

**POLICIES, PROCEDURES AND CRITERIA FOR TENURE AND PROMOTION**  
**IN THE DEPARTMENT OF ART**

1/21/97

**INTRODUCTION**

This document is intended to assist candidates in their preparation for tenure and promotion. Candidates are responsible for familiarizing themselves with the University's regulations as set forth in the *Faculty Manual* and "A Guide to USC-Columbia Tenure and Promotion Procedures" compiled by the University Committee on Tenure and Promotion.

The Department of Art of the University of South Carolina, Columbia, is composed of four academic divisions: Art Education, Art History, Media Arts, and Studio Art. While standards for evaluating teaching and service are the same in all divisions, the specific forms of research (scholarship and/or creative performance) may vary significantly. Faculty seeking promotion or tenure must satisfy departmental standards in the areas of teaching and service, and divisional standards in the area of research (scholarship and/or creative performance).

**I. ELIGIBILITY FOR TENURE OR PROMOTION**

All tenure track faculty below the rank of full professor may be considered annually for promotion and/or tenure. Faculty members may request, however, for reasons such as a recent promotion or the incomplete status of a major project, not to be considered for tenure or promotion except in the penultimate year. Faculty hired before January 1, 1995 may select to be evaluated by the tenure and promotion guidelines that were in effect at the time they were hired. By offering themselves for consideration, candidates acknowledge that they have read the requirements for tenure and promotion in the *Faculty Manual* and have satisfied probationary requirements.

**II. PROCEDURES**

**A. Notification**

1. All faculty below the rank of tenured Professor will receive written notice of their eligibility for tenure and promotion from the department chair at the time of the first departmental faculty meeting in the Spring semester.
2. Within one week after receiving notification, faculty will communicate their intentions regarding promotion and/or tenure in writing to the chair of the Departmental Committee on Tenure and Promotions (DCTP hereafter).

**B. Membership in the DCTP**

1. In cases involving tenure, committee membership will consist of all tenured faculty of equal or higher rank than that of the candidate.
2. In cases involving promotion, committee membership will consist of all faculty of a rank higher than that of the candidate.

3. The chair of the department is an ex-officio member of the DCTP but is not eligible to vote at this level. The department chair will write an evaluative letter that will become part of the candidate's file.
  4. Members of the DCTP on leave or sabbatical must notify the chair of the DCTP at the beginning of the academic year if they intend to participate in the review process. Members choosing to participate must participate in all candidates' reviews.
- C. **Responsibilities of the DCTP.** The DCTP will be responsible for the administration of *The Policies, Procedures and Criteria for Tenure and Promotion in the Department of Art.*
- D. **Files**
1. The candidate bears primary responsibility for preparation of the file on which the tenure and promotion decision will be based, and inclusion of all required materials.
  2. The candidate must provide a list of not less than three, or more than five appropriate external referees. The referees must be at least a rank higher than the candidate, or equivalent professional experience if outside of academia. This list should be given to the department chair as soon as possible but in no case later than May 1, in the calendar year of the review. Mid-year candidates should refer to the T&P calendar for deadlines.
  3. Letters from colleagues, administrators, and outside evaluators will be treated as confidential.
  4. The candidate must submit the file to the department chair's office by the first day of the Fall semester. Mid-year candidates should refer to the T&P calendar for deadlines.
- E. **Review**
1. **External**
    - a. The department chair in consultation with the chair of the DCTP will compose a list of three external referees plus two external referees from the candidate's list.
    - b. The department chair will contact the selected individuals to determine their willingness to serve as an evaluator.
    - c. The candidate will prepare packets, descriptive of his/her research(scholarship or creative performance) for the evaluators, and deliver them to the department chair for mailing by May 1. External evaluators will not have knowledge of the teaching and service activities of the candidate in most cases. Consequently, their primary responsibility will be to evaluate the quality of the candidate's research (scholarship or creative performance).

- d. The candidate shall have no fewer than five referees with no more than two coming from the candidate's list.

2. **Internal**

- a. The Candidate's file will be available for review by members of the DCTP by the date specified on the Tenure and Promotion Calendar provided by the University in a location to be determined by the chair of the department.
- b. A meeting will be called by the chair of the DCTP to discuss the candidate's file.

F. **Voting and Vote Notification**

1. Only members of the DCTP of higher rank may vote on promotion decisions and only tenured members of equal or higher rank may vote on tenure decisions.
2. Each voting DCTP member will complete a vote and a vote justification stating how the author voted and why. The justification will be submitted to the chair of the department by an announced date. The justification need not be signed. A majority of "yes" or "no" votes will constitute either a favorable or unfavorable recommendation. A tie vote will be considered unfavorable. Abstentions will not be counted in determining a majority.
3. Ballots will be tabulated by the chair of the DCTP, who will notify the committee of the results of the vote.
4. The chair of the DCTP is the only person authorized to notify the candidate of the results of the vote. The Candidate will only be told whether or not the vote was favorable or unfavorable. The actual vote count will not be revealed.
5. The chair of the department will forward to the Dean a list of all candidates and the DCTP's vote, whether favorable or unfavorable.
6. Non-favorable action on a candidate by the committee shall not prejudice future consideration.
7. All discussions, votes, and justifications of the DCTP are to be held in the strictest confidence by the committee's members.

G. **Appeals**

1. Candidates receiving a non-favorable vote may request a meeting with the chair of the department and the chair of the DCTP at which time a synopsis of the vote justifications, DCTP discussion, and an indication of the strength of the vote of the DCTP will be given, without attribution.
2. Candidates wishing to appeal the unit's decision should refer to the appropriate procedures in the *Faculty Manual*.

H. **Changes** to the *Policies, Procedures, and Criteria for Tenure and Promotion in the Department of Art* may only occur after approval by the DCTP, and the UCTP.

### III. DEPARTMENTAL CRITERIA FOR PROMOTION AND TENURE

#### A. Appointment to the rank of **Assistant Professor**

1. To be eligible for this rank the candidate must have earned the highest appropriate degree in his/her field. Waiver of this requirement for candidates would only be considered in rare cases when the candidate's work is of acknowledged critical acclaim.
2. The candidate must possess strong potential for development in the areas of teaching, research (scholarship and/or creative performance) and service.

#### B. Appointment or promotion to the rank of **Associate Professor**. For this rank, research and teaching are the primary criteria for promotion, with service being an important consideration.

1. The candidate must have achieved significant recognition in his/her field. This determination will be based on divisional criteria and the candidate's record as evaluated by professionals of higher rank from the Department of Art and external referees from the candidate's field. Significant recognition means that the candidate's work is judged as being of high quality when compared with their peers in a context that extends beyond South Carolina. The record should also reflect a strong potential for continued professional development.
2. The candidate must be a good teacher. (see III. F)
3. The candidate must provide evidence of effective service to the department, and/or college, and/or the university, and/or appropriate professional organizations. (see III. G)

#### C. Appointment or promotion to the rank of **Professor**. For this rank, research and teaching are the primary criteria for promotion, with service being an important consideration.

1. The candidate must possess a professional record of achievement, based on divisional criteria, that is sustained, substantial, and judged to be excellent by professionals of higher rank from the Department of Art and by external referees. "Excellent" means that the candidate's professional record is equivalent to, or exceeds, that of peers with the same level of experience in the field at comparable institutions. Great weight should be given to accomplishments since the last promotion.
2. The candidate must have a sustained record of good teaching. (see III. F)
3. The candidate must provide evidence of effective service to the department, and/or college, and/or the university, and/or appropriate professional organizations. (see III. G)

#### D. **Tenure**. "While the decision to promote a faculty member rests largely on an assessment of evidence of past achievements or promise, the decision to tenure rests largely on anticipation of continued professional growth and development in directions of special relevance to the

core missions of the unit and University." (*The Faculty Manual.*) Consequently tenure is viewed as a separate issue from promotion.

**E. Divisional guidelines for interpreting research, scholarship and creative performance**

**1. Art Education**

Faculty in Art Education are expected to be professional, practicing scholars involved in creating original research. Research being diverse in nature, the from it will take for each individual will be different, but the research of all art education faculty is expected to show evidence of commitment to ideas or themes, creating a body of related publications and/or works of art. Scholarly accomplishments by art educators can be achieved through various kinds of activities. The following list is intended to give examples of activities that might be undertaken by faculty but is not exclusive to other worthwhile endeavors. Merit of work is determined by the critical responses the work receives in review from experts within the discipline from both outside the university and from within the Division of Art Education. Scholarship is evaluated by the quality and quantity of the faculty member's productions in areas such as the following:

- a. Publication of authored, co-authored, or edited books (including textbooks), chapters in books and anthologies, and journals (authored is generally considered superior to co-authored, books superior to chapters.)
- b. Publications in scholarly journals. Publication in refereed scholarly journals will be considered superior to non-refereed or popular journals. (Examples of journals include, but are not limited to: Scholarly refereed: *Studies in Art Education, Art and Learning Research, Visual Arts Research, Journal of Multi-cultural Arts Education, Art Education and Design for Arts in Education*. Popular refereed: *School Arts and Arts and Activities*. Non-refereed: *Trends, SCAEA News* and *NAEA News*.)
- c. Applications of original research and writing to create software, and other educational materials is a viable avenue for scholarly activity for art education faculty. These are viewed more positively when research activities involving the development and/or use of the software in educational settings are published in quality journals.
- d. Grants for research and development of materials and or programs in art education are viewed as evidence of scholarly activity for art education faculty. The acquisition of grants will be evaluated by considering the status of the granting program and agency, the project's impact on the discipline and the amount awarded.

- e. Creating and exhibiting works of art is viewed as evidence of scholarly activity for art education faculty. (In exhibitions: national is considered superior to regional and regional is superior to local).
- f. Presenting scholarly work in national and international forums is a professional activity that is important in helping establish a national reputation for a candidate's scholarship, but it will not substitute for publication.
- g. Professional consulting is well regarded, but it may not replace publications/exhibitions as evidence of scholarly activity for art education faculty.
- h. In addition to the above, consideration will also be given to interdisciplinary activities that contribute to the mission of the University.

2. **Art History**

Art history faculty are expected to be active professional scholars. Legitimate areas of scholarship, with merit guidelines for work therein, are:

- a. Book publication (including textbooks). In descending order of merit: authored, co-authored, edited, contributed to. The primary criterion of merit here, as in all areas to be discussed below, is professional critical response. Consideration of merit will also depend in this case on the quality of the publishing house. University press books are generally considered more prestigious than commercial press books, although there will be exceptions. The presses of major universities are generally considered more prestigious than those of smaller or less prestigious universities, although, again, exceptions are to be noted with regard to particular areas of study and specific circumstances.
- b. The organization of exhibitions and/or the writing of catalogue materials. Merit here will depend on the prestige of the exhibition venues, on the scope and importance of the exhibition, and on the amount and nature of information provided.
- c. Article publication. In this area referred scholarly journals are considered more prestigious than non-refereed or popular publications. With regard to refereed journals, there is always at any given moment an un-stated although clearly recognized hierarchy within the field of art history and within the subspecialties. Because this hierarchy is not fixed, it would be misleading to try to provide it here. It should be the duty of the tenure and promotion committee to familiarize themselves with the appropriate hierarchy for individual cases. The organizing and editing of journal materials is also considered an important area of scholarship and may in

certain situations be considered more prestigious than the publication of a journal article.

- d. Book reviews, encyclopedia entries, and the publication of proceedings. Merit here will depend on several interrelated factors, including: the publication venue, the length of the review or entry, and the importance of the topic.
- e. Scholarly lectures and presentations. The presentation of scholarly research at professional forums (conferences and symposia) should be judged by the nature of the forum. International conferences are generally considered more prestigious than national, etc. Symposia should be judged by the nature of the organizing body and by the quality of its participants. The organization of conferences and symposia or the chairing of specific parts thereof should also be considered scholarly activity and may, in certain circumstances, rank higher than the delivery of a paper therein. Guest lectures may also be considered a legitimate scholarly activity depending on the nature of the talk and the circumstances of its presentation.
- f. The development of software for instructional programs. In this rapidly developing area of professional activity merit would depend on the amount of work involved, the organization for whom the work is done, and the potential educational benefits to be derived therefrom.
- g. Grants for research and development. Merit in this area will be judged largely by the prestige of the granting institution and by the amount of the grant.
- h. Professional consultation (paid or unpaid). Merit in this area will depend on the potential educational or scholarly benefits to the field.
- i. In addition to the above, consideration will also be given to interdisciplinary activities or achievements that contribute to the missions of the department and/or the university.

3. **Media Arts**

Media Arts faculty are expected to be active scholars and/or professionals in their area(s) of expertise. Candidate's may choose either category "a" scholarly production, or category "b" artistic achievement, or a combination of both as their focus. Scholarship generally centers on faculty publication, while artistic achievements generally emphasize performance. Additionally, items "c" through "f" are intended to give examples of activities that might be undertaken by faculty but are not exclusive to other worthwhile endeavors.

- a. **Scholarly Production:** The significance of all publications, whatever their nature, number, or length, is the single most important consideration. The successful candidate will demonstrate the significance of the publication

through verifiable means, and will clearly define his/her role in the publication--author, co-author, editor, for example. The following items may serve as examples of scholarly production: books, refereed journal articles, book chapters, book reviews, and notes. Evaluation will consider those works that receive review by scholars in the field. Reviews may include published reviews, readers' reports commissioned by publishers, and/or reports from outside evaluators solicited by the committee:

and/or

- b. **Artistic Achievement:** Major broadcast/exhibition/performance of a original creative production--visual, aural, and/or written. The significance of artistic achievements, whatever their nature, number, or length, is the single most important consideration. The successful candidate will demonstrate the significance of the achievement through verifiable means. The candidate will also clearly define his/her role in the work in terms of whether the activity is a group or solo project, and whether the work is commissioned, invited, or voluntary. The range of audience is important, with national or regional ordinarily considered more significant than local audiences. The following list of items may serve as examples of artistic achievement: publication/production/broadcast of a script, audio composition, or presentation of still or moving images. Evaluation of an artistic achievement will include reviews by peers, critics, and/or other appropriate responders.
- c. Professional presentations, lectures, and/or workshops will be evaluated in terms of their significance and audience.
- d. Acquiring Grants, Fellowships, and/or Awards for original research or artistic work. Evaluation will include the amount received and the prestige of the grants program and the granting agency.
- e. Professional consultation and professional exhibition/production juror (e.g., serving as a consultant for still/moving image projects; serving as a juror for film/video projects) will be evaluated according to the candidate's role.
- f. In addition to the above, consideration will also be given to interdisciplinary activities or achievements that contribute to the missions of the department and/or the university.

#### 4. **Studio Art**

Faculty in the Studio Art Division are expected to be professional practicing artists, pursuing original, creative production. The following list, with indications of evaluative criteria, gives some examples of activities that might be undertaken by faculty but is not



exclusive of other worthwhile endeavors, nor does it assume faculty will participate in all of the categories. However, it is assumed that artists will have participated significantly in category #a prior to consideration for promotion and tenure.

- a. **The creation and exhibition of artworks:** The primary criteria of merit in this category is originality and professional impact. Similar to the publication of a manuscript, the selection of an artist's work for exhibition is in itself an evaluative criterion. "Exhibition" is defined in the broadest sense to include any way in which the artwork is presented: traditional exhibitions, installations, publications and events. "Artworks" is defined to include original traditional fine art and graphic design works as well as less traditional installations and events. The order of merit is, solo exhibition, two person exhibition and group exhibition. Further consideration of merit will depend on the qualitative status of the exhibiting institution and how the exhibition was selected. The order of exhibition merit is museum, university, gallery and alternative space. Exhibition selection by jury or curator is superior to non juried exhibitions. There may be exceptions. When exceptions occur, they should be explained in the candidate's statement, with reference to supporting documentation.

Articles and reviews about artworks or exhibitions will be considered support material. Merit will depend on the scope of the article or review, the prestige and circulation of the publication and the reputation of the reviewer.

Special installations and events, exceptional presentations and unusual logistical situations, must be considered according to their unique merit. Examples include but are not limited to establishing special exhibition situations, shipping extremely large works internationally, or introducing a graphic design in an unusual format.

- b. **Inclusion of artworks in collections and publications:** The addition of an artist's work to any collection or publication is significant. Evaluation of the quality of a collection relies on its type and whether or not the collection is curated. Examples in rank order are museum collections, corporate collections, and private collections. There may be exceptions to this ranking based upon the prestige of the collection. The inclusion of Artworks in publications in itself represents a qualitative evaluation.
- c. **Receiving Grants, Fellowships and Awards:** When compared to other disciplines, there are relatively few grants available to studio artists. Consequently, receiving a grant is a significant achievement. In studio art, there are two types of grants, artists' fellowships and project grants.

Artists' fellowships are selected by referees and are awarded to advance the artist's career. The most prestigious are awarded on a national level by the National Endowment for the Arts, the Guggenheim Foundation, and others. The next most prestigious grants are awarded on the regional and state level by Governmental Arts Agencies. University grants will also be considered in this category.

An award winning artwork carries special significance and in itself represents a qualitative evaluation. Further merit may be evaluated by the same criteria as exhibitions.

- d. **Authoring professionally related books, articles, and reviews:** For books the evaluative criterion is critical response. For articles and reviews, evaluative criterion is based on the reputation and distribution of the publication. National or regional distribution is considered more significant than state or local distribution.
- e. **Developing professionally related software:** If the software is developed as a work of art it will be evaluated by the guidelines for artworks and exhibitions. If the software is developed for instruction, it will be evaluated by its impact on instruction, critical response, and publication.
- f. **Participating in scholarly lectures, presentations and workshops:** Active participation such as delivering a paper, organizing a presentation, or presenting a workshop is more significant than merely attending a professional organization's meeting. International and National meetings are considered more significant than Regional meetings. Regional meetings are considered more significant than local meetings.
- i. **Serving as a visiting artist, exhibition juror, curator, or consultant:** Evaluative criteria for this category are based on the reputation of the inviting institution, and the particulars of the selection process.
- j. In addition to the above, consideration will also be given to interdisciplinary activities or achievements that contribute to the missions of the department and/or the university.

**F. Departmental guidelines and criteria for evaluating teaching.** Candidates are expected to be good teachers as evidenced by a preponderance of good to excellent ratings from students and peer observers. This will be determined by accumulated evidence, items one through seven below. Items one through three must be fulfilled by the candidate in consideration for promotion. Items four through seven may be used as evidence of involvement beyond regular, daily classroom duties and/or innovation.

- 1. Faculty are expected to provide students with an opportunity to complete a written evaluation of the course and instructor for each course taught during every

semester. Anonymous, written evaluations should be collected by someone other than the instructor and delivered to the departmental secretary. Upon submission of the semester's grades, the faculty will be permitted to review their evaluations, after which they will be returned to the departmental secretary for safe keeping. The chair of the DCTP will select a member of the DCTP to review and summarize the candidate's student evaluations in writing.

2. Candidates are expected to perform the routine duties of: meeting with classes at scheduled times, prompt evaluation and return of student work, and keeping regular office hours.
3. Candidates are expected to provide copies of course materials and syllabi that are used in their courses reflecting the content and rigor of each course taught.
4. Winning a departmental, college, university, or national teaching award is appropriate evidence of excellent teaching.
5. Innovative teaching and/or developing new courses, and/or developing new instructional materials such as computer programs for instruction is appropriate evidence of good teaching.
6. Direction of and/or participation in graduate degree committees, or undergraduate honor thesis committees is appropriate evidence of good teaching.
7. Impact on former students as evidenced by their performance and success as professionals may be documented by exhibition announcements and letters from alumni.

G. **Departmental guidelines for evaluating service.** All faculty are expected to participate in the business of the department by attending scheduled faculty meetings. Candidates will be expected to provide evidence of effective service in one or more of the following areas.

1. Divisional, Departmental, College, or University administration.
2. Divisional, Departmental, College or University committees. Chairing a committee will carry more weight than membership.
3. Student advisement.
4. Public or professional service to professional associations that directly relates to the candidate's field of research (scholarship and/or creative performance).

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