

**Revised & Adopted: April 20, 2004**

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

### **INTRODUCTION**

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

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

### **I. ELIGIBILITY FOR TENURE OR PROMOTION**

Faculty below the rank of full professor are to be considered annually for promotion and/or tenure. Except for faculty members in their decision year, 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. Faculty hired before January 15, 1995 may elect to be evaluated by the tenure and promotion guidelines in effect at the time they were hired. Faculty members hired into the tenure track after January 1, 1995, shall be responsible within their probationary period for meeting the unit tenure and promotion criteria and university standards in effect at the time of their hiring. By offering themselves for consideration, candidates acknowledge that they have read the requirements for promotion and tenure in the *Faculty Manual* and have satisfied probationary requirements.

### **II. PROCEDURES**

#### **A. Notification**

1. Faculty below the rank of tenured Professor will be notified of their eligibility for promotion and tenure at the spring semester departmental faculty meeting.
2. Within one week after notification, faculty will communicate their intent 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 the candidate.
2. In cases involving promotion, committee membership will consist of all tenured faculty of a rank higher than 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 a separate evaluative letter that will become part of the candidate's file.
4. Members of the DCTP on leave or on sabbatical must notify the DCTP chair in writing 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**

1. The DCTP will be responsible for 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, and the inclusion of all required materials on which the promotion and tenure decision will be based.
2. The candidate should download T&P forms from the Provost's website and complete them in their entirety.
3. The candidate must submit the file to the department Chair's office by the date published on the university T&P calendar. After the submission of the file, the candidate will have limited access to it. The department Chair will maintain possession and control of the file. All materials except those placed in the file by the candidate are considered confidential and will not be made available to the candidate.

**E. Review**

**1. External**

- a. The candidate must provide a list of not less than three, nor more than five external referees. With the exception of full professors who are being considered for tenure, referees must be at least a rank higher than the candidate, or possess 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 March 1.
- b. The DCTP Chair in consultation with the department Chair will compose a *separate* list of three external referees, and select two external referees from the candidate's list.
- c. The candidate shall have no fewer than 5 referees.

- d. The DCTP Chair in collaboration with the department Chair will contact the selected individuals to determine their willingness to serve as evaluators.
- e. The candidate will prepare sets of materials representative of his or her research, (scholarship, or creative performance) for the evaluators, and deliver them to the department chair for mailing by an announced date. 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).

**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 in a location to be determined by the Chair of the department.
- b. The departmental administrative assistant will keep a log of time spent by DCTP members reviewing each file.
- c. A meeting will be called by the DCTP Chair to discuss the candidate's file and vote.

**F. Voting and Vote Notification**

1. Only members of the DCTP may vote on a candidate's file. (II.B.)
2. Each voting DCTP member will complete a secret ballot for each decision for each candidate, specifying "yes", "no" or "abstain". A majority of "yes" or "no" votes will constitute either a favorable or unfavorable recommendation. Abstentions will not be counted in determining a majority.
3. The DCTP Chair will tabulate ballots and notify the committee of the results of the vote.
4. The DCTP Chair is the only person authorized to notify the candidate of the results of the vote. The Candidate will be told whether or not the vote was favorable or unfavorable. The actual vote count will not be revealed.
5. Each voting DCTP member will complete a vote justification stating how he or she voted and why. The justification will be submitted to the department Chair by an announced date. The justification need not be signed.
6. The department Chair will forward to the Dean a list of all candidates and the DCTP's vote, whether favorable or unfavorable, along with the Chair's evaluative letter.
7. Non-favorable action on a candidate by the committee shall not prejudice future consideration.

8. 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 department Chair for a synopsis of the vote justifications, and DCTP discussion. 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 follow procedures outlined 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 discussion by the faculty of the Department of Art and approval by the DCTP, the Provost, and the UCTP.

**III. DEPARTMENTAL CRITERIA FOR PROMOTION AND TENURE**

**A.** Appointment or promotion 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. In Art Education this is, the Ph.D. or Ed.D. In Art History this is the Ph.D. In Media Arts this is the (M.F.A., Ed.D., or Ph.D.) In Studio Art this is the M.F.A. or possession of commensurate professional experience. Waiver of the M.F.A. requirement for candidates in studio art is only considered when an artist of acknowledged critical acclaim, does not possess the academic degree.
2. The candidate must possess strong potential for development in the areas of teaching and research (scholarship and creative performance).

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

1. The candidate must have satisfied all of the requirements for appointment or promotion to Assistant Professor.
2. The candidate must have achieved significant recognition in his/her field. This determination will be based on area 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 the work of peers in a context that extends beyond South Carolina. The record should also reflect a strong potential for continued professional development.
3. The candidate must be an above average teacher. (See III. F)

4. The candidate must have demonstrated a willingness to provide service and effectiveness in its execution to the department 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 appointment or promotion, with service being secondary.
1. The candidate must have satisfied all of the requirements for appointment or promotion to Associate Professor.
  2. The candidate must possess a professional record, based on area criteria, that demonstrates a sustained and substantial record of achievement that is judged excellent by professionals of higher rank from the Department of Art and 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. This record should be reviewed in combination with the professional record presented for the last promotion. The whole record will be evaluated, but accomplishments since the last promotion will be given greater weight.
  3. The candidate must be an above average teacher with indications of excellence. This means that if the candidate's teaching is rated, as above average, there must be at least some evaluative evidence that rates the candidate as excellent. (See III. F.)
  4. The candidate must have demonstrated a willingness to provide service and effectiveness in its execution to the department and/or the university and/or the appropriate professional organizations. (See III.G)
- D. **Tenure**. The awarding of tenure is viewed as a demonstration of a faculty member's consistency and durability of overall performance and the expectation of a faculty member's continuing contribution to the department's and University's community of scholars in all three areas of evaluation, research, teaching, and service. (see p. 19 *Faculty Manual, 2000*) Consequently tenure is viewed as a separate issue from promotion and requires a commitment by the candidate that exceeds the expectations for promotion. It is expected that candidates will have satisfied the requirements for promotion to Associate Professor prior to or concurrent with the awarding of tenure. It is further expected that the candidate's record of teaching demonstrates involvement beyond regular, daily classroom duties and/or innovation. In the area of service, the candidate must have made a significant contribution to the department, and/or professional organizations, and/or the university.

**E. Area guidelines.** The quality of research, scholarship and creative performance is determined by outside evaluators and faculty within each area. Work published, exhibited, or performed in an international arena is superior to national and national arenas are superior to regional, with local arenas considered less important. “International” is defined as having both multinational governance and/or participation.

**1. Art Education**

Faculty in Art Education are expected to be professional, practicing scholars involved in creating original research. The diverse nature of forms this research may take will vary among individuals. Yet, the research of all art education faculty is expected to show evidence of commitment to ideas or themes, creating a body of work and interconnected publications and/or works of art. Scholarly accomplishments by art educators can be achieved through a variety of activities. The following list offers activities that might be undertaken by faculty, but is not exclusive to other worthwhile endeavors. Scholarship is evaluated by the quality and quantity of the faculty member's productions in areas such as the following:

- a. Creative research through empirical, descriptive, historical or ethnographic methodologies or combinations of methods.
- b. Publications in scholarly journals. Publication in refereed, Scholarly journals will be considered superior to non-refereed or popular journals. (Example of journals include, but are not limited to: Scholarly refereed: Studies in Art Education, Arts and Learning Research, Visual Arts Research, Journal of Aesthetic Education, Canadian Review of Art Education Research, Journal of Multicultural Arts Education, Art Education and Design for Arts in Education. Popular refereed: School Arts and Arts and Activities.
- c. Publication of authored and co-authored books, textbooks, chapters in books and anthologies (authored is generally considered superior to co-authored, books superior to chapters).
- d. Editorships and editorial board positions are seen as appropriate scholarly activity for Art Education faculty, but editorial work will not substitute for publication of original research.
- e. Applications of original research and writing to create software, and other educational materials is a viable avenue for scholarly activity.

- f. Grants for research and development of materials and/or programs in art education are viewed as evidence of scholarly activity.
- g. Creating and exhibiting works of art is viewed as evidence of scholarly activity.
- h. Presenting scholarly work in national and international forums, or in the role of professional consulting is highly regarded, but presentations may not replace publications as evidence of scholarly activity.
- i. Consideration will also be given to interdisciplinary activities and achievements that contribute to the mission of the Department and 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 catalog 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 unstated although clearly recognized hierarchy within the field of art history and within the sub specialties. 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 members to familiarize themselves with the appropriate hierarchy for individual cases, and the duty of the voting faculty to make that hierarchy explicit on the ballots. 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. 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 be derived therefrom.
- i. Consideration will also be given to interdisciplinary activities and achievements that contribute to the mission of the Department and University.

**3. Media Arts.** Media Arts faculty are expected to be active scholars and/or artists in their areas of expertise. Candidates may select either category “a” scholarly production, or category “b” artistic production, or a combination of both as their focus. Scholarship generally centers on faculty publication, while artistic production generally emphasizes performance and production. Items “c” through “f” are examples of work undertaken by faculty related to both categories “a” and “b,” 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 of merit. The successful candidate

will demonstrate the significance of the publication through verifiable means, and will clearly define his/her role in the publication, such as author, co-author, or editor. The following items serve as examples of scholarly production: books, refereed journal articles, book chapters, and book reviews. Evaluation will consider those works that receive review by scholars in the field, publishers, critics, and other outside evaluators solicited by the committee; and/or

- b. **Artistic Achievement:** Major broadcast/exhibition/performance of an 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 collaboration or solo project, and whether the work is commissioned, invited, or submitted. International and national exposure or circulation is considered more significant than regional and regional more important than local. The following list of items serves as examples of artistic achievement: publication, production, broadcast of a script, audio composition, or presentation of still or moving images, or multimedia. Evaluation of an artistic achievement will include reviews by scholars in the field, and other outside evaluators solicited by the committee.
- c. Professional presentations, lectures, and/or workshops will be evaluated in terms of their prestige, significance and audience.
- d. Acquiring grants, fellowships, and/or awards for original research or artistic work will be evaluated on the amount received, the prestige of the grants program and the granting agency.
- e. Professional consultation and professional exhibition/production juror (for example, serving as a juror for film/video projects) will be evaluated according to the candidate's role.
- f. Consideration will be given to interdisciplinary activities and achievements that contribute to the mission of the Department or University.

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

Faculty in the Studio Arts are expected to be practicing professional artists, pursuing original, creative production and/or scholarly research. Professional artistic productivity may take

many forms. Both the evidence and evaluation of that productivity may also take many forms. The following are significant categories of research and creative production generally undertaken by Studio Art faculty. (This list is not exclusive of other worthwhile endeavors; nor does it assume faculty will participate in all of the categories.) Evaluative criteria are listed for each category.

- a. Creation and exhibition of artworks: "Exhibition" means any professional presentation of the artwork, including traditional gallery or museum display, installation, publication, or other art event. "Artworks" include original aesthetic objects, designs, installations, productions, and/or performances, as well as material prepared for reproduction in printed matter. The selection of artworks for exhibition entails an external evaluation by art professionals based on scholarly criteria (and is therefore analogous to the publication of a manuscript). The chief criteria of merit in this category are originality and professional impact. Merit derives from the qualitative status (i.e., professional, artistic, or scholarly reputation) of the exhibiting institution and the nature of the selection process. [juried? curated? competition?] The order of exhibition merit is: solo exhibition, two-person exhibition, and group exhibition. In ranking these, international exhibits are superior to national, national are superior to regional and regional are superior to local. Other evidence of merit and methods of evaluation include:
  - (1) Publication of essays, articles and/or reviews about a faculty member's artwork or an exhibition of it. Merit will depend on the scope of the essay, article or review and the professional reputation of both the publication and author.
  - (2) Reproduction of a faculty member's artwork in a print [or electronic] publication. Selection of an artist's work for publication is significant. Merit will depend on the professional reputation of the publication.
  - (3) Inclusion of a faculty member's artwork in collections: The addition of an artist's work to a collection is significant. Merit will depend on the quality of a collection and whether or not the collection is curated. The order of merit is museum collections, corporate collections, and private

collections. There may be exceptions to this ranking based upon the reputation of the collection.

- (4) Winning of awards, especially in juried shows and competitions. An award-winning artwork carries special significance and in itself represents a qualitative evaluation. Merit will depend on the quality and professional reputation of the award, its institutional sponsor, and/or its juror(s).
- b. Authorship and publication of professionally-related books, articles, and reviews: For books, the evaluative criterion shall be professional critical response. For articles and reviews, merit shall be based on the reputation of the publication.
- c. Acquisition of fellowships and/or grants for original artistic work or research. The receiving of such awards is an important indication of scholarly achievement. The merit of each award shall be based on the amount of funding received and the prestige of the granting agency.
- d. Authorship and development of 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 professional critical response, evidence of its impact on instruction, and/or publication/distribution of the software.
- e. Presentation of scholarly papers and lectures: The presentation of scholarly research at professional conferences shall be judged by the nature of the conference. International conferences are considered more prestigious than national, etc. Guest lectures may also be considered a legitimate scholarly activity depending on the nature of the talk and the circumstances of its presentation. The organization of conferences (or the chairing of specific parts of a conference) is considered scholarly activity and may, in certain circumstances, rank higher than the delivery of a paper.
- f. Contribution of expertise as a visiting artist, exhibition juror, curator, or consultant: Evaluative criteria for this category shall be based on the professional reputation of the inviting institution.

- g. Interdisciplinary activities and achievements:  
Consideration shall be given to such activities that contribute to the mission of the Department and University.

**F. Departmental guidelines and criteria for evaluating teaching.**

Effective teaching is determined by three evaluative measures: departmental peer review of teaching, the standardized student evaluation scale, and faculty review of other instructional activities. Candidates must be viewed as both competent and effective in the classroom, and receive a rating of average or higher during the past four years on the departmental peer review of teaching. On the 5-point standardized student evaluation scale (1=poor; 5=excellent), candidates must receive a majority of ratings at 3.0 or higher during the past four years. Other instructional activities documented in the candidate's T&P file must receive an evaluation of average or higher by members of the Committee of the Whole.

Outstanding teaching is determined by three evaluative measures: departmental peer review of teaching, the standardized student evaluation scale, and faculty review of other instructional activities. Candidates must be viewed as both competent and effective in the classroom, and receive a rating of above average or higher during the past four years on the departmental peer review of teaching. On the 5-point standardized student evaluation scale (1=poor; 5=excellent), candidates must receive a majority of ratings at 4.0 or higher during the past four years. Other instructional activities documented in the candidate's T&P file must receive an evaluation of above average or higher by members of the Committee of the Whole.

- 1 Faculty provide students with evaluation forms for every course taught. The teacher distributes forms and leaves the room placing a student in charge of collecting the forms. Student proctors must seal, sign, and date the envelope containing completed course evaluations and deliver them to the departmental office. The faculty member and the Chair of the department receive the analysis of the teaching evaluations. Evaluations for all courses taught during the time covered by the review must be included in the tenure and promotion file.
- 2 A systematic program of peer review of teaching is in place. (See the Department of Art's Teaching Committee Guidelines: Peer Review of Teaching.) Faculty are observed on a rotating schedule, but can also be observed upon request. The faculty member and the department Chair receive written documentation of observations. Documentation resulting from peer reviews is placed in the Tenure and Promotion file.

- 3 Outcomes of student evaluations and peer reviews of teaching are available for all members of the Tenure and Promotion Committee to review in the candidate's file. One member of the committee is given the responsibility of creating an overview of the candidate's student and peer evaluations of teaching, which is presented to members of the Tenure and Promotion Committee during the review of the candidate.
- 4 Outcomes of student evaluations and the overview of the candidate's student and peer evaluations of teaching will be made available to the candidate.
- 5 Candidates will provide copies of course materials and syllabi that are used in their courses reflecting the content and rigor of each course taught.
- 6 Winning departmental, college, or university teaching awards will exempt candidates from peer review for a period of three years.

Instructional activities may include but are not limited to the following:

- Developing course materials
- Preparing instructional materials in printed form or computer-based instruction
- Providing instruction that leads to the receipt of teaching awards
- Developing and teaching workshops or seminars
- Receiving artist in residence appointments, visiting teaching appointments and lectureships at post secondary institutions
- Receiving faculty development grants to support teaching innovations
- Developing and/or revising new courses or programs
- Conducting seminars or workshops for academic or professional associations
- Receiving leadership roles in teaching related activities of professional associations
- Chairing graduate committees
- Serving on graduate committees
- Serving as a faculty and/or student mentor
- Serving on comprehensive exam committees

**G. Departmental guidelines for evaluating service.** Candidates will be expected to provide evidence of effective service in some of the following areas:

1. Area, departmental, college, or University administration.
2. Area, Departmental, College or University committees. Chairing a committee carries more weight than membership.
3. Student advisement.
4. Public service that directly relates to the candidate's field of research (scholarship or creative performance).