

Art and Visual Communications Department Criteria for Retention, Tenure, and Promotion

– DRAFT 03 – 27 April 2011

I. PURPOSE:

To describe criteria and procedures for evaluation of faculty in assessment for Retention, Tenure, and Promotion of discipline-specific nature outside relevant university policies.

II. REFERENCES:

UVU Policy 631 *Instructor and Course Evaluation*
UVU Policy 632 *Assignment and Advancement in Academic Rank*
UVU Policy 637 *Tenure and Appeals*
UVU Policy 638 *Post-Tenure Review*
UVU Policy 635 *Faculty Rights and Professional Responsibilities*
UVU Policy 641 *Salaried Faculty Workload*
UVU Policy 114 *Conflict of Interest*
UVU Mission Statement
AVC Mission Statement

III. STATEMENT:

The department recognizes and adheres to all university policies pursuant to matters of Retention, Tenure, and Promotion. It also recognizes the mission statement of the university in the establishment of criteria that seeks to achieve that mission through careful hiring and mentoring of faculty. It supports the emphasis that “*teaching is the most important responsibility of each faculty member.*”¹ At the same time, it embraces the premise that “*scholarly and creative works are a necessary dimension of faculty productivity.*”² It further agrees, “*Service is the third pillar of faculty contribution to the university. As with teaching and scholarship, the goal is to elicit quality, professional service from faculty.*”³ To that end, the department establishes the following criteria and goals to be incorporated into the tenure plan of its faculty members:

IV. CRITERIA

¹ Guidelines for Retention, Tenure and Promotion: A Resource for Departments and Retention, Tenure, and Promotion (RTP) Committees. P.4, Spring 2011. UVU VPAA Office.

² Ibid. p.5

³ Ibid. p.6

A. TEACHING

1. The faculty candidate is to be familiar with UVU Policy documents listed in the References section above and is to adhere to the requirements stated therein. This includes the creation of a written, detailed tenure plan that is formally accepted by the RTP Committee within the first two semesters of employment.
2. The faculty candidate receives and keeps a record (tenure portfolio) of a combination of the following teaching evaluations in accordance with the schedule and frequency delineated in the university policy: (minimum of 4 forms of assessment – a, b, & d required, others at the discretion of candidate and RTP Committee).
 - a. Annual review by Department Chair (mandatory).
 - b. Peer (AVC faculty) evaluations – observations of teaching skills. (2 or more evaluations annually. Criteria forms are available at the Faculty Center if desired).
 - c. Self-assessment of areas of teaching success, along with identification of areas in need of improvement.
 - d. Student evaluation ((Reference UVU Policy 637 *Tenure and Appeals* V.E.4.a.)
 - e. Classroom observation by Student Consultants on Teaching (SCOTs).
 - f. Alumni survey (former students).
 - g. Other forms of teaching assessment as approved by the RTP Committee.
3. Faculty shall also incorporate a selection of the activities below (or other activities approved by the RTP committee) into his/her tenure plan:
 - a. Develop and use innovative teaching techniques.
 - b. Develop an honors section in his/her discipline.
 - c. Teach a new upper division course.
 - d. Develop and teach/direct an interdisciplinary course or project.
 - e. Write and obtain, or participate in a grant for an innovative pedagogy project.
 - f. Organize, curate, and produce a student exhibition.
 - g. Special teaching projects (i.e. collaborations, field studies, projects relating to other schools, organizations, activities, etc.).
 - h. Teach/Attend a pedagogy workshop.
 - i. Develop curriculum for a new course, program or degree.
 - j. Student thesis reviews, student advisement, student mentorship.

- k. Other forms of teaching assessment as approved by the RTP Committee.
4. Special recognition for teaching may also be used as evidence.

B. SCHOLARSHIP

1. UVU Policy 635 *Faculty Rights and Professional Responsibilities* states that the ongoing activity in scholarly/creative works suitable to a faculty member's discipline of hire is required. Examples of activities are listed below. Each activity is to be approved by the RTP Committee as part of the faculty candidate's tenure plan and shall be pertinent to the discipline of the hire.
 - a. Participation by studio tenure-track faculty in all annual AVC Faculty Exhibitions is required unless on sabbatical or medical leave. (Terms of sabbatical leave may require participation if so stipulated). Participation with current work in this exhibition is an important measure of on-going scholarship.
 - b. Publish scholarly research in a refereed journal, or book.
 - c. Present a paper, poster or creative work at a local, regional, national, or international conference.
 - d. Obtain at least minor funding (\$1000-\$5000) for a department related endeavor. (Grant or donation).
 - e. Participate in a local, regional, or national solo, group, invitational, or juried art exhibition.
 - f. Secure a residency for creative activities in areas related to candidate's teaching.
 - g. Have record of gallery, broker, or agent representation on a professional level.
 - h. Receive special recognition from UVU students, colleagues, or the institution directly (Golden Apple Awards, Faculty Excellence award, UVU Alumni award, UVU Trustee's award, SCOP award, Creative project grant, etc.).
 - i. Serve as a consultant in any discipline-related enterprise outside the boundaries of UVU. (Reference UVU Policy 114 *Conflict of Interest* and UVU Policy 322 *Employment Responsibilities and Standards* for limitations).
 - j. Produce contracted creative work for a local, regional or national company, foundation, or interest. (Reference UVU Policy 114 *Conflict of Interest* for limitations).

- k. Professional memberships, attending or presenting papers at conferences, etc. (Such as CAA, NCECA, or similar local/regional/international conference, etc.)
- l. Teach at or conduct a workshop for artists/professionals in areas related to candidate's teaching and expertise.
- m. Complete other scholarly/creative endeavors (approved by the Department RTP Committee as part of tenure plan).

2. Outside Peer Review

- a. In consultation with the candidate, RTP Committee, and Department Chair two to three external peer reviews of scholarship/creative endeavors are required at mid term and final tenure review. (These reviews are limited to Scholarly/Creative endeavors only. See section V.E.4.b of the UVU Policy 637 *Tenure and Appeals*)

C. SERVICE

1. It is expected that all tenure-track faculty will liberally seek opportunities to participate in the programs and governance of the department, School of the Arts, and university through such opportunities as:
 - a. Service on curriculum, RTP, and other department, school, or university committees or task forces.
 - b. Service on the Faculty Senate or its standing committees.
 - c. Service outside the university in discipline related positions (such as professionally related pro-bono or volunteer work). This does not replace service within UVU, but is an encouraged activity.
 - d. In certain circumstances, service may overlap with scholarship. In consultation with the candidate, the RTP Committee will assist the candidate in locating the activity in only one of the two categories.
 - e. Service as program coordinator, Department Chair, etc.
 - f. Serving as advisor to UVU student clubs.
 - g. Complete other service endeavors (approved by the Department RTP Committee as part of tenure plan).

D. COLLEGIALITY

1. Collegiality is considered an integral part of expectations in a cooperative work environment. It is not, however, an eligible criteria for consideration in the tenure or promotion process. Refer to UVU Policy 635 *Faculty Rights and Professional Responsibilities* for university expectations on this matter.

E. DOCUMENTATION

1. See UVU Policy 637 *Tenure and Appeals* for tenure file composition. For the candidate's tenure file, the activities in teaching, scholarship and service may be documented in many ways including (but not limited to):
 - a. A physical program from a conference, workshop, etc.
 - b. A letter from a colleague regarding teaching expertise.
 - c. The table of contents from a journal listing the faculty member's work.
 - d. Inclusion of a sample syllabus from a course s/he developed.
 - e. Physical evidence in a suitable media of participation in the respective creative endeavor. (This may include: a digital video or DVD of a performance or photo-documentation as standard for the industry).
2. The candidate need not document every activity listed in his/her tenure file, but should select a few that are representative or particularly impressive. However, if called upon by the RTP Committee, the candidate will be responsible to provide documentation.
3. Reference UVU Policy *Tenure and Appeals* 637 V.E. that contains detailed information on file contents.