Department of Art Promotion and Tenure Guidelines
POLICIES AND PROCEDURES FOR TENURE AND PROMOTION:

Introduction
Departmental review of faculty members will be conducted as required by university policies and procedures. However, since the MTSU Policies and Procedures Manual describes no expectations for teaching, creative activity/research or service specifically for Art faculty, listed below for each of the four areas in the Department of Art: Art Education, Art History, Graphic Design and Studio Art, are some commonly utilized academic art standards to be used as suggested evaluative guidelines.

DEPARTMENT TENURE AND PROMOTION REVIEW COMMITTEE
The Department of Art will have one committee for both tenure and promotion review. At the first faculty meeting of 2011 the tenured and tenure-track faculty voted to have a rotating committee so all would have an opportunity to serve. The committee will consist of four tenured faculty members. The department chair will call the first meeting of the Tenure and Promotion Review Committee. The Tenure and Promotion Review Committee will only meet when all four members of the committee can be present. The chair of the Tenure and Promotion Review Committee will be elected by majority vote by the committee’s members. Each fall at the department’s first faculty meeting the Tenure and Promotion Review Committee will be announced with any changes voted on by the tenured and tenure-track faculty. The following is the make-up of the committee from 2011-2016.

The purposes of the Tenure and Promotion Review Committee are to:
1) Review and evaluate the progress toward tenure of tenure-track faculty by
   a) following the university’s faculty evaluation schedule,
   b) go over a current Outline of Faculty Data Form with each tenure-track faculty member,
   c) make recommendations for improvement or rearranging the form,
   d) point out areas in teaching, service, research, and/or creative activity that need more commitment,
   e) upon completion of the review process the committee will vote to either recommend contract renewal or non-renewal and
   f) write a letter to the chairperson detailing what was discussed with the tenure-track faculty member during their meeting and the committees recommendation for or against contract renewal and
2) Review, evaluate and make recommendations concerning candidates going up for third-year pre-tenure review and six-year tenure and/or promotion by
   a) following the faculty evaluation schedule, go over a current Outline of Faculty Data Form with faculty member,
   b) go over Supporting Materials for Outline of Faculty Data Form,
   c) upon completion of the review process the committee will vote to either recommend promotion and/or tenure and
   d) write a letter to the chairperson detailing what was discussed with the faculty member and the committee’s recommendation for or against tenure or promotion.

REPRESENTATIVE TO THE COLLEGE TENURE AND PROMOTION REVIEW COMMITTEE
As needed, Department of Art tenured and tenure-track faculty will elect, by majority vote, a tenured faculty member (excluding the department chairperson), to be the departmental representative to the College Tenure and Promotion Review Committee. The representative will serve a three-year term. If the representative is unable to complete the three-year term, the same procedures will be followed to select a replacement.

DEFINITION OF INTERNATIONAL, NATIONAL, REGIONAL AND LOCAL RECOGNITION
International, national, regional and local recognition for art in the areas of teaching, service and research/creative activity will be determined by the Tenure and Promotion Review Committee’s assessment of the individual’s record of accomplishments. Examples of documentation for teaching, service and research/creative activity are listed below within each of the four areas in the Department of Art: Art Education, Art History, Graphic Design and Studio Art, The department is not limited to these examples of documentation. The department broadly defines the recognition as follows:

International - presentation, exhibit, published design, award, publication, or participants from outside the United States.
National - presentation, exhibit, published design, award, publication, or participants from within the United States.
Regional - presentation, exhibit, published design, award, publication, or participants from within the Southeast.
Local - presentation, exhibit, published design, award, publication, or participants from within Middle Tennessee geographical region.

STEPS IN ANNUAL REVIEW OF TENURE-TRACK FACULTY
1. The Department Tenure and Promotion Review Committee will meet with new tenure-track faculty members, provide them with a copy of the Outline of Faculty Data Form (OFD), current Promotion and Tenure Guidelines and answer questions the faculty member may have concerning the form and the tenure process.
2. Every year, following the faculty evaluation schedule, each tenure-track faculty member will bring an updated copy of the Outline of Faculty Data Form, which will be reviewed with the candidate and evaluated by the Department Tenure and Promotion Review Committee. The committee will write a letter described above in the Department Tenure and Promotion Review Committee purposes.
3. A copy of the letter goes to the faculty member and one to the chairperson who will file the letter in the faculty member’s personnel file.
4. The chairperson will write a letter recommending contract renewal or non-renewal. A copy of this letter will be provided to the faculty member, the chair of the departmental Tenure and Promotion Review Committee, the College of Liberal Arts Dean and the faculty member’s personnel file.

THIRD-YEAR PRE-TENURE REVIEW OF TENURE-TRACK FACULTY
The department recognizes the importance of a third-year pre-tenure review and will conduct the review in the same manner as a sixth-year faculty member going up for tenure. See Department Tenure and Promotion Review Committee, The purposes of the Tenure and Promotion Review Committee, item 2 for further information.

END OF THE YEAR EVALUATION:
At the end of each spring semester the Department of Art Chairperson writes an evaluation of the previous years work for each tenured, tenure-track, full-time temporary and adjunct faculty member. This evaluation letter is signed by the chair and the faculty member with the original going to the Dean of the College of Liberal Arts, a copy is given to the faculty member and one is placed in the faculty member’s personnel file. The faculty member provides a short OFD covering only the year of evaluation. The questions to be answered for the short OFD are:
1. Name
2. Academic Degrees
3. Professional Experiences
4. Faculty/Administrative Load
5. Committee Assignments (Department, College, University)
6. Publications (Most Recent)
7. Papers Presented (Most Recent)
8. Research/Service/Other (Most Recent)

FACULTY EVALUATION SCHEDULE:
The university specifies this schedule for student evaluations of instruction:
All Faculty including tenured, tenure-track, full-time temporary and adjunct faculty will be evaluated each semester.

PROMOTION CRITERIA AT EACH RANK
For all areas within the department the following criteria will be taken into consideration for promotion.
Instructor and Assistant Professor
- Evidence of potential ability in teaching, service/outreach, and research/scholarship/creative activity.

Associate Professor
- Evidence of high quality professional performance in teaching.
- Evidence of continuing direct participation in research/scholarship/creative activity and in service/outreach.
- Evidence of high quality professional productivity in either research/scholarship/creative activity or service/outreach and quality professional productivity in the other area.
- Evidence of thorough and systematic study of the research/scholarship/creative activity of others.
- Evidence of good character, mature attitude, and professional integrity.
- Minimum years at rank of assistant professor.

Professor
- Evidence of sustained excellence in teaching.
- Evidence of sustained high quality professional productivity in both research/scholarship/creative activity and service/outreach. In one of these categories, the candidate will demonstrate a level of excellence in the academic discipline that is recognized at the national level. "National recognition" as defined in department policies and approved at the college level.
- Evidence of thorough and systematic study of the research/scholarship/creative activity of others.
- Evidence of good character, mature attitude, and professional integrity.
- Minimum years at rank of associate professor.

**ART EDUCATION EVALUATION CRITERIA:**

Art Educators are expected to establish and develop an active academic identity within both the university community and the discipline on a regional, national, and/or international scale:

Local and regional identity can be defined by a number of activities including (1) presentations/workshops to local community groups or educational entities, (2) community projects involving K-12 students, (3) collaborating with local/regional community organizations, and (4) publication of art education resources serving a local or regional constituency by the publication of relevant art education material through school systems, community partners, and professional organizations, or any other appropriate criteria among others.

Evidence of the establishment of a candidate's national or international reputation will be based on participation in professional organizations, such as the National Art Education Association or International Society for Education through Art (INSEA). This includes: (1) active participation in professional groups, (2) presentations, and (3) publications including articles, book chapters, K-12 lessons and activities. It also includes articles written in professional or community newspapers, magazines such as the Tennessee Art Education Association and the National Art Education Association and their caucuses, which serve the state, national and/or international audience of art educators.

Evaluation of candidates for tenure and/or promotion will be based on a clear demonstration of teaching, service, and research and/or some creative activity in line with the expectations of a teaching institution. The following list provides a basis of assessment for tenure and promotion of candidates in the discipline of Art Education. This list, however, is suggestive and not exclusive:

**Research and Creative Activity:**
The successful candidate will demonstrate an ongoing commitment in one or more of the following:

Publication of articles in professional journals and magazines in print or digital format
Publication of chapter(s) or section(s) of a scholarly book
Publication of a book review
Publication of a book
Exhibitions or creative activities at the local, regional, national or international level.

The successful candidate is expected to demonstrate active involvement in one or more of the following:

Presentations at professional conferences such as the National Art Education Association and the Tennessee Art Education Association
Publication in professional newsletters and newspapers
Grant funding for scholarly research and/or community projects
Or any area associated with professional field-related activities

**Service:**
The successful candidate is expected to make ongoing contributions to department, college, and university committees.

The successful candidate will demonstrate a professional commitment in one or more of the following:

Service to the Tennessee Art Education Association
Service to the National Art Education Association
Member of advisory council(s) or board(s)
Service as a consultant in areas of the candidate's expertise, made available to local or national communities.
Involvement with Student Chapter of the National Art Education Association/Tennessee Art Education Association
Or any area associated with professional field-related activities
Teaching:
The successful candidate is expected to demonstrate competency in the following:

Knowledge of subject matter
Quality organization of course material
Ability to communicate subject matter
Ability to mentor students effectively
Fulfillment of department student-faculty assignments such as student advising and/or supervising student teachers

The successful candidate may demonstrate an ongoing commitment to teaching in one or more of the following:
Guide Student Research/Creative Projects
Teaching Awards
Or any other appropriate teaching criteria

ART HISTORY EVALUATION CRITERIA:
Art Historians are expected to establish and develop an active academic identity within both the university community and the discipline on a regional, national, and/or international scale. Local and regional identity can be defined by a number of activities such as presentations to local community groups or educational entities, curating local/regional museum exhibitions, publication of museum catalogs for exhibitions serving a local or regional constituency, by the publication of exhibition reviews in the local or regional media, or by any other appropriate criteria. Evidence of the establishment of a candidate's national or international reputation will be based on the publication of reviews, articles, exhibition catalogs, books and monographs, either in hard copy or digital format, by book publishers, periodicals, newspapers, or academic organizations, such as the College Art Association, which serve a national or international audience of scholars; by reviews, critiques, commentaries, and/or citations of the candidate's published research in similar venues, and by any other appropriate criteria.

Teaching:
Evaluation of candidates for tenure and/or promotion will be based on a clear demonstration of excellence in teaching as outlined in the university tenure and promotion guidelines. In addition, as art history is a research-driven discipline, active and on-going engagement in research, publication, and intellectual development in one's field, as reflected in on-going curriculum development and course revision, will be considered as evidence of knowledge of subject area and as demonstrating professional commitment to teaching.

Professional growth for art historians is also reflected in affiliation with, and active participation in, professional organizations; attendance at conferences and symposia; on-going visual research in museums, galleries, archaeological sites, or other venues appropriate to their specific areas of expertise, and by maintaining contacts and dialogue with the network of academicians and professionals beyond the borders of Tennessee.

Some additional examples demonstrating excellence in teaching include:
1. Participation in collaborative, interdisciplinary projects, programs, and courses;
2. Development of new instructional approaches, methodologies, or educational aids;
3. Grant funding for teaching proposals;
4. Curriculum and program development resulting in the approval and addition of new courses, minors, majors, and degree programs at the undergraduate or graduate level;
5. Awards and recognition for teaching;
6. Guest lectures in other courses;
7. Or any other appropriate criteria as determined by the departmental peer review committee.

Research and Creative Activity:
As art history is a research-driven discipline, candidates for tenure and/or promotion must demonstrate serious and on-going commitment to research and/or creative activities in one's field. The following hierarchical list provides a basis of assessment for tenure and promotion of candidates in the discipline of art history; however, this list is suggestive not exhaustive:

1. Publication or contract for publication of a book, monograph, or a substantial museum catalog;
2. Publication of chapter(s) or section(s) in a scholarly book either in print or digital format;
3. Publication of articles in refereed journals in print or digital format;
4. Publication of articles in non-refereed journals in print or digital format;
5. Organizing and curating an original museum/gallery exhibition;
6. Serving as a professional consultant for non-profit arts organizations, educational institutions, or governmental entities;
7. Serving as an invited guest curator, consultant, or juror of selection for a museum or gallery exhibition;
8. Presentation of a paper at a professional conference such as CAA, SECAC, etc.;
9. Presentation of a lecture or participation in a symposium or panel at a museum or educational institution;
10. Grant funding for scholarly research proposals;
11. Or any other appropriate criteria as determined by the departmental peer review committee.

Service:
Art historians are expected to serve on committees at the university, college, and departmental levels. Professional service on the local, regional and national levels are also to be commended.

GRAPHIC DESIGN EVALUATION CRITERIA:

Teaching:
The department uses the university student evaluation instrument. The department may opt (by majority vote of the faculty) to develop the additional assessment items in this instrument and to amend some items as deemed necessary. The Peer Review Committee may also arrange with faculty members under review to visit their classrooms and observe classroom activities.

Creative Work / Exhibitions / Presentations:
Realized design work, either billable or pro bono, in print or electronic format
Conducting Workshops
Performance and related creative research
Published interactive creative work
Commissioned artwork
Solo invitational show at a major museum
Group invitational show at a major museum
Solo show in a nationally recognized commercial gallery
One or more work/s in a national juried show
Work/s in a regional juried show
Solo show in regional museum, community or commercial gallery
Group show in regional museum, community or commercial gallery
Solo show in local museum or gallery
Group show in local museum or gallery
Show in a university gallery
Show in alternative spaces

Research / Publications / Presentations:
Curating an exhibition
Inclusion in a TV or radio program
Publication of a book
National juried art publication article in print or digital format
National art periodical feature article in print or digital format
Book chapter/s published
National art periodical exhibition/book review or short piece published in print or digital format
National juried/invitational presentation (i.e., at museum or conference)
Regional juried publication in print or digital format
Regional art periodical feature article in print or digital format
Regional juried presentation
Regional art periodical review or short piece in print or digital format
Art writing for regional non-art publication article/review in print or digital format
Art writing for local non-art publication article/review in print or digital format

Service:
National may be more significant than regional.
Regional may be more significant than local.
Leadership may be more significant than mere membership.
Elected service may be more significant than volunteer service.
Ongoing/continuing service may be more significant than periodic/temporary service.
Art-related service may be more significant than non art-related service.
University level committee work may or may not be more significant than college or department level committee work.

STUDIO AND FOUNDATIONS ART EVALUATION CRITERIA:
Teaching:
The department uses the university student evaluation instrument. The department may opt (by majority vote of the faculty) to develop the additional assessment items in this instrument and to amend some items as deemed necessary. The Peer Review Committee may also arrange with faculty members under review to visit their classrooms and observe classroom activities.

CREATIVE ACTIVITIES / SCHOLARSHIP / RESEARCH:
Recognizing the importance of National, Regional and Local participation, the Peer Review Committee recommends that candidates consider diversity within categories, with emphasis toward creative activities.
The Peer Review Committee recommends that a candidate should demonstrate involvement in some activities from groups A, B and C.
  * "Time based" events include works in the format of: Digital, Animation, Sound, Video
  * Brief and concise descriptive text should be added to OFD where needed for clarification
  * Organizing information on OFD form into spreadsheets or tables may be helpful for clarification and legibility
  * Any activity that takes place on the MTSU campus is considered public service or institutional service

Creative Activities / Exhibitions / Presentations / Research / Publications:

"A" GROUP—Most desirable activities
  * All non-local solo exhibitions
  * Small group exhibitions (1-4 participants), cannot be local—cannot be in Murfreesboro
  * All juried exhibitions
  * All juried/curated/sponsored time based or internet events
  * All museum exhibitions
  * Publication of a book
  * Curating a regional, national or international exhibition
  * Authoring an article for a regional, national or international publication in print or digital format
  * Authoring an article for a regional, national or international periodical feature in print or digital format
  * Authoring published book chapter/s or exhibition catalogue
  * Subject of an article for a regional, national or international publication in print or digital format
  * Subject of an article for a regional, national or international periodical feature in print or digital format
  * Subject of a regional, national or international art periodical review or short piece in print or digital format
  * Regional or national juried presentation for a professional organization
  * Art writing for a regional, national or international non-art publication article/review in print or digital format
  * Inclusion in a regional, national or international TV or radio program

"B" GROUP—
  * Local solo shows, Murfreesboro
  * Non-Local time based or internet event
  * Regional invitational group exhibition
  * Curating a local exhibition
  * Authoring a regional or national exhibition/book review or short piece published in print or digital forms

"C" GROUP—
  * Non-art venue exhibitions, i.e. restaurants
  * Local invitational group exhibition, in Murfreesboro
  * Faculty Exhibition
  * Temporary, one-day exhibition or time based/internet event, not juried or curated
  * Subject of a local art periodical review or short piece in print or digital format
  * Art writing for a local non-art publication article/review in print or digital format
• Inclusion in a local TV or radio program

SERVICE:
The Peer Review Committee expects faculty to serve on department and university committees, encourages membership and participation in professional organizations and recognizes that some candidates may choose to engage in extensive public service activities.
Jean Nagy 2-9-12
Jean Nagy, Chair, Department of Art

Mark Byrnes 2-10-12
Mark Byrnes, Dean, College of Liberal Arts

Brad Bartel 2/13/12
Brad Bartel, Provost, Middle Tennessee State University

Sicney McPhee, President, Middle Tennessee State University 2/13/12

RECEIVED
Feb 9 2012
MTSU
College of Liberal Arts