

# Bylaws for the Department of Art

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### **Record of Substantive Revisions and Amendments to these Bylaws**

*Approved by FSU's Office of Faculty Development & Advancement 05/02/2022*

*Substantively Revised and Adopted by the Department 03/25/2022*

*Revised to Conform to the Florida State University Office of Faculty Development & Advancement Template 03/25/2022*

*Substantively Revised and Adopted by the Department 04/05/2021*

These are the bylaws for the Department of Art (Department) in the College of Fine Arts (College) at Florida State University (University). These bylaws were last approved on 03/25/2022 by a majority of the applicable voting members of the Department and on 05/02/2022 by the College and the University's Office of Faculty Development and Advancement.

## **Preamble**

These Bylaws define procedures under which the Department faculty and administrators conduct the business of the Department through shared governance grounded in acceptance of mutual accountability, respect, transparency, and a commitment to upholding the highest standards of excellence in its graduate and undergraduate programs of study, research, and service to the community and profession.

These Bylaws are subject to the authority of the University Constitution, the rules and regulations of the Board of Governors (BOG) and the University Board of Trustees (BOT), the Bylaws of the College, the Collective Bargaining Agreement between the BOT and the United Faculty of Florida (UFF), and Florida and Federal Statutes. If any provision of these Bylaws is in conflict with such authorities, it shall not apply, but the other provisions shall continue in force and effect.

## **Membership and Eligibility to Vote**

**A. Faculty Membership.** The Faculty of the Department of Art shall consist of:

- 1) those persons holding full-time or part-time regular faculty appointments in tenured or tenure-earning positions at the rank of Assistant Professor, Associate Professor, or Professor; and
- 2) those persons holding 9- or 12-month specialized faculty appointments in non-tenure earning positions.
- 3) This group of Department members as defined under II.A above will hereafter be referred to as the Faculty.

**B. Department Membership.** In addition to the Faculty defined in II.A above, the following are Members of the Department:

- 1) those persons holding temporary or part-time faculty appointments, including those serving as visiting faculty with appointments of terms of 9-months or less, adjunct instructors, and Professors emeriti;
- 2) Administrative and Professional (A&P) personnel employed in the Department;

- 3) USPS personnel employed in the Department;
- 4) OPS personnel employed in the Department;
- 5) Graduate students in the Department; and
- 6) Undergraduate students in the Department.

**C. Faculty Voting Rights.** Only full-time and part-time regularly appointed Faculty in tenured or tenure-earning positions and 9- and 12-month faculty in Specialized faculty positions will be entitled to vote on Departmental matters addressed in these bylaws. Such voting shall occur in faculty meetings or by e-mail or other electronic balloting.

**D. Non-faculty Voting Rights.** Department Members as defined under II.B (1) through (6) above are not entitled to vote on Departmental matters addressed in these bylaws.

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

**A. Faculty Meetings.** The standards and procedures governing meetings of the Faculty shall be as follows:

- 1) The Faculty shall meet in regular session at least three times each semester during the regular academic year and may meet on special call by the Department Chair (Chair) during the summer. Only decisions that cannot be delayed may be made during summer term.
- 2) The Chair shall distribute to the Faculty the dates and times of those Faculty meetings by the end of the first week of each semester during which Faculty meetings are held. During the summer, the Chair must provide at least one-week notice to the Faculty prior to holding any special meeting of the Faculty. The Chair must call a special meeting upon the written request of three or more Faculty members.
- 3) The first Faculty meeting during the Fall semester shall normally occur during the first two weeks of being back on contract.
- 4) Elections and appointments of members for all committee vacancies shall be completed by the end of the first two weeks of classes in the Fall semester.
- 5) The Chair shall preside over meetings of the Faculty. In the absence of the Chair, the Associate Chair or another Faculty member designated by the Chair shall preside.
- 6) The Chair shall prepare and distribute to the Faculty an agenda prior to each meeting of the Faculty. Any Faculty member may place an item on the agenda by submitting it to the Chair at least one week prior to the meeting. Items may be added to the agenda at the meeting by a

majority vote of the Faculty present.

7) The Chair will arrange for minutes to be taken at all Faculty meetings. Minutes from the previous meeting will be distributed to Faculty prior to or at the beginning of each meeting for approval by a majority vote of the Faculty present. The Department will maintain a record of all approved minutes for a period of at least five years. These minutes will be available to all Faculty upon request.

8) At any time during a meeting, the Chair or the Faculty, by majority vote of the Faculty present, may recognize non-members to address the Faculty. The Chair may limit the amount of time allotted to each speaker who is not a member of the Faculty.

9) One half plus one of the Faculty will constitute a quorum at any Faculty meeting. A simple majority of Faculty in attendance will carry in matters that require a vote, unless otherwise stipulated by these bylaws.

**B. Department Chair Selection and Evaluation.** The standards and processes for selecting and evaluating a Department Chair shall be as follows:

1) The Dean of the College of Fine Arts (Dean) appoints the Chair.

2) The Chair's term of office shall be five years, normally beginning prior to the start of the Fall semester of the academic year. Appointment and retention of the Chair is solely within the discretion of the Dean.

3) The Executive Committee shall conduct an evaluation of the Chair every two years, beginning their second year in the position. This evaluation will be based on the review of a binder compiled by the Chair. The binder should follow the same guidelines as those described for full-time Faculty, demonstrating both individual achievements and progress on Departmental projects and goals. The Department shall maintain a record of each evaluation of the Chair, and these records shall be accessible to all members of the Faculty. During the Spring semester of evaluation years, the Executive Committee shall submit to the Dean a written report of its evaluation.

4) The Department may recommend to the Dean that a Chair be removed from office.

a) A petition calling for removal must be signed by two-thirds of the Faculty prior to submittal to the Dean.

b) Any such petition shall state with specificity issues that have led the Faculty to recommend removal.

c) Any such petition would be advisory to the Dean. Decisions on retention or removal of the Chair are solely within the Dean's discretion.

5) In the final year of a Chair's term or upon a vacancy in the office for another cause, the Department will designate a Search Committee that includes members of the Faculty, for the Dean's approval. This Search Committee will represent the Department to the Dean in all matters relating to the selection of a new Chair and facilitate the new Chair's transition into the position.

6) All Faculty as defined under II.A above, are eligible to vote for candidates for Chair. The results of any such vote of the Faculty would be advisory to the Dean. Decisions on hiring of the Chair are solely within the discretion of the Dean.

**C. Department Leadership and Committees.** The generally applicable standards and practices for leadership and committees in the Department of Art are as follows:

1) The leadership positions in the Department shall include the Chair, Graduate Program Director, Bachelor of Fine Arts (BFA) Director, Bachelor of Arts (BA) Director, and Foundations Director. The leadership positions in the Department of Art may include an Associate and Assistant Chair. A member of the Faculty may only hold one appointment as Chair, Associate Chair, Assistant Chair, or Director during any academic year. Each incoming officer shall make reasonable efforts to shadow the outgoing officer during the balance of the Spring semester prior to assuming the office at the beginning of the subsequent academic year.

2) For each of the leadership positions in the Department, the applicable standards, processes, and performance expectations shall be as follows:

**a) Chair.** The Chair shall be a full-time regularly appointed faculty member in a tenured position. Authority to appoint and retain a Chair resides with the Dean. The Chair shall serve as the Chief Administrative Officer of the Department. The Chair or their designee may serve ex officio on any Committee in the Department. The Chair is expected to conduct all business and communication as transparently as possible and to inform and consult regularly with the Faculty in matters concerning the Department. The duties and responsibilities of the Chair are as follows:

i) By the conclusion of the first two weeks of classes, the Chair shall appoint any officers, directors, area heads, or committee members required for the administration and conduct of Departmental affairs.

ii) The Chair, serving as principal financial officer of the Department shall supervise receipt and expenditures of all moneys and prepare an annual operating budget and previous year-end financial report under advisement by the Executive Committee. The Chair shall present these budgets and reports to the Faculty as early in the academic year as circumstances permit.

iii) The Chair, in conjunction with appropriate Faculty committees, shall supervise and coordinate the recruiting of new faculty members.

iv) The Chair, after receiving recommendations from appropriate Faculty committees, shall make recommendations to the Dean for faculty salary increases.

v) The Chair shall act as an ex-officio member at meetings of the Faculty Development Committee and the Promotion and Tenure Committee in order to ensure timely

preparation of materials and recommendations for promotion and tenure decisions in the Department and at the College level.

vi) The Chair shall hold an annual evaluation meeting with each Faculty member and each Department staff member with an appointment of at least 20 hours per week to review their overall performance relative to their assignment of responsibilities for the previous calendar year. For Faculty, evaluations shall be made in accordance with policies established by the Office of Faculty Development & Advancement. Faculty Evaluations will be based on all available information including the recommendations from the Faculty Development Committee. The Chair shall provide each member of the Faculty who has not achieved the highest rank a written evaluation of their progress toward promotion or tenure.

vii) The Chair, with the advice of appropriate Faculty committees and officers of the Department, shall coordinate all aspects of the Department's academic programs, including degree requirements and curricular offerings. The Chair shall determine and supervise, in consultation with appropriate Faculty committees, such matters as the scheduling of classes and the assignment of duties to Faculty and other members of the Department.

viii) Except when provided for otherwise, the Chair or their designee shall serve as the liaison officer and representative to officers and bodies outside the Department.

ix) The Chair may appoint an Associate Chair. Any Associate Chair shall be a full-time regularly appointed Faculty member with tenure. The Chair may consult the Executive Committee prior to any appointment of an Associate Chair. Authority to appoint or retain an Associate Chair resides with the Chair in consultation with the Dean.

x) The Chair may appoint an Assistant Chair. Any Assistant Chair shall be a full-time regularly appointed Faculty member in a tenure-track or specialized faculty position. The Chair may consult the Executive Committee prior to any appointment of an Assistant Chair. Authority to appoint or retain an Assistant Chair resides with the Chair in consultation with the Dean.

xi) The Chair may appoint such other officers as needed to assist the Chair in the performance of their duties. These officers may be any member of the Faculty. These officers serve at the discretion of the Chair.

xii) The Chair may establish ad hoc committees as they deem necessary to assist in the operations of the Department. Upon creation of any such ad hoc committee, the Chair shall designate a narrow and specifically defined purpose of the committee and a proposed date for its dissolution.

xiii) The Chair shall receive a four-course reduction relative to their standard non-service adjusted teaching load for each academic year during which they serve as Chair.

**b) Associate Chair.** Any Associate Chair shall be a full-time regularly appointed Faculty member with tenure. The authority to appoint and retain an Associate Chair resides with the Chair in consultation with the Dean. The Chair, in consultation with the Associate Chair, shall determine the duties and responsibilities of the Associate Chair. These responsibilities may include but are not limited to, developing academic programs and policies of the Department, developing and administering budgets for the Department, recruiting, appointing, evaluating, and training Department employees, scheduling classes and

teaching assignments, and serving as a member of Department and College committees.

- i) During the first semester of the Associate Chair's appointment, the Chair will present to the Faculty an outline of the Associate Chair's assigned duties. The Chair will notify the Faculty of any substantial changes in the Associate Chair's assigned duties that may occur during the Associate Chair's term.
- ii) The Associate Chair shall serve as the chairperson for the Undergraduate Committee.
- iii) If the Associate Chair is not available to perform their assigned duties, those duties default to the Chair unless otherwise specified in these bylaws.
- iv) The Associate Chair will serve a three-year renewable term. The Associate Chair may be reappointed for one additional three-year term.
- v) The Associate Chair shall receive a two-course reduction relative to their standard non-service adjusted teaching load for each academic year during which they serve as Associate Chair.

**c) Assistant Chair.** Any Assistant Chair shall be a full-time regularly appointed Faculty member in a tenure-track or specialized faculty position. The authority to appoint and retain an Assistant Chair resides with the Chair in consultation with the Dean. The Chair, in consultation with the Assistant Chair, shall determine the duties and responsibilities of the Assistant Chair. These responsibilities may include but are not limited to, assisting with developing academic programs and policies of the Department, assisting with developing and administering budgets for the Department, assisting with the recruitment, selection, appointment, evaluation, and training of Department employees, assisting with scheduling classes and teaching assignments, and serving as a member of Department committees.

- i) During the first semester of the Assistant Chair's appointment, the Chair will present to the Faculty an outline of the Assistant Chair's assigned duties. The Chair will notify the Faculty of any substantial changes in the Assistant Chair's assigned duties that may occur during the Assistant Chair's term.
- ii) If the Assistant Chair is not available to perform their assigned duties, those duties default to the Chair unless otherwise specified in these bylaws.
- iii) The Assistant Chair will serve a three-year renewable term.
- iv) The Assistant Chair shall receive a two-course reduction relative to their standard non-service adjusted teaching load for each academic year during which they serve as Assistant Chair.

**d) Graduate Program Director.** The Graduate Program Director shall be a full-time regularly appointed faculty member in a tenured position. Authority to appoint and retain a Graduate Program Director resides with the Chair. The duties and responsibilities of the Graduate Program Director are as follows:

- i) In consultation with the members of the Graduate Committee and with the assistance of Department staff, the Graduate Program Director is responsible for the recruitment, review, and acceptance of candidates for graduate admission, distribution of waivers and stipends, correspondence with graduate students, maintenance of graduate student files, assignment of duties to graduate students, and the initial advising of graduate students.
- ii) The Graduate Program Director is responsible for the assignment of studio spaces; oversees the budget and maintenance priorities of the MFA studios; sets program

deadlines; schedules graduate classes; revises the MFA program handbook, promotional materials, and website; organizes orientations for new graduate students and regular all-graduate meetings; and, the promotion and coordination of graduate awards.

iii) The Graduate Program Director submits a Graduate Program report in advance of each general faculty meeting.

iv) The Graduate Program Director is the chairperson for the Graduate Committee.

v) The Graduate Program Director serves as the advisor to the League of Graduate Artists, an organization under the Congress of Graduate Students (COGS) in which all MFA students within the Art Department may participate.

vi) The Graduate Program Director supervises staff and students regarding MFA studio management and event planning.

vii) The Graduate Program Director serves on the Graduate Committee for one semester after stepping down to facilitate the smooth transition to a new Director.

viii) The Graduate Program Director will serve a three-year renewable term. The Graduate Program Director may be reappointed for one additional three-year term.

ix) The Graduate Program Director prepares an annual report on curricular matters if requested by the Chair.

x) The Graduate Program Director receives a two-course reduction in their standard non-service adjusted teaching load for each academic year during which they serve as Graduate Program Director.

**e) Bachelor of Fine Arts Director.** The Bachelor of Fine Arts (BFA) Director shall be a full-time regularly appointed faculty member in a tenured position. Authority to appoint and retain a BFA Director resides with the Chair. The duties and responsibilities of the BFA Director are as follows:

i) In consultation with the members of the Undergraduate Committee and with the assistance of Department staff, the BFA Director is responsible for the recruitment, review, and acceptance of candidates for admission into the BFA program.

ii) The BFA Director develops and implements BFA curriculums in coordination with the Faculty.

iii) The BFA Director supervises BFA students in their program of study and guides them through the Department's undergraduate program in a timely fashion with the assistance of the Department's academic advisor.

iv) The BFA Director schedules classes for BFA students.

v) The BFA Director coordinates with BFA thesis and exhibition instructors on exhibitions and promotional activities.

vi) The BFA Director supervises staff and students regarding BFA studio management and event planning.

vii) The BFA Director coordinates the assignment of studio spaces to BFA students.

viii) The BFA Director submits a BFA Program report in advance of each general faculty meeting.

ix) The BFA Director shall serve on the Undergraduate Committee for one semester after stepping down to facilitate a smooth transition to a new Director.

x) The BFA Director prepares an annual report on curricular matters if requested by the Chair.

- xi) The BFA Director will serve a three-year renewable term. The BFA Director may be reappointed for one additional three-year term.
- xii) The BFA Director receives a two-course reduction in their standard non-service adjusted teaching load for each academic year during which they serve as BFA Director.

**f) Bachelor of Arts Director.** The Bachelor of Arts (BA) Director shall be a full-time regularly appointed faculty member. Authority to appoint and retain a BA Director resides with the Chair. The duties and responsibilities of the BA Director are as follows:

- i) The BA Director develops and implements BA curriculums in coordination with the Faculty.
- ii) The BA Director revises the handbook, promotional materials, and website pages for the BA program and oversees the communication of curriculum details and changes to current and prospective students.
- iii) The BA Director supervises BA students in their program of study and guides them through the program in a timely fashion with the assistance of the Department's academic advisor.
- iv) The BA Director schedules BA classes.
- v) The BA Director shall submit a BA Program report in advance of each general faculty meeting.
- vi) The BA Director mentors and evaluates adjunct instructors and graduate teaching assistants in their program.
- vii) The BA Director shall serve on the Undergraduate Committee for one semester after stepping down to facilitate a smooth transition to a new Director.
- viii) The BA Director prepares an annual report on curricular matters if requested by the Chair.
- ix) The BA Director will serve a three-year renewable term. The BFA Director may be reappointed for one additional three-year term.
- x) The BA Director shall receive a two-course reduction in their standard non-service adjusted teaching load for each academic year during which they serve as BA Director.
- xi) The BA Director shall submit BA Program reports in advance of every general faculty meeting.

**f) Foundations Director.** The Foundations Director shall be a full-time regularly appointed faculty member. Authority to appoint and retain a Foundations Director resides with the Chair. The duties and responsibilities of the Foundations Director are as follows:

- i) The Foundations Director develops and implements Foundations curriculums in coordination with the Faculty.
- ii) The Foundations Director schedules Foundations classes.
- iii) The Foundations Director submits a Foundations Program report in advance of each general faculty meeting.
- iv) In consultation with the Chair, the Foundations Director oversees and coordinates the orientation of adjunct instructors and graduate student teaching assistants.
- v) The Foundations Director mentors and evaluates adjunct instructors and graduate teaching assistants in their program.
- vi) The Foundations Director oversees lab fees and equipment budgets associated with

the Foundations Program.

vii) The Foundations Director serves on the Undergraduate Committee for one semester after stepping down to facilitate a smooth transition to a new Director.

viii) The Foundations Director prepares an annual report on curricular matters if requested by the Chair.

ix) The Foundations Director serves a three-year renewable term. The Foundations Director may be reappointed for one additional three-year term.

x) The Foundations Director receives a two-course reduction in their standard non-service adjusted teaching load for each academic year during which they serve as Foundations Director.

**g) Area Heads.** Area Heads are the administrative leaders of the curriculum areas taught by the Department: Ceramics, Drawing & Painting, Digital Media, Photography, Sculpture, and Printmaking. Area Heads shall be a full-time regularly appointed faculty member. Authority to appoint and retain Area Heads resides with the Chair. The duties and responsibilities of the Area Heads shall include:

i) The Area Head serves as chairperson for the Area Committee.

ii) The Area Head maintains area facilities and supervises area staff.

iii) The Area Head mentors and evaluates area adjunct instructors and graduate teaching assistants.

iv) The Area Head oversees area operating and lab fee budgets.

v) The Area Head conducts meetings of the Area Committee (comprised of Area Faculty) at least twice a semester.

vi) The Area Head is responsible for the development of curriculums and scheduling classes for their area.

vii) The Area Head shall submit Area reports in advance of every general faculty meeting.

viii) Area Heads receive a one-course reduction in their standard non-service adjusted teaching load for each academic year during which they serve as Area Head.

ix) Area Heads receive a one-course reduction in their standard non-service adjusted teaching load for each academic year during which they serve as Area Head.

3) The standing committees in the Department shall include the Executive Committee, Faculty Development / Promotion and Tenure Committee, Visiting Artist and Scholar Committee, Graduate Committee, Undergraduate Committee, Resource Committee, & Awards Committee.

i) Committee meetings shall be held only when a majority of the voting members of the committee are present.

ii) Unless otherwise specified, all committee members serve in a voting capacity.

iii) Unless otherwise stipulated, each committee will provide a written committee report to the Faculty in advance of every general faculty meeting.

iv) Unless otherwise stipulated, committees are expected to meet at least twice during the Fall and Spring semesters.

v) These same standards shall apply to area meetings.

4) For each standing committee, the applicable membership, processes, and expectations

shall be as follows:

**a) Executive Committee.** The membership in the Executive Committee shall consist of the Associate Chair, the Assistant Chair, all Directors, and all Area Heads.

- i) The Department Chair shall serve as the non-voting chairperson of the Executive Committee.
- ii) The Executive Committee shall meet at least once a month during the Fall and Spring semesters.
- iii) The Executive Committee shall be responsible for monitoring and discussing all Departmental budgetary matters excluding faculty salaries and shall advise the Faculty and other members of the Department on these matters.
- iv) The Executive Committee shall consider and discuss issues relating to long-range planning and goals within the Department, including potential program development and justifying the need for new faculty positions.
- v) Each Spring semester, the Executive Committee shall be responsible for establishing a calendar for the following academic year. This responsibility includes coordinating the review process for the various programs.
- vi) The Executive Committee shall conduct an evaluation of the Chair every two years, beginning their second year in the position, as outlined in section III.B.3.

**b) Faculty Development / Promotion and Tenure Committee.** Membership in the Faculty Development / Promotion and Tenure Committee is comprised of four tenured Faculty members. At least two will be at the rank of Professor (each elected for two years with staggered terms), and at least one Associate Professor representative. Additionally, one Assistant Professor and one Specialized Faculty will also serve. Membership in the Promotion and Tenure Committee consists of only tenured Faculty. Only those at the full Professor rank will serve a two-year term.

- i) The Chair of the Faculty Development / Promotion and Tenure Committee will be elected by the membership from among the full Professors serving on the Committee.
- ii) Membership on the Faculty Development/Promotion and Tenure Committee will vary depending on the status for which a candidate is being considered.
- iii) Membership in the Promotion and Tenure Committee varies as follows:
  - (1) The Committee for promotions from Associate Professor to Full Professor will consist of all tenured professors from the Faculty Development Committee.
  - (2) The Committee for promotions from Assistant Professor to Associate Professor will consist of all tenured professors from the Faculty Development Committee.
  - (3) The Committee for promotions for Specialized Faculty will consist of all members of the Faculty Development / Promotion and Tenure Committee.
- iv) The Faculty Development / Promotion and Tenure Committee serves as the official Promotion and Tenure Committee for the Department. It shall operate in accordance with the Collective Bargaining Agreement between the BOT and the UFF and procedures prescribed by the Office of Faculty Development and Advancement.
- v) Departmental standards for teaching, research/creative activity are outlined in Appendices A., B., & C. These standards will guide the deliberations and votes undertaken by the Faculty Development / Promotion and Tenure Committee.

- vi) The Faculty Development / Promotion and Tenure Committee shall meet as often as needed during the academic year.
- vii) The primary responsibility of the Faculty Development / Promotion and Tenure Committee is to establish and carry out procedures for the annual evaluation of tenured, tenure-track, and Specialized Faculty and to consult with the Chair, as requested, for merit evaluations.
- viii) The Faculty Development / Promotion and Tenure Committee shall review annually each Faculty member in terms of their overall performance of professional responsibilities consistent with that member's annual assignment of duties and responsibilities as a Faculty member.
- ix) The Faculty Development / Promotion and Tenure Committee provides the Chair a Department-wide ranking of all Faculty with assignments in research, teaching and service for use in determining annual merit pay recommendations. These recommendations will be based on each Faculty member's curriculum vita, evidence of performance of essential duties and responsibilities, and other documents included in the evaluation files.
- x) When any member of the Faculty Development / Promotion and Tenure Committee is being evaluated, that member shall be absent from the Committee's deliberations and voting.

**c) Visiting Artist and Scholar Committee.** Membership in the Visiting Artist and Scholar Committee shall consist of at least two faculty members appointed to the Committee by the Chair and one graduate student representative elected by the League of Graduate Artists who serves a one-year, renewable term.

- i) The Department Chair shall appoint the chairperson of the Visiting Artist and Scholar Committee. The chairperson will serve a two-year renewable term. The chairperson may be reappointed for one additional two-year term.
- ii) The Visiting Artist and Scholar Committee administers funds to consider and select visiting artists and scholars from faculty and graduate nominations, and to invite, organize, and promote visiting artist lectures and other events. The committee will make a special effort to support visiting artists in collaboration with the FSU Museum of Fine Arts.
- iii) Faculty members serve two-year terms and are appointed on a rotating basis so that at least one member is continuing each year. The Department Chair nominates individual faculty members to fill vacancies. A simple majority affirming the nomination is needed to complete the membership process.
- iv) The Visiting Artist and Scholar Committee shall meet as often as needed during the academic year.

**d) Graduate Committee.** Membership in the Graduate Committee shall consist of the Graduate Program Director and graduate faculty representatives appointed by the Department Chair.

- i) The Graduate Program Director shall be the chairperson of the Graduate Committee.
- ii) The Graduate Committee is responsible for developing the requirements, curriculum, and procedures of the Department's graduate program. It reviews all aspects of the program, including facilities and resources, ensuring that its curriculum is up to date,

responsive to student needs, engages the strengths of the Faculty, and that its procedures and requirements are in accordance with University regulations.

**e) Undergraduate Committee.** Membership in the Undergraduate Committee shall consist of the Associate Chair or Assistant Chair, the BFA Director, the BA Director, the Foundation Director, at least one Area Heads elected by the Faculty, and the Department's Academic Advisor who will serve as an ex-officio committee member.

i) The Associate Chair or Assistant Chair shall serve as Chair of the Undergraduate Committee.

ii) The Undergraduate Committee is responsible for oversight of the entrance requirements, curriculum, and procedures of the BFA, BA, and Foundations programs.

**f) Resource Committee.** Membership in the Resource Committee shall consist of the Department Chair and faculty representatives appointed by the Department Chair. The Information Technology Specialist for the College of Fine Arts and Studio Equipment Manager serve as an ex-officio members of the Resource Committee.

i) The members of the Resource Committee shall elect a committee chairperson from among the membership.

ii) The Department Chair shall serve as a regular voting member of the Resource Committee.

iii) The Resource Committee shall help address the facilities and equipment needs of the Department and recommend policies for managing resources.

iv) The Resource Committee shall make recommendations on matters such as the purchase and maintenance of equipment, software, and the logistics and implementation of new initiatives related to space and equipment.

v) The Resource Committee shall administer the expenditure of equipment fee funds in conjunction with the Department Chair.

**g) Awards Committee.** Membership in the Awards Committee shall consist of three faculty representatives appointed by the Department Chair.

i) The members of the Awards Committee shall elect a committee chairperson from among the membership.

ii) The Awards Committee shall adjudicate undergraduate and graduate student awards in consultation with the Chair, the Department's Financial Officer, Directors, and Area Heads based on allotted awards funding.

iii) The Awards Committee shall facilitate nominations for special opportunities, internal and external student showcases, and university awards.

**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.** Discretion to identify any need for new or replacement faculty within

the Department and to recruit and hire new or replacement faculty member resides with the Dean, in consultation with the Chair and representatives of the Faculty designated by the Chair. Determination of the specific areas for which any new or replacement faculty are needed is within the discretion of the Dean, in consultation with the Chair. For open vacancies or replacement positions other than for the Department Chair, the Chair is responsible for coordinating with the College's Human Resources Officer to ensure that the processes for recruitment and hiring new faculty are followed. The Chair may delegate this responsibility to the chairperson of any ad hoc hiring committee established by the Chair. For recruitment of a Department Chair, the processes for recruiting and hiring candidates shall be established by the Dean. Authority over the hiring of any new or replacement faculty resides with the Dean.

**F. Unit Reorganization.** If there should be any discussion of unit reorganization affecting the Department, all members of the Faculty shall have the right to participate in that discussion. The Department Chairperson shall inform the Faculty in writing as soon as practicable if the Department Chairperson learns that considerations of any unit reorganization with potential impacts on the Department have commenced at the College or University level. The Department Chairperson shall notify all members of the Department at least one week prior to any scheduled Faculty meeting at which discussions of unit reorganization may occur.

#### **IV. Curriculum**

**A. Undergraduate Curriculum.** The Department Chair, in active consultation with the members of the Undergraduate Committee, is responsible for developing the Department's undergraduate curriculum and reviewing that curriculum on a continuous basis.

**B. Graduate Curriculum.** The Department Chair, in active consultation with the Graduate Program Director and members of the Graduate Committee, is responsible for developing the Department's graduate curriculum and reviewing that curriculum on a continuous basis.

**C. Course Proposals/Revisions.** Area Heads and Directors will oversee the development and refinement of courses in consultation with Faculty and Department Members in their areas and Faculty representatives on and the Undergraduate Committee or Graduate Committee, as applicable. Once approved by the Undergraduate Committee or Graduate Committee, proposed courses are vetted by the College Curriculum Committee, then the University Curriculum Committee, consistent with standards and procedures described in the University's Curriculum Guide.

**D. Broader Curricular Changes.** The Undergraduate Committee and Graduate Committee shall review, develop and refine curricular policies, procedures, and requirements at the graduate and undergraduate levels. The Undergraduate Committee and Graduate Committee shall consider all course and program development issues and facilitate curricular changes that respond to student needs and are appropriate to the Department's mission. Recommended changes to area curriculums or programmatic requirements originating from the Undergraduate Committee or Graduate Committee are subject to approval by the Executive Committee.

**E. Reporting.** Directors and Area Heads shall prepare annual reports on curricular matters as requested by the Chair.

**F. Granting Graduate Faculty Membership.** Graduate Faculty Membership, which includes Graduate Faculty Status, Graduate Teaching Status, and Co-Masters' Directive Status, may be conferred by a two-thirds vote of the Faculty with Graduate Faculty Status to tenured, tenure-earning, or Specialized Faculty with the minimum qualification of: (1) the completion of a graduate degree in an area relevant to the Faculty member's teaching, or (2) proven expertise, regular publications, exhibitions, creative projects, or equivalent professional recognition in the area in which the Faculty member will be teaching.

**G. Summer Teaching Appointments.** Faculty will be offered the opportunity to teach for the Department during the summer. The decision about which courses to offer will be based on programmatic needs, student demand, and budget availability. Supplemental summer appointments shall be offered equitably and as appropriate to qualified Faculty members, not later than five weeks prior to the beginning of the appointment. If additional summer appointments become available, these appointments will be offered to qualified Faculty members. Faculty members must specify whether they want to teach during the summer within two weeks of the Chair's request for faculty teaching preferences. Faculty members with other summer funding resources shall not be omitted from consideration. Supplemental summer assignments shall be offered to qualified Faculty members before teaching assignments are offered to other Department Members.

## **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

1) At the beginning of each calendar year members of the faculty are expected to complete and submit to the Department Chair an updated CV together with any appropriate supplementary materials.

2) Annual evaluations for Faculty shall occur during the spring semester of each year and is based only upon the Faculty member's Assignment of Responsibilities.

3) Evaluations will carefully consider the proportions, duties, and nature of the assignments and the quality of the performance in the areas of teaching, research, and service.

4) Revisions to these criteria and procedures may be initiated by a majority vote of at least a

quorum of the faculty members subject to evaluation or upon the initiative of the Chair. Proposed revisions that meet the preceding criteria shall be subject to a secret ballot vote requiring the support of at least a majority of the quorum of the faculty.

5) Faculty members eligible for promotion or for tenure (except for Assistant Professors in the years in which they receive the Third-Year Review) shall be apprised annually in writing of progress towards promotion or tenure in order to provide assistance and counseling in working toward that goal.

6) The Department Chair shall review all documentation submitted by each faculty member as well as pertinent information from other sources, and complete a written evaluation indicating one of the five performance rating categories below:

- Substantially Exceeds High Expectations – This describes a faculty member who far exceeds performance expectations during the evaluation period and achieves an extraordinary accomplishment or recognition in teaching, research, and service, which may include several of the following: highly significant research; demonstrated recognition of the individual by peers as an authority in his/her field; securing significant external funding; attaining significant national or international achievements, awards, and recognition.
- Exceeds FSU’s High Expectations – This describes an individual who exceeds expectations during the evaluation period by virtue of demonstrating noted achievements in teaching, research, and service, which may include several of the following: high level of research activity, professional recognitions, willingness to accept additional responsibilities, high level of commitment to serving students and the overall mission of the Department, involvement/leadership in professional associations, initiative in solving problems or developing new ideas.
- Meets FSU’s High Expectations – This describes an individual who demonstrates the requisite knowledge and skills in his/her field of specialty and completes assigned responsibilities in a manner that is both timely and consistent with the high expectations of the university.
- Official Concern – This describes an individual who demonstrates the requisite knowledge and skills in his/her field of specialty but is not completing assigned responsibilities in a manner that is consistent with the high standards of the university.
- Does Not Meet FSU’s High Expectations – This describes an individual who fails to demonstrate with consistency the knowledge, skills, or abilities required in his/her field of specialty and/or in completing assigned responsibilities.

7) If an individual’s overall performance rating falls below “Meets FSU’s High Expectations,” specific suggestions for improvement should be provided.

8) No evaluation process shall require a forced distribution of ratings across the Faculty. All evaluations must contain a narrative explanation of the reason for the performance rating.

9) An evaluation may only be changed through the appeal process as outlined in the UFF-FSU Collective Bargaining Agreement.

10) A Performance Improvement Plan (PIP) is required when a Specialized or Tenure-Track faculty member receives a “Does Not Meet FSU’s High Expectations” rating. Tenured faculty members may be placed on a PIP if they receive an overall performance rating of “Does Not Meet FSU’s High Expectations” on three or more of the previous six performance evaluations.

11) Merit Evaluations require that all faculty members shall be reviewed for merit. Meritorious performance is now defined in the Collective Bargaining Agreement as “performance that meets or exceeds the expectations for the position’s classification and department.” Merit criteria may not mandate a merit pay award for all members of the department. A faculty member’s failure to submit required evaluation materials makes one ineligible for any possible merit raise in that calendar year. Merit criteria must reflect distinctive levels of merit reflecting the differences in performance.

12) The Chairperson makes recommendations for Faculty discretionary merit raises to the Dean of the College in consultation with the Faculty Development Committee elected annually by the Faculty.

**B. Criteria for Evaluation of Tenure-track Faculty.** As detailed under Section A above and consistent with the policies and procedures described in the University’s Faculty Handbook, during the spring semester each year, each tenure-track faculty member in the Department shall be evaluated on their performance during the preceding calendar year in accordance with their Assignment of Responsibilities. The purpose of this evaluation is to acknowledge performance, communicate performance effectiveness, aid in improving performance in assigned duties, and, if necessary, develop a performance plan to assist in correcting deficiencies in faculty performance. The evaluation process assesses the quality of the faculty member’s performance in the functions of teaching, research or creative activity, service, and any other duties that may be assigned. The faculty member’s history of annual evaluations will be considered in recommendations and final decisions on tenure, promotions, salary increases, and reappointment or non-reappointment.

**1) Teaching.** Evaluation of teaching effectiveness shall include consideration of the faculty member’s effectiveness in engaging students and stimulating student learning by means or methods such as lectures, discussion, written assignments, demonstrations, experiential learning exercises and activities, and direct consultation with students. The evaluation shall include consideration of effectiveness in imparting knowledge and skills, effectiveness in stimulating students’ critical thinking and/or creative abilities, the development or revision of curricula and course structures, and adherence to accepted standards of professional behavior in meeting responsibilities to students. Other considerations may include the number of students taught, format, preparation time, whether the course is required or elective, availability of assistance, service on student committees, and peer evaluations of teaching. The syllabus for each course may also be considered in evaluating teaching. Specific considerations in the evaluation of teaching at different ranks are incorporated by reference into these bylaws in Appendix A.

**2) Scholarship and Research.** Evaluation of scholarship and research shall include consideration

of the faculty member's effectiveness in contributing to the discovery and of new knowledge, development of new educational techniques, and other forms of research-based productivity or creative activity. Evidence of research effectiveness includes but is not limited to: inclusion or representation of artwork in curated exhibitions; inclusion or representation of artwork in published books; published books authored by the faculty member; chapters in books authored by the faculty member, articles in refereed and un-refereed professional journals authored by the faculty member; papers presented at meetings of professional societies or associations; research and creative activity that has not yet resulted in publication; success in obtaining external support for research-related activities. Specific considerations in the evaluation of scholarship and research at different ranks are incorporated by reference into these bylaws in Appendix B. The evaluation shall include consideration of the faculty member's productivity, including the quality and quantity of the faculty member's research and other creative projects, research activities during the period under evaluation, and recognition by the academic or professional community.

**3) Service.** Evaluation of service shall include consideration of the Faculty member's effectiveness in activities related to and furthering the mission of the University, including service on departmental, college, and university committees, and Faculty Senate; service in professional organizations; participation in professional meetings, symposia, conferences, workshops; service on local, state, and national governmental boards, agencies and commissions; and service to public schools. Evaluation of service shall include assessment of its contribution to: the orderly and effective functioning of the faculty member's academic unit and the University community; the local, state, regional and national communities, and scholarly and professional associations; other assigned university duties, such as academic administration; and other responsibilities that may be appropriate to the assignment. Specific considerations in the evaluation of scholarship and research at different ranks are incorporated by reference into these bylaws in Appendix C.

**C. Criteria for Evaluation of Specialized Faculty.** As detailed under Section A above and consistent with the policies and procedures described in the University's Faculty Handbook, during the spring semester each year, each Specialized Faculty member in the Department shall be evaluated on their performance during the preceding calendar year in accordance with their Assignment of Responsibilities. The purpose of this evaluation is to acknowledge performance, communicate performance effectiveness, aid in improving performance in assigned duties, and, if necessary, develop a performance plan to assist in correcting deficiencies in faculty performance. The evaluation process assesses the quality of the Faculty member's performance in the functions of teaching, research or creative activity, service, and any other duties that may be assigned. The Faculty member's history of annual evaluations will be considered in recommendations and final decisions on tenure, promotions, salary increases, and reappointment or non-reappointment.

**1) Teaching.** Evaluation of teaching effectiveness shall include consideration of the faculty member's effectiveness in engaging students and stimulating student learning by means or methods such as lectures, discussion, written assignments, demonstrations, experiential learning exercises and activities, and direct consultation with students. The evaluation shall

include consideration of effectiveness in imparting knowledge and skills, effectiveness in stimulating students' critical thinking and/or creative abilities, the development or revision of curricula and course structures, and adherence to accepted standards of professional behavior in meeting responsibilities to students. Other considerations may include the number of students taught, format, preparation time, whether the course is required or elective, availability of assistance, service on student committees, and peer evaluations of teaching. The syllabus for each course may also be considered in evaluating teaching. Specific considerations in the evaluation of teaching at different ranks are incorporated by reference into these bylaws in Appendix A.

**2) Scholarship/Research.** Evaluation of scholarship and research shall include consideration of the Faculty member's effectiveness in contributing to the discovery and of new knowledge, development of new educational techniques, and other forms of research-based productivity or creative activity. The evaluation shall include consideration of the faculty member's productivity, including the quality and quantity of the faculty member's research and other creative projects, research activities during the period under evaluation, and recognition by the academic or professional community. Specific considerations in the evaluation of scholarship and research at different ranks are incorporated by reference into these bylaws in Appendix B.

**3) Service.** Evaluation of service shall include consideration of the Faculty member's effectiveness in activities related to and furthering the mission of the University, including service on departmental, college, and university committees, and Faculty Senate; service in professional organizations; participation in professional meetings, symposia, conferences, workshops; service on local, state, and national governmental boards, agencies and commissions; and service to public schools. Evaluation of service shall include assessment of its contribution to: the orderly and effective functioning of the faculty member's academic unit and the University community; the local, state, regional and national communities, and scholarly and professional associations; other assigned university duties, such as academic administration; and other responsibilities that may be appropriate to the assignment. Specific considerations in the evaluation of scholarship and research at different ranks are incorporated by reference into these bylaws in Appendix C.

## **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 Chair that outlines that faculty member's progress toward promotion and/or tenure.

**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.

1) Pursuant to Article 15.3(e)(3) of the Collective Bargaining Agreement, Assistant Professors hired July 1, 2019 or later shall receive a tenure review in their third year.

- 2) Assistant Professors hired before July 1, 2019 and who have not yet had a 2nd-year review may choose between a 2nd and 4th year set of reviews or a 3rd year review.
- 3) Assistant Professors hired before July 1, 2019 and who have already had a 2nd year review shall have a 4th year review.
- 4) These reviews are mentoring opportunities during which the Department's Promotion and Tenure Committee shall provide specific feedback and advice reflecting expectations for tenure and how the faculty member is progressing toward meeting those expectations.
- 5) The faculty member shall meet with the department/unit's chair to discuss the report.
- 6) Tenure Review Reports shall be included in the tenure binder.
- 7) Assistant Professors hired with credit toward tenure shall have credited years included in the determination of the timing of the third-year review unless an alternative schedule is mutually agreed upon by the faculty member and his or her supervisor.

**C. Peer Involvement in Evaluation of Promotion and Tenure of Faculty.** The process for peer involvement in the evaluation of promotion and tenure of Faculty is as follows:

- 1) The Department Chair shall notify all Faculty of their eligibility for promotion and tenure, as determined by the Faculty Development / Promotion and Tenure Committee, and shall aid and advise faculty members concerning the preparation of supportive evidence for consideration.
- 2) The Faculty Development / Promotion and Tenure Committee organizes and oversees the Department's evaluation process in accordance with the Promotion and Tenure Guidelines adopted by the Faculty.
- 3) It is the responsibility of the candidate to ensure that the promotion and/or tenure file is complete.
- 4) The decision shall take into account the Third-Year Review (or Second- and Fourth-Year Reviews) for Assistant Professors and "Progress Toward Tenure and/or Promotion" letters for all other faculty member.
- 5) Faculty serving on the Faculty Development / Promotion and Tenure Committee shall evaluate the candidate and make recommendations for promotion and tenure by secret ballot.

**D. Criteria for Promotion and Tenure of Tenure-track Faculty.** Policies for retention, promotion, and tenure are set forth in the Florida State University Faculty Handbook, the Collective Bargaining Agreement between the Florida State University Board of Trustees and The United Faculty of Florida, and the annual memorandum from the Vice President for Faculty Development and Advancement. Specific considerations in the evaluation of Teaching, Scholarship and Research, and Service are incorporated by reference into these bylaws in

Appendices A, B, and C.

**E. Criteria for Promotion of Specialized Faculty.** Non-tenure-earning Faculty shall be reviewed annually by the Promotion and Tenure Committee in accordance with their annual assignments of responsibility. All such Faculty shall report on their annual activities on the department's Annual Evaluation Form. In their fifth year of meritorious service, Faculty in this category will be reviewed for promotion. Specific considerations in the evaluation of Teaching, Scholarship and Research, and Service are incorporated by reference into these bylaws in Appendices A, B, and C.

## APPENDIX A

### General Criteria for Evaluating Teaching Activity by Rank

Excellence in teaching is recognized as one of the major criteria for faculty evaluation and advancement. Teaching at both the undergraduate and graduate levels are included in this category.

#### Evaluation:

Standard criteria for teaching effectiveness include subject matter expertise, active, participatory contributions to BFA/MFA reviews, new course development, and re-development of existing courses.

#### Evidence of Teaching:

The standard materials submitted include:

1. Copies of course evaluation forms administered in the past year.
2. Peer evaluations of teaching based on classroom visits – one per calendar year for assistant and associate professors.
3. Course materials, including but not limited to syllabi and assignment sheets.
4. MFA and BFA committee participation.

#### General Teaching Expectations by Rank:

A **Specialized Faculty** is expected to contribute to the development of new courses, deepen their teaching practice through inventive assignments and student work displays, and participate regularly in MFA and BFA reviews according to their individual annual AORs.

An **Assistant Professor** is expected to contribute to the development of new courses, deepen his/her teaching practice through inventive assignments and student work displays, and participate regularly in MFA and BFA reviews. Any semester prior to going up for Promotion and Tenure, a course release may be negotiated with the Chair.

An **Associate Professor** is expected to contribute to the development of new multi-course curricula and special programs, and play a leading role in MFA and BFA reviews, including chairing MFA and BFA committees where appropriate, and to continue to expand on his/her teaching practice through inventive assignments and students work displays, and participate regularly in MFA and BFA reviews.

A **Full Professor**, in addition to the above stated responsibilities is expected to actively contribute to the development of programs or focus areas where appropriate and play a leading role in MFA and BFA reviews, including chairing committees.

## APPENDIX B

### General Criteria for Evaluating Research/Creative Activity by Rank

Research in the Department of Art is evidenced in the form of creative activity, i.e. in the production of works of art and/or design in a broad range of mediums as well as scholarly research and publication by faculty members in their capacity as professional working artists, designers, and/or curators.

The evaluation of creative activity must, therefore, be made in terms of the working systems of the professional art world, the participants in which include artists, curators, writers, and critics with academic appointments and artists, curators, writers, and critics without academic appointments. The principal tool of evaluation in the art world is peer review, which may take the form of participation in juried, curated, or invited creative projects, exhibitions, publications, and conferences, of which the associated prestige and importance within professional art practice can vary greatly. The evaluation process must, therefore, include project-specific considerations relating to overall significance, from local or regional, to national or international. Geography is not the primary factor in these considerations. Scholarship, research, and creative activities that occur within one's own region may rank as of national or international significance, whereas activities in national or international locations may have only regional significance.

#### Evaluation

Standard criteria for research and creative activity effectiveness include:

1. One-person exhibitions (international, national, or regional, subjected to peer-review factors including jurying, curation, or invitation).
2. Group exhibitions (international, national, or regional, subjected to peer-review factors like jurying, curation, or invitation).
3. Representation in museum collections through acquisitions or purchase awards.
4. Grants, residencies, and fellowships (international, national, state, and local, subjected to peer-review factors such as competitiveness and value of awards).
5. Commissions of original work (public and private, subjected to review factors such as competitiveness and value of awards).
6. Invited lectures and visiting artist activities at other institutions.
7. Books or articles published, publication of original exhibition reviews, publication of original writings through printed or online media outlets, presentation of papers at conferences or symposia.
8. Representation of one's work in exhibition reviews, citations in books or journals, works illustrated in publications.
9. Representation of one's work in media coverage (television, radio, and internet-based media organizations of recognized standing).
10. Curatorial activities (public and private museums and galleries subject to review factors such as institutional reputation, scope and scale of exhibition project, budget,

- grant support, etc.).
11. Jurying of exhibitions.
  12. Presentation of original work at conferences (international, national, or regional).

**General Criteria for Research/Creative Activity by Rank:**

A **Specialized Faculty** has varying research expectations based upon their specific track and rank as reflected by their AORs.

An **Assistant Professor** is expected to be working to further his/her artistic practice and professional activity moving it from a regional/state to a national level.

An **Associate Professor** is expected to be working to attain national/international recognition each year, including solo exhibitions at galleries of recognized professional standing, and/or evidence of professional activity at the national/international level in the creative/professional areas listed above.

A **Full Professor** is expected to be working to broaden their national/international recognition each year, including solo exhibitions at galleries and museums of recognized professional standing, and/or evidence of major projects at the national/international level in the creative/professional areas listed above.

## APPENDIX C

### General Criteria for Evaluating Service Activity by Rank

Meritorious service at the departmental level constitutes particular excellence and achievement in performing normal service responsibilities, as well as any productive support provided for the operations of the department, college, university, and national/local community outreach.

#### Evaluation

Standard criteria for effectiveness in service refers to activities in one of the following categories: (1) professional or academic associations; (2) department, college, university service, and; (3) public or community service.

#### Evidence of Service may include:

1. Active participation, including leadership roles, in professional associations nationally and internationally.
2. Active participation in committees at the department, college, and university levels.
3. Participating in other institutional activities such as major student/faculty openings, fundraising events, awards events, acting as the Graduation Representative for the Department or School to University, etc.
4. Service to the community on the basis of art/design expertise, in educational settings, and in other civic or humanitarian activities that enhance the visual environment or protect the health, safety, and well-being of the public.

#### General Criteria for Service by Rank:

A **Specialized Faculty** has varying service expectations based upon their specific track and rank as reflected by their AORs.

An **Assistant Professor** is expected to serve on at least two departmental committees and seek opportunities for modest university or community service. Any semester prior to going up for Promotion and Tenure, a service release may be negotiated with the Chair.

An **Associate Professor** is expected to be working at a higher level of service, including two departmental committees, and one College committee, University committee, or working group. Some service to the profession or community outreach is also expected for this rank.

A **Full Professor** is expected to serve on at least two departmental committees and one college or university committee. Greater departmental, college, university, professional, and community service is expected for this rank. Service as a program director or area head, chairing a committee, and helping with facilities planning are examples.

#### D. Evaluation Procedure

It should be stressed, especially with regard to both creativity/research and service that the principal tool of evaluation in the art world is peer review. It is therefore essential that the Faculty Development Committee as a whole review and discuss each faculty member's binder and provide a written review of their findings. However, by university policy, no evaluation process shall require a forced distribution of evaluation of ratings. Therefore, a faculty member can request a meeting with the chair to discuss annual evaluations for feedback.