numerical results of both the majority and minority vote must be documented in the review letter).

The committee's discussions shall remain confidential and only communicated through its letter of evaluation that becomes part of the confidential document, which is sent to the Dean through the Director. The committee deliberations and recommendations remain confidential in perpetuity, regardless of the outcome of the tenure/promotion decisions.

Criteria, Expectations and Modes of Evaluation:

All University and College Guidelines apply:

The School of Visual Arts is dedicated to maintaining rigorous academic standards with an awareness of the particular needs and aims of its individual programs and areas of concentration. Each decision for tenure, and promotion should be considered on its individual merits in light of what is in the best interest of the School and its mission. It is expected that each faculty member will make significant contributions to the instructional and professional programs of the School and that those contributions will be made in the areas of The Scholarship of Teaching and Learning, The Scholarship of Research and Creative Accomplishments, and Service and the Scholarship of Service to the University, Society, and the Profession. Some individuals may contribute in each of these areas while others may make a marked contribution in one area. The Director shall determine decisions regarding balance among these areas. The

Director must also make clear to every faculty member what is expected in each of the areas and assure that this information is present in the dossier.

In Addition to the Stated Expectations:

The School of Visual Arts also considers student advising to be a key component of their educational experience. The School will assign advisees to faculty member advisers. Faculty members are responsible for assisting their advisees in accordance with Senate Policy 32-00.

Promotion:

Promotion is based on current achievement in relation to the fulfillment of the criteria of the rank to which the candidate is aspiring.

Associate Professor:

- The Scholarship of Teaching and Learning: Evidence of continuing dedicated, knowledgeable, skillful and innovative instruction and advising
- The Scholarship of Research and Creative Accomplishment: Evidence of a substantial contribution in at least one of the areas of research, creative activity or scholarly inquiry
- Service and the Scholarship of Service to the University, Society and the Profession: Evidence of active contributions as described under assistant professor

Professor:

- The Scholarship of Teaching and Learning: Evidence of continuing dedicated, knowledgeable, skillful, innovative instruction and advising
- The Scholarship of Research and Creative Accomplishment: Evidence of significant, substantial and sustained contributions in at least one of the areas of research, creative activity or scholarly inquiry
- Service and the Scholarship of Service to the University, Society and the Profession: Evidence of sustained active contributions in this area as described under Assistant Professor
- Tenure relates to the potential for and promise of future achievement and recognition based on performance and accomplishment exhibited during the review period
- The Scholarship of Teaching and Learning: Promise of continuing dedicated, knowledgeable, skillful, innovative instruction and advising
- The Scholarship of Research and Creative Accomplishment: Promise of continuing significant, substantial and sustained contributions to art/art education/design in at least one of the areas of research, creative activity or scholarly inquiry
- Service and the Scholarship of Service to the University, Society and the Profession: Promise of continuing active contributions to university and public service

Note: It is strongly recommended that no one under the rank of associate professor be granted tenure.

Responsibilities of the Director:

- Shall provide the candidate, at the point of his or her initial entrance into the process of promotion and tenure, with a clear charge and careful outline of the specific duties and responsibilities of his/her assignment. At this point, the Director shall also explain the expectation of the School in regards to the three areas of review; carefully outline the policies, rules, and procedures that govern review; and develop a long-range plan for the candidate's progress through the review process up to tenure and full professor.

- Shall conduct annual in-person reviews of the candidate's progress in regards promotion and/or tenure. These reviews must be conducted before the conclusion of the spring semester final exam period and will coincide with the annual career conference. The Director shall discuss the candidate's strengths and weaknesses as the Director sees them in regards the process of promotion and/or tenure. Each year, the candidate's long-range plan for progress towards promotion and/or tenure shall be re-evaluated and revised to account for any variance or change that may have bearing on any of the three areas of review. In cases where the committee has reviewed the candidate, the general results of the evaluation shall be made known to the faculty member.
- Has the primary responsibility of assembling the dossier in conjunction with the candidate.
- Has the responsibility to inform the candidate regarding the content, organization, and clarification of the dossier.
- Has the responsibility to inform the candidate about the materials that will be sent to external reviewers.
- Shall organize and provide evidence placed in the dossier.
- Shall organize and provide the materials to be sent to external reviewers.

Faculty on Joint Appointments (According to V.F. 1 and 2 in HR-23):

- V.F.1: If the dean of a college delegates the identification of external referees to the head of the department, and the faculty member being reviewed is on a permanently budgeted joint appointment, the department head should consult with the head of the secondary unit. The department head of the secondary unit is required to submit a letter for the dossier. Before writing that letter, the head of the secondary department should be given the complete dossier for review.
- V.F.2: If the secondary department head chooses to consult with a departmental tenure and promotion committee before writing the letter, the dossier should be shared with that unit as well. (However, in no case will the committee of the secondary unit be invited to submit a letter of recommendation on its own.) The letter from the secondary department head will appear in the dossier in front of the primary department head's letter, but it should be made available to the tenure and promotion committee of the primary department before it begins its review.

Responsibilities of the Candidate:

Candidates, who have participated significantly in other units who do not share budgetary responsibility for them, or whose co-funding is with a consortium or institute, may request that the Director solicit letters describing their contribution from the administrator or appropriate faculty of those units.

Candidate's preparation of materials for external review (research focus only):

- Narrative statement
- Curriculum vita
- Evidence of creative work (if appropriate)
- Evidence of published scholarly articles (if appropriate)

Candidate's preparation of materials for internal review (teaching, research, service)

In addition to required dossier listings, documentation should include the following items (not listed in preferential order):

- Slides and/or photographs of work

- Transcripts of lectures
- Reprints and copies of published works, papers and books or such material, which has been accepted for publication with letter from publisher confirming publications
- Indication whether electronic publications are juried and/or archived
- Unpublished writing
- Evidence of work in progress
- Outlines of courses developed
- Professional references
- Letters inviting a candidate to speak
- Exhibition announcements
- Letters announcing a fellowship award
- Letters from museums or collectors accepting art works for permanent acquisitions

The Promotion and Tenure Committee is responsible for evaluating the completed dossier and submitting its letter as required by HR-23.

In addition to the dossier documentation as required by HR-23 any or all of the following will temper the committee's decision:

- Student Rating of Teaching Effectiveness (SRTE) forms meeting University standards
- Personal interviews or written evaluations from students or alumni concerning the candidate's teaching performance
- Interviews with or written evaluations from the candidates professional peers concerning the candidate's teaching
- Classroom visitations: dates shall be chosen in consultation with the candidate
- Written evaluation by external evaluators will be required for final tenure and all promotion reviews

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**TIMETABLE
SCHOOL OF VISUAL ARTS
PROMOTION AND TENURE**

Spring Faculty reviews with Director
Election of Promotion and Tenure Committee

Summer Names of outside references needed by May

Fall Week 1: First meeting of committee to elect chair. Names of the candidates for review are announced.

Week 2: Faculty are assigned to candidates to evaluate teaching performance.

Week 3: Student responses are solicited.

Week 6: All documentation to committee. Dossiers are complete and ready for review.

Week 10: Review and recommendation letters from committee to chairperson.