

## Bylaws for the Department of Art Education

### Preamble

These are the bylaws for the Department of Art Education in the College of Fine Arts at Florida State University. These bylaws were last approved on April 21, 2022, by a majority of the applicable voting members of the department and on May 5, 2022, by the College and the Office of Faculty Development and Advancement.

### I. Bylaws

**A. Adherence with Other Governing Documents.** These bylaws are created to assist the effective, efficient and fair governance of the Department of Art Education, College of Fine Arts, at the Florida State University. At all times, department policy shall adhere to and be consistent with all university policies found in the FSU Constitution, the BOT-UFF Collective Bargaining Agreement, the Faculty Handbook, and the Annual Memorandum on the Promotion and Tenure Process issued by the Office of Faculty Development and Advancement.

**B. Bylaws Revision.** While these bylaws may be updated and amended at any time, at a minimum every year ending in 5 or 0 the faculty will review these bylaws and make suggested updates for the faculty to review. All amendments and updates will be voted on and require a majority vote of the faculty who participate in the voting process.

**C. Substantive Change Statement.** Faculty and staff members are expected to be familiar with and follow the Florida State University Substantive Change Policy as found on the university web site <https://sacs.fsu.edu/substantive-change-policy/>

### II. Membership and Voting Rights

**A. Faculty Membership.** The faculty of the Department of Art Education shall consist of those persons holding full-time appointments at the rank of Teaching Faculty, Visiting Faculty, Assistant Professor, Associate Professor, or Professor.

**B. Department Membership.** In addition to the faculty defined in II.A above, the following are members of the Department of Art Education: postdocs, staff, clinical staff, and temporary or part-time appointees, including those who serve as teaching or research assistants.

**C. Faculty Voting Rights.** Teaching Faculty, Assistant Professors, Associate Professors, and Professors have the right to vote.

**D. Non-faculty Voting Rights.** All non-faculty as designated in II.B above, have the right to speak to all issues and take part in all discussions, but may not vote.

### **III. Department Organization and Governance**

**A. Faculty Meetings.** The Department shall meet in regular session at least twice per semester during the regular academic year, and may meet on special call during the summer. Dates and times of meetings shall be established by the Chairperson, and the time designated shall be free from conflicting departmental classes and other activities.

- 1. Special Meetings.** Special meetings may be called by the Chairperson, or through an email request to the Chairperson from at least three voting members of the faculty or by a single programmatic request.
- 2. Person(s) Presiding.** The Chairperson shall normally preside at meetings of the Department. In the absence of the Chairperson, the Associate Chairperson will preside.
- 3. Agenda.** The Chairperson will prepare and distribute to all faculty members and designated student representatives an agenda for each regularly scheduled faculty meeting. The agenda will be distributed at least one working day before the meeting. Any faculty member may place an item on the agenda by submitting it forty-eight hours before the meeting. Items may be added to the agenda at the meeting by majority vote.
- 4. Minutes.** The Chairperson or a representative will prepare and distribute minutes for faculty review and to be amended and/or approved at the beginning of each meeting.
- 5. Quorum.** A simple majority of the voting membership of the Department will constitute a quorum at any departmental meeting.
- 6. Majority.** A majority vote will consist of a simple majority of the voting membership of the faculty.

#### **B. Department Chair Selection.**

1. Whenever the office of the Chairperson becomes vacant, the Dean shall determine the process for how a Chairperson is chosen.
2. The term of office of the Chairperson shall be three years beginning and ending at the start of the academic year in August. Consecutive terms shall be renewable indefinitely by mutual and majority consent of the voting membership of the faculty and at the discretion of the

Dean

3. In December preceding the end of each three-year term for the Chairperson, the Dean of the College of Fine Arts shall consult the Chairperson concerning their willingness to serve for another three-year term. If the Chairperson is willing to continue, the Dean may, without the participation of the Chairperson, poll the membership of the Department's voting faculty. A majority vote of confidence in the Chairperson will be advisory to the Chairperson's reappointment.
4. The Dean maintains discretion to make final decisions related to the designation or retention of the Chairperson.

### **C. Department Leadership and Committees.**

#### 1. Chairperson

- a. The chairperson, with the advice and consent of the faculty, shall be the chief administrative officer of the Department. They shall serve as its principal officer, authorizing all regular expenditures, preparing an annual budget and an annual financial report at the end of each fiscal year, scheduling faculty assignments, and related responsibilities. The Chairperson shall make every effort to be transparent by making these reports, budgets, and expenditures available for faculty review.
- b. The Chairperson shall coordinate the academic program of the Department. They shall serve as liaison officer and departmental officer (or shall designate such representatives) to officers and bodies outside the Department.
- c. The Chairperson will report to the Department at the last meeting of each academic year regarding the total academic program and budget as developed with the advice and consent of the appropriate committees.
- d. The Chairperson is directly responsible to the Dean for the following areas:
  - i. Strategic planning
  - ii. Academic program development and growth
  - iii. Space and budget
  - iv. Faculty development and performance
  - v. Academic issues

#### 2. Associate Chairperson

- a. The Associate Chairperson is an elected member of the Faculty who answers directly to the Chairperson of the department but carries out a distinct scope of work.
- b. The Associate Chairperson will be responsible for accountability measures related to institutional effectiveness, assume responsibility for the public image of the Department, and serve as

acting Chairperson of the Department in the Chairperson's absence.

3. Program Directors
  - a. Program Directors oversees the academic and programmatic components of the program and report to the Department Chairperson with respect to the following:
    - i. Recruitment, admissions, and retention
    - ii. Policy and procedures
    - iii. Administration of the program of studies
4. Departmental Committees
  - a. Access, Diversity, Equity, and Inclusion (ADEI). This committee addresses issues pertaining to ADEI-related funding, ADEI syllabi revisions and requirements, and the ADEI climate in the Department.
  - b. Communications. This committee addresses issues pertaining to Canvas site maintenance, social media activity, student recruitment, and student retention
  - c. Curriculum. This committee addresses issues pertaining to curriculum reviews and approvals, syllabi requirements, and curriculum development.
  - d. Finance and Operations. This committee addresses issues pertaining to budgets, awards and scholarships, and bylaw revisions and updates
  - e. Promotion and Tenure (P&T). This committee addresses issues pertaining to P&T binder reviews, peer faculty evaluations, and peer teaching evaluations

**D. Faculty Senators.** The Department will participate in the election of Faculty Senate candidates through the procedures established by the College of Fine Arts. Faculty Members elected to serve as Faculty Senators are responsible for attending meetings of the Faculty Senate and informing the Department of developments affecting the Department, its Faculty, and its Members.

**E. Faculty Recruitment.**

1. The Department Chairperson will appoint a faculty member to serve as chairperson of the search committee for any new faculty member.
2. The search committee chairperson should have teaching responsibilities in the programmatic area in which the new faculty member will teach. The search committee chairperson shall appoint a minimum of two other faculty members to serve on the search committee.
3. A majority vote of the voting Faculty is required to determine which candidate should be recommended to the Department Chairperson. The Department Chairperson shall forward this recommendation to the Dean for the Dean's final decision and potential hire.

#### **F. Unit Reorganization.**

1. The Department may review the Department's organizational structure every 10 years as determined necessary by a majority vote of the Department's voting members.
2. If determined necessary, the Chairperson shall appoint a committee of no less than one representative from each program.
3. The review will take place over one academic year, and a Department evaluation report will be presented to the Department's voting members for approval by the end of the academic year in which the Department's organizational structure is reviewed.
4. If the report recommends reorganization, the Chairperson will appoint no less than one representative from each program to develop a reorganization plan.
5. The plan will need majority approval by the entire voting faculty, and the approved plan be forwarded to the Dean for review and final approval prior to implementation.
6. If approved, the Department has one academic year to institute the changes as indicated in the reorganization plan, or the plan may be implemented on a timeline designated by the Dean.

#### **IV. Curriculum**

Prior to submitting a curriculum request, Faculty members must submit to the Department Curriculum Committee this [application](#) via [this link](#). If Departmental approval is granted, the application will be forwarded to the Curriculum Committee for the College of Fine Arts for its review and approval. Both approvals must be acquired before the request can be submitted. Curriculum requests must be submitted using FSU's [Curricular Request Application](#).

#### **V. Annual Evaluation of Faculty on Performance and Merit**

**A. Peer Involvement in Annual Performance and Merit Evaluation.** Each faculty member's performance will be evaluated relative to his or her assigned duties. Each faculty member's performance will be rated annually using the following university rating scale:

- Substantially Exceeds FSU's High Expectations
- Exceeds FSU's High Expectations
- Meets FSU's High Expectations
- Official Concern
- Does Not Meet FSU's High Expectations

For more information on the Department's peer review timeline, see [Appendix C](#).

**B. Chair Responsibility in Annual Performance and Merit Evaluation.** Using the peer evaluation and annual goal sheet with written evidence and documentation of

how goals have been met the Chairperson shall complete the Annual Evaluation Summary Form in the Spring of each year. Faculty performance shall be based on the university rating scale listed above in V.A. If a non-tenured faculty member receives a Does Not meet FSU's High Expectations rating a Performance Improvement Plan (PIP) is required. Tenured faculty members may be placed on a PIP if they receive an overall rating of Does Not meet FSU's High Expectations on three or more of the previous six performance evaluations. Every Full Professor who receives a Performance Evaluation will also receive a narrative explaining their ratings, completed by the Department Chairperson.

The Chairperson will make merit evaluations based on faculty members' annual performance evaluations. Per the BOT-UFF Collective Bargaining Agreement, "Merit evaluations may not mandate a merit pay award for all members of the department. Merit criteria must reflect distinctive levels of merit reflecting the differences in performance." Merit distribution is then determined by the Departmental Chairperson when funding is provided by the Dean and is contingent upon the accomplishments of each voting faculty member whose performance is deemed meritorious. Meritorious performance is defined in the BOT-UFF Collective Bargaining Agreement as "Performance that meets or exceeds the expectations for the position classification and department/unit". The Chairperson may choose to consult with the Department P&T Committee, the Program Directors, the Faculty, and/or the Dean of the College of Fine Arts in making merit evaluations and recommendations.

All annual performance and merit evaluations will follow both FSU/FDA policy and UFF-FSU agreements.

**C. Criteria for Evaluation of Tenure-track Faculty.** The Department of Art Education recognizes the three areas of expertise: teaching, research and/or creative activity, and service. Faculty must support each through substantive documentation, and the Department must assess Faculty performance for both quality and quantity.

As a preface to the criteria listed below, the Department has adopted language from the FSU Handbook, Section 5: Faculty Development:

Over the years the promotion and tenure committees have normally looked for evidence related to national (or international) standing. For promotion to Associate Professor, the expectation has been that the candidate clearly is becoming recognized nationally and internationally as a scholar or creative artist in a field; for Professor, it has been that the candidate now has become so recognized. The evidence for this standing is different in different fields.

In addition to these University criteria, faculty in the Department of Art Education must meet the following criteria:

- A. For promotion from Assistant Professor to Associate Professor, the following criteria must be met:

- a. recognition of demonstrated effectiveness or strong potential to demonstrate effectiveness in teaching, research and/or creative activity, and service and recognized standing in the discipline and profession, as outlined below, and as attested to by letters from competent scholars outside the university;
  - b. attainment of a recognized doctoral degree;
  - c. the candidate is clearly recognized nationally as a scholar or creative artist in their discipline;
  - d. additional requirements for teaching, research and/or creative activity, and service as defined herein.
- B. For promotion from Associate Professor to Full Professor, faculty must meet the following criteria:
- a. recognition of demonstrated excellence in teaching, research and/or creative activity, and service, and recognized standing in the discipline and profession, as outlined below, and as attested to by letters from competent scholars outside the university;
  - b. attainment of a recognized doctoral degree;
  - c. the candidate has become recognized nationally and internationally in their discipline;
  - d. additional requirements for teaching, and service as defined below.

Although the period of time in a given rank is normally five years, demonstrated merit, not years of service, shall remain the guiding factor. The Department will not award promotion automatically, nor regard it as guaranteed upon completion of a given term of service. Early promotion remains possible where sufficient justification exists. A full description of the eligibility requirements, guidelines for outside letters, details of teaching, research, and service expectations, minimum standards, and merit guidelines can be found in Appendix A and Appendix B.

**C. Criteria for Evaluation of Specialized Faculty.** When first employed, each faculty member shall be apprised of what is expected of him or her in terms of teaching, research and other creative activities and service, and any other duties required of their position. All faculty members shall be apprised of any change in their initial assignment of responsibilities.

Criteria for specialized faculty promotion focus on meritorious performance of assigned duties in the faculty member's present position, since these positions have assignments in specific areas (e.g., assignment in research or teaching only, rather than an assignment in all three areas of teaching, research, and service), in addition to degree and time in service. While it is possible that a pattern of sustained meritorious performance of assigned duties could be assessed on the basis of a record shorter than five years of service, typically at least five years of evidence is needed. Thus, most specialized faculty members are considered during their fifth year of service. Department Chairpersons and other supervisors should ensure that the record of any candidate who is recommended for promotion before that time contains enough



evidence to justify consideration. Performance is reviewed in the annual evaluation process, which determines salary actions, retention, and recommendations for promotion. See "promotion of specialized faculty" in the FSU Handbook, Section 5: Faculty Development, for a more comprehensive explanation of the guidelines for various specialized faculty positions. Promotion decisions for specialized faculty will take into account the following:

- annual evaluations
- annual assignments
- fulfillment of the department/unit written promotion criteria in relation to the assignment
- evidence of sustained effectiveness relative to opportunity and according to assignment

## **VI. Promotion and Tenure**

**A. Progress Toward Promotion Letter.** Each year, every faculty member who is not yet at the highest rank for their position will receive a letter from the Department Chairperson that outlines progress toward promotion and/or tenure. This letter will be submitted after the annual performance review is complete.

**B. Third Year Review for Tenure-track Faculty.** Tenure-track faculty in their third year of service will receive an evaluation of their progress in meeting the department's expectations for promotion and tenure. Tenure-track faculty should submit their up-to-date P&T binder to the Department Promotion and Tenure committee by the end of the Fall of their third year. The Department P&T committee will conduct a review in the following Spring and submit an evaluation letter to the Department Chairperson. The Department Chairperson will then submit the binder, the recommendation letter from the Department's P&T committee and a letter of review completed by the Department Chairperson to the College of Fine Arts Promotion and Tenure Committee for their review and feedback.

**C. Peer Involvement in Evaluation of Promotion and Tenure of Faculty.** In accordance with Section 5 of the Faculty Handbook provided by the Office of the Vice President for Faculty Development and Advancement at Florida State University, sources of evaluation of faculty member's performance may include data from peer faculty evaluations. In such cases, "each unit shall develop procedures for peer evaluation of faculty members' teaching, research or creative activities, service, and other university duties when appropriate."

In consideration of these possibilities, the Promotion and Tenure Committee of the Department of Art Education has adopted Appendix C, which reviews the process and procedures for peer evaluations.





## Appendix A

### Promotion and Tenure Guidelines Department of Art Education College of Fine Arts

#### Introduction

#### University Resources

University tenure and promotion requirements described in the Florida State University Faculty Handbook, Articles 14 and 15 of the BOT-UFF Collective Bargaining Agreement, the Office of Faculty Development and Advancement annual memo on tenure/promotion, memos from the College of Fine Arts Dean's office, and other sources described in these memos should be consulted for details regarding procedures, appeals, time frames, and suggested guidelines for the preparation of promotion and tenure binders.

Faculty members should also consult University promotion and tenure policies for complementary and/or supplemental submittal guidelines and/or requirements:  
<https://fda.fsu.edu/faculty-development/promotion-and-tenure>  
<https://facultyhandbook.fsu.edu/handbook-sections/section-5-faculty-development>

#### Department of Art Education Guidelines for Promotion and Tenure

The Department of Art Education recognizes the three areas of expertise: teaching, research and/or creative activity, and service. Faculty must support each through substantive documentation, and the Department must assess the faculty member for both the quality and quantity of their work.

As a preface to the criteria listed below, the Department has adopted language from the FSU Handbook, Section 5: Faculty Development:

Over the years the promotion and tenure committees have normally looked for evidence related to national (or international) standing. For promotion to Associate Professor, the expectation has been that the candidate clearly is becoming recognized nationally and internationally as a scholar or creative artist in a field; for Professor, it has been that the candidate now has become so recognized. The evidence for this standing is different in different fields.

In addition to the university criteria, faculty in the Department of Art Education must meet the following criteria:

- A. For promotion from Assistant Professor to Associate Professor, the following criteria must be met:

- a. recognition of demonstrated effectiveness or strong potential to demonstrate effectiveness in teaching, research and/or creative activity, and service and recognized standing in the discipline and profession, as outlined below, and as attested to by letters from competent scholars outside the University;
  - b. attainment of a recognized doctoral degree;
  - c. the candidate is clearly recognized nationally as a scholar or creative artist in their discipline;
  - d. additional requirements for teaching, research and/or creative activity, and service as defined herein.
- B. For promotion from Associate Professor to Full Professor, faculty must meet the following criteria:
- a. recognition of demonstrated excellence in teaching, research and/or creative activity, and service, and recognized standing in the discipline and profession, as outlined below, and as attested to by letters from competent scholars outside the university;
  - b. attainment of a recognized doctoral degree;
  - c. the candidate has become recognized nationally and internationally in their discipline;
  - d. additional requirements for teaching, and service as defined below.

Although the period of time in a given rank is normally five years, demonstrated merit, not years of service, shall remain the guiding factor. The Department will not award promotion automatically, nor regard it as guaranteed upon completion of a given term of service. Early promotion remains possible where sufficient justification exists.

### **Eligibility Requirements**

The three areas of teaching, scholarly and/or creative activity, and service are all evaluated separately using different criteria. The candidate must meet the requirements in each category for promotion and/or tenure.

### **Guidelines for Outside Letters**

An essential part of the promotion and tenure process is the external review, in which the candidate's materials are submitted to outside reviewers for an evaluation and statement regarding their teaching, research and/or creative activity, and service. As such, the selection of writers for outside letters should be well considered.

Although a minimum of three letters of evaluation from outside reviewers are required by the university and the College of Fine Arts as part of the promotion and tenure process, both strongly advise that five letters be solicited, although more are allowed. Reviewers listed as professor emeritus are acceptable as one of the five letters, but there should be a minimum of 3 letters from active professors in the eBinder. To ensure that the Department secures a list of five letter writers, the Department will follow the guidelines below from promotion to Associate Professor and/or Tenure for promotion to Professor:

1. A list of no fewer than six potential reviewers will be generated:
  - a. The candidate submits a minimum of six potential letter writers to the Promotion and Tenure Committee with a brief professional biography and suitability statement. Candidates are encouraged to identify the majority of their external reviewers from peer programs. No more than one to two external reviewers should come from outside a candidate's discipline, and no more than one reviewer with Professor Emeritus status should be included (provided those retired professors have remained active as scholars within the last five years). All candidates seeking promotion must select Full Professors (or comparable equivalents).
  - b. The Promotion and Tenure Committee reviews the list of potential external reviewers for approval and passes along those names that they find suitable to the Chair with additions made at their discretion.
  - c. The Chair reviews the list provided by the Promotion and Tenure Committee for final approval, with additions made at their discretion.

#### Relationship of Candidate to Letter Writers

See University tenure and promotion policies on the relationship of candidates to letter writers and the scope of outside letters.

#### Scope of inquiry in outside letters

The reviewers are to offer their judgment about the competency and significance of the individual's teaching, research and/or creative activity, and service as it relates to the disciplines of art education, art therapy, arts administration, and museum education and visitor-centered curation.

## **TEACHING**

**Excellence in Teaching** is recognized as an essential criterion for faculty evaluation and advancement. This category emphasizes the importance of both high-quality teaching and advising. Each faculty member contributes as an individual to the total educational program through specialized knowledge and expertise. High standards are expected and should be maintained.

Although a faculty member's classroom effectiveness is an important component of teaching, the impact of faculty on the student body outside the classroom is also important.

The quality of a faculty member's teaching performance shall be measured against the following standards (subject to extenuating circumstances, wherein the Department Chairperson has discretion). These standards are to be consistently met and/or demonstrated each year during the promotion and/or tenure period under consideration unless noted otherwise. As a complement to the university-required six-page summary, the candidate will need to provide summarized evidence of having met the minimum standards for each category in their annual evaluation, which can then serve as the

basis for their Summary of Accomplishments at the time of promotion and/or tenure review(s).

### **Expectations for Teaching:**

The expectations of teaching schedules are reflective of the Assignment of Responsibilities as agreed upon by the candidates annual contract and as determined by the Department Chairperson. A faculty member will receive at least a “Meets FSU’s High Expectations” evaluation in teaching if the faculty member engages in all these actions:

- Adequately fulfills teaching load as established in the AOR;
- Demonstrates and maintains a current knowledge base for each course taught;
- Meets class regularly, punctually, and as scheduled;
- Schedules office hours and meets scheduled appointments;
- Adequately communicates a methodology and pedagogy that conveys a knowledge base defined by the course objectives and course requirements
- Provides evidence of demonstrated student progress measured against the achievement of objectives in each course taught. Student progress should be demonstrated according to the guidelines set forth in the course syllabus;
- Creates a fair and clearly stipulated evaluation system in each course, which is capable of adequately measuring and demonstrating each student’s achievement in the course;
- Provides a table that comprehensively reports on available student evaluations that cover a period of no more than 5 years prior to the time of seeking promotion
- Participates in all other responsibilities as assigned by the AOR, including but not limited to:
  - a. student advising
  - b. doctoral/dissertation chair/committee member
  - c. masters thesis chair/committee member
  - d. comprehensive exam chair/committee member
  - e. creating and facilitating directed independent studies
  - f. any other teaching responsibilities as deemed by the Department Chair and respective Program Director
- Demonstrates that the majority of annual evaluations as completed by the Department Chair indicates that the candidate meets or exceeds expectations in the area of teaching at the time of seeking promotion

Teaching material to be submitted to the committee must follow the college and university guidelines.

### **RESEARCH AND/OR CREATIVE SCHOLARSHIP**

**Excellence in Research and/or Creative Activity** includes the discovery and dissemination or application of knowledge and the creation and performance or production of artistic works. -Research and creative activity have equivalent

contributions to make with respect to the expansion and application of knowledge, the quality of the instructional program, and the growth and professionalism of art education, art therapy, arts administration, and museum education and visitor-centered curation, and thus are valued equally and without bias for promotion and tenure. A candidate may engage in research, creative scholarship, or a mixture of both.

Resulting publications may focus on inquiries and topics appropriate to faculty members' respective areas. Such activities should reflect relevant, current, and robust research approaches including, but not limited to, qualitative, quantitative, experimental, theoretical, philosophical, and/or historical investigations. Creative scholarship includes studio arts, exhibitions, curation, workshops, public and practitioner scholarship, and community engagement.

### **Expectations for Research and/or Creative Scholarship:**

The expectations of research and creative scholarship are reflective of the Assignment of Responsibilities as agreed upon by the candidates annual contract and as determined by the Department Chair. The faculty member must receive at least a "Meets FSU's High Expectations" evaluation in the category of Research and Creative Scholarship.

Evaluation of Research and/or Creative Scholarship, regardless of its nature, will be based on three criteria, all of which must be fulfilled:

1. contribution to the expansion or application of art education, arts administration, art therapy, museum education and visitor-centered curation, and relevant interdisciplinary fields and areas;
2. success in meeting the rigors of external peer and/or committee review, indicating its significance to the discipline; and,
3. dissemination in a format that can be cited and retrieved.

The expectation is that the candidate shows incremental progress toward goals by:

- disseminating their research and/or creative scholarship annually in refereed publications, such as (but not limited to) journal articles, book chapters, or curated catalogs at a first or second author-level. An alternate path may be considered if the candidate is successfully working on a larger, multi-year project with measured outcomes, such as a scholarly book or external grant.
  - a. It is expected that the candidate publish in peer-reviewed journals for tenure and promotion to Associate Professor
  - b. As the candidate advances to Professor, a full length manuscript and/or book may also be expected
- disseminating their research and/or creative scholarship annually. While it is preferred that these would be for national and international peer reviewed conferences, museums or symposia, local, state, and regional venues are also deemed appropriate.

- a. It is expected that the candidate for tenure and promotion to Associate Professor is clearly recognized nationally as a scholar or creative artist in their discipline;
- b. As the candidate advances to Professor, it is expected that they have become recognized nationally and internationally in their discipline

Other factors to consider may include, but are not limited to, the impact factors of the journals in which the candidate publishes, number of citations incurred by the candidate, and national and international dissemination of the candidate's creative and research endeavors, position of the candidate in the case of multiple authorship [i.e., first or second author]

While it is recognized that the quantification of an expected number of completed scholarly and creative works may run counter to the candidate's agreed upon research endeavors, it also should be recognized that the candidate should strive for:

- a. publishing regularly in quality, refereed journals at an average rate of two or more manuscripts per year as first or second author or as a member of an established research collaboration (this is in alignment with FSU's interest in interdisciplinarity and collaborations), and/or
- b. contributing chapter(s) to edited books or anthologies, and/or
- c. exhibiting in one or more invited, peer reviewed, or independently curated exhibitions, and/or
- d. receiving one or more internal and external grants to fund their scholarly efforts, and/or
- e. publishing an authored or edited full length manuscript or scholarly book as they advance from Associate Professor to Professor

The faculty member must demonstrate that the majority of annual evaluations completed by the Departmental Chair indicates that the candidate meets or exceeds expectations in the area of Research and Creative Activity at the time of seeking promotion.

Research and Creative Scholarship material to be submitted to the committee must follow the college and university guidelines.

## **SERVICE**

**Excellence in Service** is critical to the maintenance and growth of institutions ensuring accountability and service to constituents - students, citizens, agencies, business, and industry. Service refers to activities in the following categories: 1) professional or academic associations, 2) department, college, university service, and 3) public or community service. Service is recognized as taking place in local, state, regional, national and international contexts.

**Expectations for Service:** The expectations of service are reflective of the Assignment of Responsibilities as agreed upon by the candidates annual contract and as



determined by the Department Chair. The faculty member must receive at least a “Satisfactory” evaluation in the Service.

The expectation is that the candidate shows incremental progress toward goals by contributing to:

- international, national, regional, state and/or local professional and/or public committees, editorial boards, and other universities colleges, and boards, related to the respective fields of art education, art therapy, arts administration, and museum education and visitor-centered curation
- University, College, Department or Program wide committees
- Programmatic and Departmental Accreditation processes
- professional consultations
- special assignments as agreed upon in consultation with the Department Chair
- student-related responsibilities related to programmatic progression

The faculty member must demonstrate that the majority of annual evaluations completed by the Departmental Chair indicates that the candidate meets or exceeds expectations in the area of Service at the time of seeking tenure and/or promotion.

Service material to be submitted to the committee must follow the college and university guidelines.

**Completed draft submitted by the Promotion and Tenure Committee, Department of Art Education, February 24, 2022**

## Appendix B

Minimum Standards Expectations  
Prepared by Pat Villeneuve  
March 31, 2020  
Recompiled by Merit Committee, April, 2020

As established in the Assignment of Responsibilities (AOR) as determined by the chair:

### Assistant Professor

#### -Teaching

- Two classes a semester (fall and spring)

#### -Scholarship

- First year: one article in refereed national journal or in press in same/one exhibition or commission of juried creative work\*
- Subsequent years: two articles in refereed national journals/two exhibitions or commissions of juried creative work\*
- First year: submit proposal for presentation at state, regional, or national conference
- Second year: one presentation at national conference or two at state or regional conferences
- Subsequent years: two presentations at national conferences

#### -Service

- One departmental committee

#### -Other

- As justified by faculty and determined in consultation with the chair.

### Associate Professor

#### -Teaching

- Two classes a semester (fall and spring)

#### -Scholarship

- Two refereed publications in national or international journals, book chapters, or book/ two exhibitions or commissions of juried creative work\*
- Two presentations at national or international conferences

#### -Service

- One departmental committee plus one college or university committee or one national or international committee, editorial board, or equivalent

Other

- As justified by faculty and determined in consultation with the chair.

Full Professor

-Teaching

- Two classes a semester (fall and spring)

-Scholarship

- Two refereed publications in national or international journals, book chapters, or book/two exhibitions or commissions of juried creative work<sup>\*1\*</sup>
- Two presentations at national or international conferences

-Service

- One departmental committee plus one college or university committee or one national or international committee, editorial board, or equivalent

Other

- As justified by faculty and determined in consultation with the chair.

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<sup>1\*</sup> Although creative works are valued equally with refereed publications when considering merit, tenure-track faculty members should not assume that the same weight is given to creative works when seeking promotion and tenure; consistent publication in peer-reviewed formats is expected and highly valued during the evaluation of promotion and tenure materials.

Merit Structure for Accomplishments Exceeding the Minimum Standards Expectations  
(Above)

Prepared by Pat Villeneuve

March 31, 2020

Recompiled by Merit Committee on April, 2020

The following hierarchically sequenced items may be presented by faculty for merit pay consideration beyond the minimum standards, as established by the chair in the Assignment of Responsibilities (AOR):

Teaching

- 5<sup>2</sup> Dissertation committee chair, per student
- 3 University rep, outside dissertation committee, per student
- 2-3<sup>3</sup> Dissertation committee, per student
- 2 Course overload, per course (fall or spring semesters)
- 2 Student course evaluation, 90<sup>th</sup> percentile or higher, per course
- 2 Master's committee/comprehensive exam chair, per student
- 1 Master's committee/comprehensive exam committee, per student
- 1 New course prep, per course
- 1 DIS, per student
- \* Other, as justified by faculty and determined in consultation with the chair.

Scholarship/Creative Work

- 5 Article for refereed journal, assistant professors
- 3 Article for refereed journal, associate or full professors
- 2 Refereed book or media review for major journal
- 1 Article for non-refereed journal
  
- 5 Book
- 3 Revised book
- 3 Book contract signed
- 3 Book submitted for publication
- 3 Chapter or section of book
  
- 5 Editor of journal
- 3 Associate editor or reviewer of journal
- 2 Editorial board of journal
- 2 Guest editor of single or special issue of a journal
- 2 Manuscript reviewer for publisher
- 5 Exhibition or commission of juried creative work, assistant professors
- 3 Exhibition or commission of juried creative work, associate or full professors
- 1 Exhibition or commission of non-juried creative work
  
- 5 Keynote at an international conference

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<sup>2</sup> Co-chairs may divide points or divvy up points based on agreed work loads

<sup>3</sup> Faculty who do additional work at the request of the dissertation chair may request 3 points.

- 4 Refereed paper presented at an international conference
- 4 Keynote at a national conference
- 4 Refereed paper presented at a national conference, assistant professors
- 3 Refereed paper presented at a national conference
- 3 Keynote at a regional or state conference
- 3 Refereed paper presented at a regional or state conference, first-year assistant professors
- 2 Refereed paper presented at a regional or state conference
  
- 3 Proposal reviewer for national or international conference
- 2 Proposal reviewer for state or regional conference
  
- 3 Grant reviewer for national agency or association
- 2 Grant reviewer for regional, state, or local agency or association
  
- 5 PI or Co-PI of project funded by an outside agency
- 3 PI or Co-PI of university-funded project
- 3 Sabbatical or Professional Development (non-tenure track) awarded
  
- 3-5 Exhibitions curated outside of university
- 2-3 Exhibitions curated at university
  
- 5 International award
- 4 National award
- 3 State or regional award
- 2 University award
- 1 Local award
  
- \* Other, as justified by faculty and determined in consultation with the chair.

Service

- 5 Chair or co-chair of an international board or committee
- 4 Member of an international board or committee
- 4 Chair or co-chair of a national board or committee
- 3 Member of a national board or committee
- 3 Chair or co-chair of a regional or state board or committee
- 2 Member of a regional or state board or committee
- 2 Chair or co-chair of a local board or committee
- 1 Member of a local board or committee
  
- 5 Chair of university committee
- 4 Member of university committee
- 4 Chair of a college committee
- 3 Member of a college committee
- 3 Chair of department or program committee
- 2 Member of a department or program committee

- 2-5 Graduate student advisor, based on number of students
- 3 Chair of a search committee
- 2-5 Practicum/internship coordinator, based on number of placements
- 2 Member of a search committee
  
- 5 Chair of accreditation application or review committee
- 3 Member of accreditation application or review committee
- 1-3 Special assignment (such as website revamp)
- 2 External reviewer, P&T, per case (up to 3)
  
- 3 Facilitator for professional development
- 3 Organizer for workshop
- 3 Consulting
- 1 Attendance at professional meeting where not presenting, per conference (up to 3)
  
- \* Other, as justified by faculty and determined in consultation with the chair.

#### **Addendum**

The items below were not added into the point scale above, but are presumed to fall under the following description: “other, as justified by faculty and determined in consultation with the chair”. The list below does not exclude other items that may be considered under the same qualifier described above.

- National/International Grant Submissions
- Encyclopedia entries
- Program Director of a National Symposium
- Newsletter articles

## Appendix C

### Peer Evaluations for Annual Performance Evaluations Prepared by the Promotion and Tenure Committee, Department of Art Education Fall 2021

In accordance with Section 5 of the Faculty Handbook provided by the Office of the Vice President for Faculty Development and Advancement at Florida State University (n.d.), sources of evaluation of faculty member's performance may include data from peer faculty evaluations. In such cases, "each unit shall develop procedures for peer evaluation of faculty members' teaching, research or creative activities, service, and other university duties when appropriate".

In consideration of these possibilities, the Promotion and Tenure Committee of the Department of Art Education proposes the following suggestions and timeline for incorporating peer feedback into the annual performance evaluation of departmental faculty.

- **January:** Faculty members submit their annual goal sheet from the previous year with written evidence and documentation of how they have met these goals. Each faculty member creates a new faculty goal sheet for the upcoming year.
- **February:** The Promotion and Tenure Committee divides and reviews the submissions from faculty members. Each submission will be reviewed by a pair of members from the Promotion and Tenure Committee. When possible, these pairs will consist of one reviewer from the submitting faculty member's home program and one reviewer from outside of the program. In the event that such pairings cannot be arranged (as may be the case for the Promotion and Tenure Committee members themselves), the pairs will consist of members from two different programs. In review of faculty members' documents, the pairs will note whether faculty members achieved their respective annual goals. If goals are not met, the pairs will craft a narrative outlining the areas in which faculty may have fallen short of their stated annual targets. These narratives will be forwarded to the Chair of the Department.
- **March – April:** The Chair reviews the narratives provided by the Promotion and Tenure Committee, and conducts their own independent review of faculty goal sheets, submitted evidence, and student evaluations to complete annual faculty evaluations. The Chair will meet individually with faculty members to discuss the results.



## References

Office of the Vice President for Faculty Development and Advancement. (n.d.). *Faculty handbook - Section 5: Faculty development*. Florida State University  
<https://facultyhandbook.fsu.edu/handbook-sections/section-5-faculty-development>