Promotion/Tenure Criteria Lamar Dodd School of Art
Approved by Lamar Dodd School of Art Faculty, August 24, 2015
Approved by the Franklin College and the Provost, August 26, 2015

The Lamar Dodd School of Art will carefully follow and adhere to the *Guidelines for Appointment, Promotion and Tenure* in all matters related to promotion and tenure. The guidelines and criteria that follow provide discipline-specific information on how tenure and promotion will be addressed in the School of Art, and the criteria approved by the faculty for promotion and tenure. Some issues that apply to the University as a whole will not be addressed in this document; these should be accessed in the *Guidelines.* It is imperative that candidates read and consult the full *Guidelines* in addition to this document. If any inconsistency or discrepancy is found in this document or if this document does not address a certain issue, the University's Guidelines will supersede this document.

This document and discipline-specific criteria have been accepted by the faculty within the Lamar Dodd School of Art, and have been reviewed and approved by the dean of the College and the Senior Vice President for Academic Affairs and Provost. New faculty members must be provided with this PTU document and University Guidelines. The faculty, dean and Provost must approve any changes or updates to this document. All revisions and approval dates must be listed in the document.

Advisement: At the time of appointment, a new faculty member will be given a copy of this document and will be advised in writing about the School of Art's requirements for promotion and tenure. The faculty member will sign a letter indicating his/her understanding of these requirements. Annual reviews of faculty will be conducted as described below.

Mentoring: The director will appoint a senior faculty mentor for each newly hired assistant professor. The senior faculty member will meet each semester with the junior faculty member to advise and mentor on matters of teaching, research, departmental concerns and the professional steps for promotion and tenure.

Annual Reviews: All faculty will undergo a written annual evaluation that must be conducted according to the defined discipline-specific criteria of the School of Art. Faculty progress toward achieving the discipline-specific criteria must be clearly documented in writing.

Third-year review: In the spring of the third year, each assistant professor will submit a vita and statement of accomplishments (the equivalent of Section IV of the promotion dossier in the *Guidelines*) as well as three separate packets, in electronic format, which evidence production in research, teaching and service for the purposes of internal departmental review. The director will advise the faculty member on the contents and format of the dossier. At the same time, the director will appoint a committee of three faculty members to review the candidate's packets and performance. This committee

will evaluate progress in research, teaching and service according to the defined discipline-specific criteria in this PTU document. The committee will prepare a written report that presents its findings in detail and makes clear recommendations to the candidate concerning his or her progress toward promotion. A copy of the report will be given to both the director and the candidate. The candidate will have an opportunity to provide a written response to the review, and the response will be made available at the faculty meeting at which the votes on the report and renewal of the candidate are taken. Any reply becomes part of the report as per the *Guidelines.*

At a regular departmental meeting with a quorum of eligible faculty present, the committee will present the third-year report to the faculty. (The *Guidelines* define faculty eligibility). The faculty will then discuss and vote on the following question:

"[Candidate's name] has made sufficient progress towards promotion and/or tenure to [the next rank]."

Faculty will vote "Yes" or "No" on this question.

Proxy votes may not be used for promotion and tenure proceedings.

At the same meeting, faculty will take a second "Yes" or "No" vote on the following question:
"[Candidate's Name] should be renewed for the fourth year."

Preliminary Consideration:

Any faculty member who wishes to submit for promotion will first be advised through a preliminary process involving a review and vote of confidence by faculty in higher rank. The department will follow procedures for initial consideration presented in the *Guidelines.* In the spring of the appropriate year, by the deadline of February 1, candidates who wish to be considered for promotion and/or tenure will communicate this wish in writing to the director.

The candidate will present a vita and a two-page summary of accomplishments at current rank to the director by the February 1 deadline. All faculty eligible to vote on this candidate will also have access to the vita. At a meeting of eligible faculty held in February, the faculty will vote on the following question:

"[Candidate's Name] should be formally reviewed for promotion to the [next rank] and/or for tenure."

Faculty will vote "Yes" or "No" on this question. The results will be conveyed by the director in writing to the candidate within three working days of the vote.

In accordance with the *Guidelines,*

Assistant Professors: “If the preliminary consideration is positive, and unless the candidate requests in writing otherwise, then the unit head proceeds with the review process and seeks external letters. If the preliminary consideration is negative, the PTU head will not proceed with the process nor seek external letters except as follows:

Assistant professors who are in their fifth probationary year will be reviewed for promotion and/or tenure if they so request. Assistant professors who are in their sixth or subsequent probationary year must be reviewed unless they request not to have the review. [In the former case,] the unit head will proceed with the review and seek external letters regardless of the preliminary consideration vote.”

Associate Professors: An associate professor can request preliminary consideration for promotion to professor the first year in which he/she becomes eligible and in any subsequent year. Regardless of the outcome of the vote for preliminary consideration, the full review will take place if the candidate requests it.

All candidates wishing to go forward for promotion will work with the director to prepare the necessary materials for formal review. (See *Principle of Flow* in *Guidelines*.)

Formal Review: In all matters pertaining to the formal review, the School of Art will follow the *Guidelines.* In addition:

Stage 1: External Review process
On or by March 15, the candidate will provide the director with names and affiliations of up to six external disciplinary experts, and ten former students who may be contacted for external letters. The unit generates an independent list of external disciplinary experts. External letters should not be sought from the candidate’s terminal degree advisors, postdoctoral advisors, collaborators, or personal friends. The candidate is also permitted to provide a list of no more than three names of people not to be contacted for participation in the review process.

On or by April 1, the candidate will provide the director with six identical copies of the research dossier to be sent to external reviewers, which will include a CV, a two-page summary of major accomplishments in rank, and examples of professional practice and/or publications. Additional documents such as a research narrative or artist’s statement, and critical reviews may be included.

Stage 2: Unit Level Review process
By the second week of May, the candidate will make available to the director three separate packets, in physical or electronic format, which evidence production in research, teaching and service for the purposes of internal departmental review. Materials shall include those described in the criteria section of this document. Student letters may be submitted when solicited by the director from a list made available by the candidate. The director will appoint a committee of three faculty members to review the

candidate's packets and performance. This committee will evaluate progress in research, teaching and service as defined in the criteria. The committee will prepare a written report that presents its findings in detail. This report forms the basis of Section V of the candidate's Dossier.

On or by August 1, the Director will make copies of all published items listed on the vita, along with other materials prepared for the dossier, including the external letters of assessment, available to the department. Candidates may add materials up until August 15.

The faculty will meet in the third week of August. The committee will present their report, and the faculty will discuss the candidate's credentials and vote on a recommendation. Requests for reconsideration by candidates who do not receive a positive recommendation must be handled in accordance with the *Guidelines.*

Stage 3: Electronic Dossier for College and University-Level Reviews
Specific content guidelines are available on the provost's website. On or by August 1, the candidate will submit Section IV of the Dossier contents: a CV in the UGA format and a two-page summary of accomplishments. The candidate may also review the Dossier's Section V Achievements after identifying information of external reviewers and students have been redacted. Sections IV and V together should not exceed 25 pages.

Overview of the School of Art's Approach to Evaluating Tenure-Track Faculty in Research, Teaching and Service

The School of Art adheres to the policies for advancement in ranks as delineated within the University of Georgia *Guidelines for Appointment, Promotion and Tenure.* The disciplines within the School of Art are diverse, ranging from art history and art education to studio arts and design disciplines with a wide range of viable forums for research and teaching. The guidelines that follow provide discipline-specific information on how tenure and promotion will be addressed in the School of Art, and on the criteria approved by the faculty for promotion and tenure in the department. Importantly, should a candidate's professional record include new or emerging trends within a field, the burden of providing evidence of fulfillment of the University requirements in paths other than those outlined below will fall upon the candidate.

Research

The products of creative research are highly varied. The output and documentation of these activities must be considered in relation to each individual candidate's specific area of expertise and stated research direction. Distinction in research ordinarily entails an original, focused and significant program of research and/or creative scholarship in accordance with rank sought, either documented progress toward or establishment of a national or international reputation based on research contributions in one's field, and indicative of potential for sustained contribution throughout one's career. The quality of

research shall be judged as more important than quantity when evaluating the candidate's research contributions.

It is noted that in some areas of scholarship, publications or other outcomes may appear only after lengthy or extensive effort and may appear in a wider range of venues, both of which can be particularly true of community-engaged and/or interdisciplinary work at the local, regional, national and/or international levels. Community-engaged scholarship may be demonstrated by high-profile products such as reports to local, regional, national, or international agencies and formal presentations, or by other products as designated by the unit, as well as by peer review. For collaborative and coauthored scholarship, evaluation should include consideration of the candidate's role and contribution to the work, consistent with disciplinary and/or interdisciplinary scholarly practice. The body of work of a candidate for tenure must be judged against the appropriate standards within the area of research and creative scholarship, balancing the significance and quality of the contribution with the quantity of publications and other scholarly products. Recommendations for tenure should present a clear and compelling case for the merit of an application in the context of scholarship in which the candidate's work has been conducted, leading to high confidence in the candidate's prospects for continuing and meaningful contributions.

Documentation of Creative Activity and Research:
In the visual arts, evidence of creative activity includes the full range of practices that constitute the field of art in its broadest sense. Presentation and exhibition of creative activity may include, but is not limited to commercial and non-profit galleries, art centers, museums, web-sites, institutes of contemporary art, virtual environments, alternative spaces, public spaces, collections, exhibition catalogues, reviews, K-12 schools, publications (both monographs or a series of peer-reviewed articles), lectures and conferences, and design applications for private clients, commercial businesses, publishers, and advertisers. It may be appropriate to consider creative activities that can potentially reach far wider audiences through trade publications, special edition books, magazines, textbooks, web design projects, and other appropriate venues, than standard venues, both real and virtual. The products of creative research may be multiple, allowing for wide distribution to presentation and exhibition venues. In other instances, projects may evolve over long periods of time such as book projects, complex collaborations or large-scale works. Modes of creative research practice may be individual, collaborative, interactive, performance-based, site-specific (both real and virtual), web-based, and other modes. The recognition and validation of on-going productivity and quality are the primary standard for evaluation. The value of research is based on its esteem within the field, irrespective of venue. The candidate's statement of accomplishments should present and clarify how the professional research record fulfills the appropriate rank's criteria.

Teaching
In judging the effectiveness of a candidate's teaching, the committee should consider such points as the following: the candidate's command of the subject; continuous

growth in the subject field; ability to organize material and to present it with force and logic; capacity to awaken in students an awareness of the relationship of the subject to other fields of knowledge (interdisciplinarity); fostering of student independence and capability to reason; spirit and enthusiasm which vitalize the candidate's learning and teaching; facility to stimulate curiosity in students, to encourage high standards and to foster students' creativity; magnitude and skill of the candidate's participation in the general guidance, mentoring, and advising of students; effectiveness in creating a learning environment that is encouraging to all students; the development of effective and innovative strategies for the educational advancement of students, such as interdisciplinary and collaborative teaching, service-learning, online teaching, and other alternative and emergent forms of instruction.

More than one kind of evidence shall accompany each review file. Among significant types of evidence of teaching effectiveness are the following:

1. Peer-review: comments of other faculty members and/or esteemed professionals in the candidate's field. An individual's assessment may be based on class visitations, on attendance at public lectures or lectures before professional societies given by the candidate, or on the performance of students in courses taught by the candidate that are prerequisite to those of the informant.
2. Evidence of the development of innovative and effective instruction, including teaching awards, grants, as well as other evidence.
3. Evidence and comments of graduates who have achieved notable professional success since leaving the University.
4. Evaluations and comments from students.

Candidates whose record reflects difficulty in teaching must demonstrate the problems have been addressed and improvement has occurred by the time of promotion and tenure.

Service

Service is interpreted broadly to mean contributions of time and expertise that aid and enhance the School of Art, the College, the University, professional organizations, the discipline, and the community. Consideration should be given to leadership positions that contribute to the candidate's discipline on a regional, national and/or international level.

Discipline-Specific Criteria for Different Faculty Ranks in the School of Art

Criteria for Faculty Rank — Assistant Professor
Faculty members appointed to the rank of assistant professor must meet all of the following standards.

1. Hold a Ph.D. or M.F.A. (terminal degree) or the professional equivalent and experience as appropriate to the particular appointment.
2. Have a promising program of scholarly/creative development and achievement (as measured in publications, exhibitions, performances, screenings, or commissions) consistent with eventual promotion to associate professor.
3. Show promise in teaching and mentoring students.

Criteria for Promotion to Faculty Rank — Associate Professor
Faculty promoted or appointed to the rank of associate professor must meet all of the following standards.

1. Hold a Ph.D. or M.F.A. (terminal degree) or the professional equivalent and experience as appropriate to the particular appointment.
2. Show clear and convincing evidence of emerging national or international recognition as authorities in the field for individual and/or collaborative research as defined through the characteristics of quantity and quality in research below. Research in this unit will be defined as either scholarship or creative practice. Production will be defined as electronic and print publications, group and solo exhibitions, performances, screenings, commissions, and/or presentations given at conferences, invited lectures, or workshops, as well as other established or emerging professional activity recognized within the discipline.

    Characteristics of Quantity in Research

    Regular and frequent production is required as a sign of a candidate's meeting the standard for this rank. Candidates must demonstrate a record of multiple research-based activities or productions annually.

    Characteristics of Quality in Research

    Quality for this rank is defined as having achieved emerging national or international recognition. The following serve as indicators of achieving that status. Candidates for promotion must meet all of the following characteristics of quality:

    a) Research shall have been curated, solicited, juried, commissioned or peer reviewed for regional (southeast), national and/or international institutions.
    b) Research shall have been presented in a variety of venues as appropriate to the discipline. These may include commercial and non-profit galleries, museums, commissions or contracted work, academic publications and journals, trade publications, collectives, conference presentations or comparable venues. The variety of venue types may be an indication of the breadth of impact of the research.

c) Research production shall have culminated with the presentation of a body of work in a minimum of one venue that is recognized within the discipline and by external review as being at the national or international level. This shall include at least one of the following:
   - solo exhibition or multiple works in a group exhibition at a major gallery or museum
   - peer-reviewed book or comparable body (4-7) of first-author journal publications, and/or substantial essays in anthologies or nationally-recognized museum or exhibition catalogues.
   - peer-reviewed or invited professional commission(s) or award(s)
   - innovative production in the commercial or public realm

Consideration will be given to additional production in emerging formats within disciplinary practice.

3. Have a record of effective undergraduate and graduate teaching, including successful direction of M.F.A., M.A. or Ph.D. candidates, as applicable.

   Effectiveness in teaching for this rank is defined as having positive evaluations and accomplishments in three or more of the following:

   a) Peer-review: positive comments of other faculty members and/or esteemed professionals in the candidate's field. An individual's assessment may be based on class visitations, on attendance at public lectures or lectures before professional societies given by the candidate, or on the performance of students in courses taught by the candidate that are prerequisite to those of the informant.
   b) Evidence of the development of innovative and effective instruction, including but not limited to awards and grants related to instruction, and course and curriculum development.
   c) Evidence of career advancement and positive evaluative comments of graduates who have achieved notable professional success since leaving the University.
   d) Evaluations and comments from students in course evaluations with an overall average of 4 on a 5 point scale (at the level of "Above Average" or higher).

   Candidates whose record reflects difficulty in teaching must demonstrate the problems have been addressed and improvement has occurred by the time of promotion and tenure.

4. Participation in regular service to the University of Georgia and the Lamar Dodd School of Art. Participation in professional activities relevant to the discipline, in ways other than teaching and research.

   Participation for promotion to this rank is defined as having served on an average of one or more department or university level committees annually. Service to professional societies or the community in areas

relevant to the discipline, and of a scope on par with departmental and university committee service, shall serve as equivalent modes of participation.

Criteria for Promotion to Faculty Rank — Professor

Faculty promoted or appointed to the rank of professor must meet all of the following standards.

1. Hold a Ph.D. or M.F.A. (terminal degree) or the professional equivalent and experience as appropriate to the particular appointment.
2. Show clear and convincing evidence of high levels of attainment in individual and/or collaborative research, national or international recognition, and the likelihood of maintaining that stature, as defined through the characteristics of quantity and quality in research cited below. Research in this unit will be defined as either scholarship or creative practice. Production will be defined as electronic and print publications, group and solo exhibitions, performances, screenings, commissions, and/or presentations given at conferences, invited lectures, or workshops, as well as other established or emerging professional activity recognized within the discipline.

   Characteristics of Quantity in Research

   Regular and frequent production is required as a sign of a candidate meeting the standard for this rank. Candidates must demonstrate a record of multiple research-based activities or productions annually.

   Characteristics of Quality in Research

   Quality for this rank is defined as having achieved national and/or international recognition. The following serve as indicators of achieving that status. Candidates for promotion must meet all the following characteristics of quality:

   a) Research shall have been curated, solicited, juried, commissioned or peer-reviewed for national and/or international institutions.
   b) Research shall have been presented in a variety of venues as appropriate to the discipline. These may include commercial and non-profit galleries, museums, commissions or contracted work, academic publications and journals, trade publications, collectives, conference presentations or comparable venues. The variety of venue types may be an indication of the breadth of impact of the research.
   c) Research production shall reflect a consistent record of professional activity in venues recognized within the discipline and by external review as being at the national or international level. This shall include at least one of the following:
      - Two or more instances of a solo exhibition or multiple works in group exhibitions at a major museum or gallery

- a peer-reviewed monograph or single-authored collection of essays, or primary author of a major museum publication
- Two or more peer-reviewed or invited professional commissions or awards
- Two or more innovative productions in the commercial or public realm

Consideration will be given to additional production in emerging formats within disciplinary practice.

3. Have an ongoing record of effective undergraduate and graduate teaching, including successful direction of M.F.A., M.A. or Ph.D. candidates, as applicable. The record shall include presentation and publication of the scholarship of teaching and learning, curriculum development, and/or mentorship of graduate student teachers, adjuncts, and junior faculty members.

   Effectiveness in teaching for this rank is defined as having positive evaluations and accomplishments in four or more of the following:

   a) Peer-review: positive comments of other faculty members and/or esteemed professionals in the candidate's field. An individual's assessment may be based on class visitations, on attendance at public lectures or lectures before professional societies given by the candidate, or on the performance of students in courses taught by the candidate that are prerequisite to those of the informant.
   b) Evidence of the development of innovative and effective instruction, including but not limited to awards and grants related to instruction, and course and curriculum development.
   c) Evidence of career advancement and positive evaluative comments of graduates who have achieved notable professional success since leaving the University.
   d) Evaluations and comments from students in course evaluations with an overall average of 4 on a 5 point scale (at the level of "Above Average" or higher).
   e) A record of mentoring junior faculty and graduate teaching assistants.

4. Participate in and provide leadership in service to the University of Georgia and the Lamar Dodd School of Art. Participate in professional activities relevant to the discipline, in ways other than teaching and research.

   Participation for promotion to this rank is defined as having served on an average of one or more department or university level committees annually, including two or more leadership roles. Service and leadership in professional societies or the community in areas relevant to the discipline, and of a scope on par with departmental and university committee service, shall serve as equivalent modes of participation.