

# 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 05/13/2026*

*Substantively Revised and Adopted by the Department 05/04/2026*

*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 05/04/2026 by a majority of the applicable voting members of the Department and on 05/13/2026 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.

## **I. Bylaws**

**A. Adherence with Other Governing Documents.** 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 (if applicable to the college), 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.** Refer to Section II.C.

**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 shall consist of those persons holding full-time appointments at the rank of Specialized Faculty, Visiting Faculty, Assistant Professor, Associate Professor, and Professor.

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

members of the Department of Art: all staff, adjuncts, and graduate students in their capacities as employees.

**C. Faculty Voting Rights.** Only full-time regularly appointed Faculty in tenured or tenure-earning positions and 9- and 12-month faculty in non-tenure-earning 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.

Proposed amendments to the bylaws shall be made available to the Faculty at least two weeks in advance of the meeting at which it will be discussed. The amendment becomes part of the Bylaws if approved by two thirds of the ballots cast in an electronic ballot of the Faculty and at least half of the Faculty cast ballots.

Balloting shall remain open to the Faculty for a minimum of two business days and a maximum of five business days from the transmittal of the e-mail to allow Faculty a sufficient period to participate in voting.

**D. Non-faculty Voting Rights.** Those defined under II.B are not entitled to vote on Departmental matters addressed in these bylaws.

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

**A. Faculty Meetings.** 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. Dates and times of meetings shall be established by the Chair.

1. **Special Meetings:** Special meetings may be called by the Chairperson, or through an email request to the Chairperson from at least three members of the Faculty, as defined by II.A. During the summer, special meetings may only be called to address decisions that cannot be delayed.
2. **Person Presiding:** The Chair shall normally preside over meetings of the Faculty. In the absence of the Chair, another Faculty member designated by the Chair shall preside.
3. **Agenda:** 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.
4. **Minutes:** The Chair will arrange for minutes to be taken at all Faculty meetings. Minutes from the previous meeting will be distributed to Faculty for approval or amendment at the beginning of each regular faculty meeting.
5. **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.

6. **Quorum:** 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 in these bylaws.

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

1. **Selection Process:** The Dean of the College of Fine Arts determines the process for how a Chair is chosen.
2. **Term of Office:** The Chair's term of office shall be five years, normally beginning prior to the start of the Fall semester of the academic year. 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. **Faculty Participation:** Departmental Faculty votes are advisory to the Dean.
4. **Chair Selection:** The Dean maintains discretion to make final decisions related to the designation or retention of the Chair.

**C. Department Leadership and Committees.**

1. **Chair.** The Chair is the leader of the department. The Chair 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.
  - a. **Eligibility:** The Chair shall be a full-time regularly appointed tenured Faculty member.
  - b. **Administrative Officer:** The Chair shall serve as the Department's Chief Administrative Officer, overseeing personnel and authorizing all regular expenditures and preparing an annual operating budget and previous year-end financial report. They are responsible for presenting these budgets to the Faculty at the beginning of each semester and at the conclusion of the academic year.
  - c. **Academic Coordinator:** The Chair shall oversee the academic program of the Department. This includes oversight of curriculum, course scheduling, and alignment with accreditation standards.
  - d. **Committee Oversight:** The Chair or their designee may serve ex officio on any committee in the Department. 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.

- e. Annual Evaluations: The Chair shall hold an annual evaluation meeting with each Faculty member relative to their assignment of responsibilities for the previous calendar year. The Chair will additionally ensure each Departmental member receives an annual evaluation based upon their assigned responsibilities.
  - f. Responsibilities to the College: The Chair is directly responsible to the Dean for the following:
    - i. Strategic Planning
    - ii. Academic program development and growth
    - iii. Space and budget
    - iv. Faculty development and performance
    - v. Academic issues
  - g. Teaching Reduction: Department Chairs are typically expected to teach a reduced workload of one course per semester (1/1). This standard teaching load reflects the dual responsibilities of chairs in providing instructional support and managing departmental operation.
2. **Associate Chair.** The Department Chair may appoint an Associate Chair in consultation with the Dean.
- a. Eligibility: The Associate Chair shall be a full-time regularly appointed Faculty member in a tenured or tenure-earning position and answers directly to the Chair.
  - b. Scope of Work: Specific responsibilities are determined by the Chair in consultation with the Associate Chair, but typically extends to institutional effectiveness, curriculum support, course scheduling, committee leadership, accreditation support, and/or serving as acting Chair in the Chair's absence.
  - c. Term of Office: This is typically a 1-year renewable position.
  - d. Teaching Reduction: With approval from the Dean, the Associate Chair may receive a one-course reduction relative to their teaching load for each academic year during which they serve as Associate Chair.
3. **Assistant Chair.** The Department Chair may appoint an Assistant Chair in consultation with the Dean.
- a. Eligibility: The Assistant Chair shall be a full-time regularly appointed Faculty member in a non-tenure track position and answers directly to the Chair.
  - b. Scope of Work: Specific responsibilities are determined by the Chair in consultation with the Assistant Chair, but typically extends to institutional effectiveness, curriculum support, course scheduling, committee leadership, accreditation support,

and/or serving as acting Chair in the Chair's absence.

- c. Term of Office: This is typically a 1-year renewable position.
  - d. Teaching Reduction: With approval from the Dean, the Assistant Chair may receive a one-course reduction relative to their teaching load for each academic year during which they serve as Assistant Chair.
4. **Program Director.** The Department Chair appoints Program Directors to oversee the academic and administrative components of the program they support. This position includes the MFA Director, BFA, Director, BA Director, and Foundations Director.
- a. Eligibility: Program Directors shall be selected from among the full-time regularly appointed Faculty members and answers directly to the Chair.
  - b. Scope of Work: The responsibilities of a Program Director may include, but depending upon program may not be limited to:
    - i. Recruitment, admissions, and retention
    - ii. Oversight of programmatic budgets and curriculum
    - iii. Development and oversight of policy and procedures
    - iv. Administration of the program of studies
    - v. Evaluation of adjunct and graduate instructors
    - vi. Drafting semesterly course schedules and faculty meeting reports
    - vii. Oversight of facilities
  - c. Term of Office: This is typically a 3-year renewable position.
  - d. Teaching Reduction: with approval from the Dean, a Program Director may receive a one-course reduction relative to their teaching load for each academic year during which they serve as Program Director.
5. **Area Head.** The Department Chair appoints Area Heads to serve as administrative leaders of media areas.
- a. Eligibility: Area Heads shall be selected from among the full-time regularly appointed Faculty members
  - b. Scope of Work: The responsibilities of Area Heads include, but depending upon program may not be limited to:
    - i. Recruitment, admissions, and retention
    - ii. Oversight of Area budgets and curriculum
    - iii. Development and oversight of policy and procedures
    - iv. Evaluation of adjunct and graduate instructors
    - v. Drafting semesterly course schedules and faculty meeting reports
    - vi. Oversight of facilities

**Departmental Committees.** Faculty members at the rank of Associate Professor or Professor will serve on two standing committees. All other Faculty serve on one, unless stipulated in their Assignment of Responsibilities. The Chair will select committee memberships based upon expressed faculty preferences and departmental needs, with the exception of the Promotion and Tenure Committee.

Allocation of service on all non-elected, standing departmental committees is strictly through Chair assignment. To aid the Chair, an annual survey will be sent out where faculty indicate preference through a ranked list indicating their preferences. This survey goes out in Spring, for the upcoming academic year. Final approval of committee membership rests with the chair to ensure service needs are fully met.

The service term-length on this committee is one-year, renewable. In support of continuity, it is expected that some portion of the membership will be reappointed. With the exception of the Promotion and Tenure Committee, each departmental committee is comprised of five members.

Committee membership elects committee chairs at the first meeting of the academic year unless otherwise noted.

1. These are the standing committees and a brief description of their duties:
  - a. **Steering Committee.** This committee guides departmental strategic planning; crafts mission statement and vision; organizes recruitment efforts; updates bylaws; and leads accreditation and QER procedures. The steering committee will be comprised of five members. Three will be elected members, one at the Full, one at the Associate, two at the rank of Associate or above, and one at the Assistant professor level. The other two members will be selected by the Chair, with the goal of broad representation across media and rank. Elections will occur in the spring semester for the following academic year.
  - b. **Curriculum Committee.** This committee organizes and helps to submit course proposals and programmatic revision reviews; provides course scheduling support; generates curricular maps and addresses curricular compliance; and consults with directors on IEP.
  - c. **Student Success Committee.** This committee reviews and distributes student awards and grants; leads BFA/MFA admissions; serves as the CFA student liaison; provides RSO support; reviews facility and room usage requests; and provides event support for the department and college.
  - d. **Outreach Committee.** This committee organizes and hosts visiting artists and scholars; serves as the liaison for the FAB, CAB and WJB Galleries; and leads community engagement initiatives.

- e. **Promotion and Tenure Committee (P&T).** This committee addresses issues pertaining to P&T binder reviews, Post Tenure Review binder reviews, peer faculty evaluations, peer teaching evaluations, and progress towards promotion letters. It fosters the academic and professional growth of faculty members by providing comprehensive support and resources. This includes conducting an annual evaluation of each faculty member's contributions in teaching, service, and research, with written feedback addressing progress towards promotion and tenure.

The P&T Committee will use and reference Appendices A, B, and C as the criteria for these evaluations. Feedback provided by the P&T Committee will guide the Chair's distribution of merit pay. All members of the P&T committee will vote on a faculty member's tenure as well as promotion to Associate or Professor. Members of the P&T committee will recuse themselves from participating in their own evaluation.

The P&T Committee is comprised of four tenured faculty members, one of whom must be the rank of Professor, and one non-tenured member. The selection of the P&T Committee is done by faculty vote in the spring of the preceding academic year. Membership on the Promotion and Tenure Committee is staggered: members serve two-year terms with two or three members elected in odd-numbered years and two or three members elected in even-numbered years. Once membership is determined in the spring, the committee will convene to elect their committee chair for the following academic year.

**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.** The Department will follow all established protocols around requesting lines and running searches established by the College of Fine Arts and the University. In support of departmental procedures:

1. The Department Chair will appoint a member of the Faculty to serve as chair of the search committee. In consultation with the committee chair, the Department Chair will appoint additional faculty to serve on the search committee. At least one member of the search committee should have teaching responsibilities in the area in which the new faculty member will teach.
2. At the conclusion of the search, the committee will provide a written narrative detailing the various qualifications of the finalists to the Dean, with whom ultimate hiring authority resides.

**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**

Curriculum change requests are made at the discretion of individual faculty members, programs, or department administration. To submit a request, a faculty member should use the Courserdog app. Upon submission, the Department Curriculum Committee will review the proposal. Once the department committee approves the proposal it will be routed to the College Curriculum Committee, prior to moving forward to the University.

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

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

- Exceeds Expectations
- Meets Expectations
- Official Concern
- Does Not Meet Expectations

- 1) At the beginning of each calendar year, members of the faculty are expected to complete and submit to the department an updated Promotion and Tenure CV from FEAS together with any appropriate supplementary materials requested by the Promotion and Tenure Committee.
- 2) Annual evaluations for all faculty members shall occur during the spring semester of each year and are based only upon the Faculty member's Assignment of Responsibilities of the previous year.
- 3) Evaluations will consider the proportions, duties, and nature of the assignments and the quality of the performance in the areas of teaching, research, and service.
- 4) 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 to provide assistance and counseling in working toward that goal.
- 5) The Promotion and Tenure committee shall review all documentation submitted by each

faculty member as well as pertinent information from other sources, as applicable, and complete a written evaluation that addresses progress toward promotion.

6) The Department Chair reviews materials submitted by the faculty member and the progress toward promotion letter produced by the Promotion and Tenure committee, to produce the Annual Evaluation Letter.

7) If an individual's overall performance rating falls below "Meets Expectations," specific suggestions for improvement should be provided.

8) No evaluation process shall require a forced distribution of ratings across the Faculty.

9) In the case of an evaluation rating of "Does not Meet Expectations," the evaluator shall fully document the rating for discussion with the faculty member. Faculty members whose overall performance in any given year or whose performance in a single domain (i.e., research, teaching, or service) in three (3) or more of the previous six evaluations is rated below "Meets Expectations," may be on a Performance Improvement Plan (PIP.)"

10) Merit Evaluations require that all Faculty 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 may make one ineligible for any possible merit raise in that calendar year. Merit criteria must reflect distinctive levels of merit reflecting the differences in performance.

11) The Chairperson makes recommendations for Faculty merit raises to the Dean of the College in consultation with the Promotion and Tenure committee.

**B. Criteria for Evaluation of Tenured and Tenure-Earning 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. 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 evaluation of teaching. The syllabus for each course and student evaluations will 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 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 A.

**3) Service.** Evaluation of service shall include consideration of the Faculty member's effectiveness in activities related to assumed leadership roles and participation within departmental, college, and university committees, councils, and senates; service in professional organizations; participation in professional organization; and, service to the local community. 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. 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 evaluation of teaching. The syllabus for each course and student evaluations will 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 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 assumed leadership roles and participation within departmental, college, and university committees, councils, and senates; service in professional organizations; participation in professional organization; and, service to the local community. 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 Promotion and Tenure committee 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) 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.
- 3) The faculty member shall meet with the department/unit's chair to discuss the report.
- 4) Tenure Review Reports shall be included in the tenure binder.
- 5) 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 Promotion and Tenure Committee. It shall aid and advise faculty members concerning the preparation of supportive evidence for consideration.
- 2) The Chair provides the Promotion and Tenure Committee the list of outside reviewers for review and suggestion, prior to final approval by the Chair.
- 3) The Promotion and Tenure Committee organizes and oversees the Department's evaluation process in accordance with the Promotion and Tenure Guidelines adopted by the Faculty.

4) It is the responsibility of the candidate to ensure that the promotion and/or tenure file is complete.

5) The decision shall take into account the Third-Year for Assistant Professors and “Progress Toward Tenure and/or Promotion” letters for all faculty members.

6) Faculty serving on the 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 at different ranks are incorporated by reference into these bylaws in Appendices A, B, and C.

**E. Criteria for Promotion of Specialized Faculty.** Non-tenure-earning Faculty not at the highest rank 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. Specialized faculty are typically reviewed for promotion at the end of 4 years of service in their current rank. Early promotion is possible where there is sufficient justification and there has been enough time-in-rank to demonstrate evidence of sustained effectiveness relative to the faculty member’s assignment. Specific considerations in the evaluation of Teaching, Scholarship, and Research at different ranks 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 Scholarship and Research by Rank

Scholarship and 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 and/or designers.) 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 both 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, but are not limited to, exhibitions, publications, curatorial projects and scholarly presentations. Evidence of research may 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.

### **General Criteria for Research and Creative Activity by Rank**

An Assistant Professor is expected to be working to further their artistic practice and professional activity moving it from a regional or state level to a national level.

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

A Full Professor is expected to be working to broaden their national or international recognition each year, including solo exhibitions at galleries and museums of recognized professional standing, and 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 one departmental committee 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.