POLICY STATEMENT OF CRITERIA FOR RETENTION, PROMOTION, AND TENURE

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I. PURPOSE
A. The Department of Art and Art History provides a setting for research, teaching, and service in art history, studio art, and art education and is committed to excellent performance in these areas. Faculty members, with a terminal degree in their field, are recruited for their outstanding achievement, or promise of such, to carry out the goals of the discipline and the University and to cultivate a national and international profile. A wide diversity of aesthetic and scholarly points of view is encouraged in faculty ranks. Art historians are expected to establish a body of scholarship. Studio artists are expected to establish a body of creative work. Art educators are expected to be professionally active in either exhibitions or publication, or a combination of the two areas. Faculty should also work toward a shared sense of educational priorities that help students to realize their individual goals in the context of professional career training. In addition, the members of the faculty value service to the discipline within and outside of the University. The Department fosters a faculty member’s professional growth and contribution to her/his respective specialization. It expects that faculty members will perform their duties in a cooperative, collegial, and responsible manner and in accordance with the Faculty Regulations and the Code of Faculty Responsibilities as set forth in University Policy (http://www.regulations.utah.edu/index.html). Department faculty pledges to mentor tenure-eligible faculty regularly throughout their pre-tenure probationary period.

B. The standards for review of tenure-eligible and tenured faculty, in accordance with University policies, are set forth in these guidelines. All procedural matters relative to retention, promotion, and tenure are governed by University policies as articulated in University Policies 6-303 and 6-311. All details outlined in this document that are specifically related to the unique characteristics of the Department of Art and Art History are intended to conform strictly to University policies.

II. DEFINITIONS AND QUALIFICATIONS
A. Faculty Ranks
1. Visiting Appointments
   All visiting appointments are contracted on a one-year, automatically terminal basis. All such appointments shall become open to any candidate annually irrespective of prior service in the appointment, with the provision that no one person shall be in a visiting position longer than three continuous years.

2. Auxiliary Appointments
   An auxiliary appointee's primary professional activities concern teaching in accordance with the needs of the Department and the person’s expertise. The faculty member is expected to participate in department-wide initiatives when possible and encouraged to undertake scholarly or creative research. The rank is a non-voting, non-tenure generating one.

3. Instructor
   The regular rank of instructor is given to a person who is in the final stages of the terminal degree in art education, art history or studio art and who has shown evidence of special ability as a teacher and scholar or artist. The appointment is a limited one, not to exceed three years.
4. Assistant Professor
The regular rank of assistant professor holds the terminal degree in art education, art history, or studio art and has demonstrated special ability, or shows exceptional promise, as a scholar or artist and teacher. For retention during the probationary period, faculty is expected to build a continuous, substantive record of scholarship or creative professional activity, teaching, and service that leads to a flourishing academic identity.

5. Associate Professor
The regular rank of associate professor is given to a person who has met the requirements for appointment as an assistant professor and who has established 1) a superior record of scholarship or creative professional activity with a known reputation among her or his peers in the discipline, 2) a record of excellence in teaching, 3) a commendable record of service, and 4) a capacity for leadership within the department. Except for extraordinary instances, faculty will not be evaluated for tenure prior to being awarded the rank of associate professor.

6. Professor
The regular rank of professor is given to a person who has met the requirements for appointment as an associate professor and who has established 1) a sustained and distinguished record of scholarship or creative professional activity, 2) a sustained record of excellence in teaching, including work with advanced students, 3) an exemplary record of service, including demonstrations of sustained leadership, and 4) a sustained and expanding reputation among her or his peers, on national and international levels, as an outstanding scholar or artist. Except for extraordinary instances, when specific and persuasive justification is provided, faculty will not be evaluated for promotion to the rank of professor until they have completed at least five years of service in the rank of associate professor.

B. RPT Advisory Committees
1. Retention
Faculty eligible to participate in the consideration of, and to vote on, recommendations in individual cases on matters of retention are tenured faculty members regardless of rank and all tenure-eligible regular faculty members of higher rank than that held by the candidate for retention.

2. Promotion
Faculty eligible to participate in the consideration of, and to vote on, recommendations in individual cases on matters of promotion are regular faculty members of equal or higher rank than that proposed for the candidate for promotion.

3. Tenure
Faculty eligible to participate in the consideration of, and to vote on, recommendations in individual cases on matters of tenure are tenured faculty members regardless of rank than that proposed for the candidate for tenure and all tenure-eligible faculty members of higher rank than that proposed for the candidate for tenure.

III. DESCRIPTION OF STANDARDS
The Department of Art and Art History commits to the highest standards for faculty members concerning superior intellectual attainment and responsible faculty conduct.

A. Criteria for Evaluation
The department affirms the importance of professional commitments to creative or scholarly activity, teaching, and service. It assumes that its faculty will strive for excellence in each category, while recognizing that only rarely will an individual attain equal distinction in all three.

1. Creative Research and Scholarly Research
Studio artists are expected to establish and develop a professional identity through exhibition of their creative work in regional, national and/or international venues. Art educators should establish and develop a professional reputation similarly, by focusing on either creative work or publication, or a combination of the two. Artists and art educators are encouraged to engage in a range of activities in support of the dissemination of their research. Studio faculty is expected to create a coherent agenda of creative research from the following list, which may include but is not limited to:
a. active record of exhibitions, including juried exhibitions, invitational exhibitions, public or private commissions, and/or electronic or traditionally published design work. Graphic design faculty's creative studio accomplishments are judged against standards that include professional competitions, the number and stature of commissioned works for clients, and exhibition of work.
b. quality of creative work as judged by the inclusion of creative works in established regional, national, or international art and design venues; or critical review of faculty member's creative works in professional publications,
c. article(s) or review(s) of exhibitions authored by the faculty member and published in peer-recognized professional publications,
d. publishing curriculum or other educational materials,
e. presentation of a juried paper at a conference or invited public lecture at a museum, college or university,
f. chairing a professional session or conference,
g. creative work awards, residencies, fellowships, and/or successful grant funding for creative research proposals,
h. invitation(s) to serve as exhibition curator, consultant, or juror,
i. any other appropriate criteria.

Art historians are expected to establish and develop a flourishing academic identity and promote the discipline of art history in a broad intellectual environment. Assessment is based on a clear demonstration of active, ongoing, and substantive commitment to scholarly research that principally includes electronic or traditionally published publication by a scholarly press or organization (publication contract will be deemed the equivalent of publication) as well as a range of activities in support of the dissemination of their research. Art history faculty is expected to create a coherent research agenda from the following list, which may include but is not limited to:

a. publication of a single or co-authored scholarly text,
b. publication of essays or substantial entries in a scholarly book, museum or exhibition catalogue, conference proceedings, or peer-recognized journal,
c. publication of a book review,
d. chairing a professional session or conference,
e. presentation of a juried paper at a conference or invited public lecture at a museum, college or university,
f. publishing curriculum or other educational materials,
g. post-doctoral fellowship awards,
h. invitation(s) to serve as exhibition curator, consultant, or juror,
i. successful grant funding for scholarly research proposals,
j. any other appropriate criteria.

2. Teaching
A teaching portfolio should reflect continued development of content and methodology in one's own area of expertise as well as fostering initiatives that advance and disseminate pedagogies. The documentation may include but is not limited to:

a. knowledge of subject matter, both its traditions and contemporary perspectives,
b. quality of course material organization in syllabi and handouts,
c. ability to communicate subject matter in ways that motivate students,
d. ability to mentor students effectively,
e. guest lectures in other courses,
f. workshops,
g. collaborative, interdisciplinary projects,
h. successful grant funding for teaching proposals,
i. teaching awards,
j. service-learning courses and other pedagogical endeavors
k. or any other appropriate criteria.

Student course evaluations are accepted as an important means of evaluating the candidate's teaching abilities. In-class peer reviews by department colleagues or Committee for Teaching and Learning
Excellence (CTLE) representatives are required during the year prior to a formal review and conducted at the request of the department chair, or ideally, upon request by the faculty member.

3. University, Professional, and Public Service
Professional growth for art educators, art historians, and studio artists is monitored by affiliation with, and activity in, professional organizations; and by maintaining contacts and dialogue with a local, national, and international network of academicians and professionals. The activity must be clearly related to the professional criteria and position of the faculty member. The following list is intended to be suggestive rather than exhaustive:
   a. significant contributions to department, college, and university committees,
   b. fulfillment of department student-faculty assignments such as student advising and service on graduate committees,
   c. administrative work for the community, such as city, county, or state committees or boards, or providing professional development for area educators,
   d. service as consultant in areas of the candidate’s expertise, made available to local or national communities. Community service can substitute for other service obligations. Paid consulting must remain within the limits allowed by University Policy 5-204.

IV. PROCEDURE
Discussion and voting shall be restricted to those who constitute the committees as specified in University Policy 6-303.

A. RPT Advisory Committee Formation and Duties

1. RPT Advisory Committee Chair
   The faculty of the Department of Art and Art History shall annually elect early in the Spring Semester a tenured faculty member, other than the department chair, to the position of RPT Advisory Committee Chair.

2. RPT Advisory Committee
   The RPT Advisory Committee chair, in consultation with the department chair, will assign the presentation of a faculty dossier to individual committee members. The presenter is charged with the responsibility of familiarizing herself/himself with the file's contents and presenting it for committee discussion. Candidates' files will be available to members of the committee at least one week prior to the RPT meeting, and all voting members of the committee are expected to review the files before the date of the committee meeting.

B. Reviews and Voting Procedures
Reviews of faculty shall be of three types:

1. First Year Administrative Review
   The purpose of the Administrative Review is to provide, in an informal context, an evaluation of the progress by the faculty member toward promotion and tenure. As part of the departmental mentoring program, the review is intended to encourage active, fruitful dialogue with new faculty. It shall take place toward the end of the Spring Semester of the initial year of appointment; the department chair shall conduct the meeting.

   At least one week prior to the meeting, the faculty member shall submit to the department chair an updated curriculum vita, a summary or list of activities related to department achievement standards as outlined in section III of this document.

   At the meeting, the faculty member shall meet with the department chair, the area head, and a faculty mentor designated by the department chair and the area head to discuss the RPT process, to review the faculty member's activities in research, teaching, and service, and together analyze the results of the Fall Semester course evaluations. No vote is taken. After no fewer than five (5) days, and no more than ten (10), following the meeting, the department chair, and the area head shall deliver to the faculty member, and make available to members of the RPT Advisory Committee, a jointly authored summary of the discussion and recommendations. Within seven (7) days following the receipt of the summary, the candidate shall have the opportunity, but not the obligation, to add a written statement to her/his
review file in response to the summary report. The written records shall become a part of the faculty member’s permanent file that shall be kept in a secure location in the office of the department chair. Copies of the summary report and any response from the faculty member shall be forwarded to the dean of the College of Fine Arts.

2. Informal Review
   An Informal Review is conducted by the full RPT Advisory Committee. The candidate, in cooperation with the department chair, shall assemble a dossier, housed in a secure location in the office of the Office Coordinator. The candidate has the responsibility to ensure that all materials in the file are current and complete and is entitled to see her/his review file upon request.

   The file must include:
   a. a current curriculum vita,
   b. documentation of creative activities through exhibition announcements, catalogues, published reviews of creative work, juried awards, and/or documentation of scholarly activities including publication off-prints and/or drafts accepted for publication,
   c. copies of student course evaluations from previous semesters,
   d. documentation of service to the department, college, and university and to the art education, art history, or studio art discipline,
   e. previous reports of past reviews as described in University Policy 6-303.III.D.4.

   The file may also include:
   f. personal statement (optional, but recommended),
   g. documentation of teaching excellence (e.g. awards, invitations, peer reviews),
   h. documentation of successful internal and external grant funding for scholarly/creative research, teaching, or other projects,
   i. any other documentation deemed appropriate by the candidate and/or the department chair.

   At the conclusion of the discussion of the candidate’s file, the RPT Advisory Committee shall conduct a vote for retention of the candidate. After no fewer than five (5) days and no more than ten (10), following the meeting, a summary of the discussion and recommendations of the RPT advisory committee shall be delivered to the department chair who prepares for the dean of the College of Fine Arts an independent written evaluation of the faculty member. A copy of the RPT Advisory Committee summary report along with a copy of the chair’s evaluation for the dean will be delivered to the candidate before a face-to-face meeting with the department chair and the RPT Advisory Committee chair to discuss the candidate’s progress toward promotion and tenure. Within seven (7) days following the receipt of the written evaluations, the candidate shall have the opportunity, but not the obligation, to add a written response to her/his review file. The written records shall become a part of the faculty member’s permanent file, and any response from the faculty member shall be forwarded, along with the complete file, to the dean of the College of Fine Arts.

   A majority of negative votes for retention by the RPT Advisory Committee shall terminate the informal review process for that academic year and automatically trigger a formal review to be conducted in the following academic year.

3. Formal Review
   A Formal Review is conducted by the full RPT Advisory Committee. The candidate, in cooperation with the department chair, shall assemble a dossier, housed in a secure location in the office of the Office Coordinator. The candidate has the responsibility to ensure that all materials in the file are current and complete and is entitled to see her/his review file upon request, excluding confidential letters of evaluation.

   The file must include:
   a. a current curriculum vita,
b. visual documentation of creative activities through digital or slide images, exhibition announcements, catalogues, published reviews of creative work, juried awards, and/or documentation of scholarly activities including publication off-prints and/or drafts accepted for publication.

c. faculty evaluation report prepared by SAC from course evaluations of previous semesters,

d. copies of student course evaluations from previous semesters,

e. written reviews of teaching by department peers and/or CTLE representatives,

f. a representative sampling of syllabi from introductory through advanced courses,

g. documentation of service to the department, college, and university and to the art education, art history, or studio art discipline,

h. internal and external letters of recommendation,

i. a waiver/non-waiver form signed by the candidate,

j. previous reports of past reviews as described in University Policy 6-303.III.D.4.

The file may also include:

k. personal statement (optional, but recommended),

l. documentation of teaching excellence (e.g. awards, invitations),

m. documentation of successful internal and external grant funding for scholarly/creative research, teaching, or other projects,

n. any other documentation deemed appropriate by the candidate and/or the department chair.

At the conclusion of the discussion of the candidate’s file, the Advisory Committee shall vote for retention, promotion or tenure of the candidate. After no fewer than five (5) days and no more than ten (10), following the meeting, a summary of the discussion and recommendations of the RPT Advisory Committee shall be delivered to the department chair who prepares for the dean of the College of Fine Arts an independent written evaluation of the faculty member. A copy of the RPT Advisory Committee summary report along with a copy of the chair’s evaluation for the dean will be delivered to the candidate. Within seven (7) days following the receipt of the written evaluations, the candidate shall have the opportunity, but not the obligation, to add a written response to her/his review file. The written records shall become a part of the faculty member’s permanent file, and any response from the faculty member shall be forwarded, along with the complete file, to the dean of the College of Fine Arts.

C. Pre-tenure Probationary Period and Formal/Informal Review Calendar

The customary pre-tenure probationary period shall be seven (7) years for a person whose initial regular faculty appointment is in the rank of instructor or assistant professor and shall be five (5) years for a person whose initial regular faculty appointment is in the rank of associate professor or professor. Faculty reviews are conducted in each year of the pre-tenure probationary period according to the following schedule:

1. Initial appointment in the rank of Instructor or Assistant Professor

   Academic Year 1: An Administrative Review shall be held in the Spring Semester of the first year of a faculty member’s appointment for the purpose of mentoring new faculty.

   Academic Year 2: An Informal Review shall be held in the Fall Semester according to the timetable established by the College of Fine Arts.

   Academic Year 3: A Formal Review shall be held in the Fall Semester according to the timetable established by the College of Fine Arts. This is regarded as a crucial year in the career of the faculty member as she/he advances toward the achievement of promotion and tenure.

   Academic Year 4: An Informal Review shall be held in the Fall Semester according to the timetable established by the College of Fine Arts. At this time, the candidate shall be made aware of potential difficulties in the record for promotion and tenure. The results may trigger a formal review in the following year.

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**Academic Year 5:** An Informal Review shall be held in the Fall Semester according to the timetable established by the College of Fine Arts. At this time, the candidate shall be made aware of potential difficulties in the record for promotion and tenure. The results may trigger a formal review in the following year.

**Academic Year 6:** An Informal Review shall be held in the Fall Semester according to the timetable established by the College of Fine Arts.

**Academic Year 7:** A Formal Review shall be held in the Fall Semester for the purpose of consideration of the awarding of promotion and tenure. It shall be held according to the timetable established by the College of Fine Arts.

2. **Initial appointment in the rank of Associate or Full Professor**
   **Academic Year 1:** An Administrative Review shall be held in the Spring Semester of the first year of a faculty member’s appointment for the purpose of mentoring new faculty.

   **Academic Year 2:** An Informal Review shall be held in the Fall Semester according to the timetable established by the College of Fine Arts.

   **Academic Year 3:** A Formal Review shall be held in the Fall Semester according to the timetable established by the College of Fine Arts. This is regarded as a crucial year in the career of the faculty member as she/he advances toward the achievement of tenure.

   **Academic Year 4:** An Informal Review shall be held in the Fall Semester according to the timetable established by the College of Fine Arts.

   **Academic Year 5:** An Formal Review shall be held in the Fall Semester for the purpose of consideration of the awarding of tenure. It shall be held according to the timetable established by the College of Fine Arts.

**V. ANNUAL CALENDAR AND RPT PROCESS**

A. **March**

   1. Department chair shall determine obligatory RPT reviews for the upcoming academic year and will notify, by letter, non-tenured and tenured faculty who are required to be reviewed. Consideration for early tenure shall be treated according to University Policy 6-311 section 4.C.

   2. Department chair notifies Associate Professors who are eligible for promotion, asking if they wish to request a formal review for consideration of promotion.

   3. Department chair convenes a faculty meeting to elect an RPT Advisory Committee chair.

   4. Department chair shall notify the faculty advisor to SAC and the SAC president which faculty evaluation reports for post-tenure reviews must be completed before the end of Spring Semester.

B. **April**

   1. Department chair informs faculty and staff of upcoming formal reviews of candidates and solicits names of potential internal (University of Utah) and external reviewers (outside the University, preferably from out of state) from the candidate and the faculty. Potential reviewers must be professionals in the candidate’s field or allied fields or academic peers who can evaluate the scholarly/creative research and professional standing of the candidate according to the standards of the specific academic discipline. Qualifications of the potential reviewers must be clearly identified.

      a. Candidates undergoing formal reviews will supply five names for external reviewers and two names for internal reviewers. The relationship between the candidate and the potential reviewer must be explained and contact information provided.

      b. After the department chair compiles a list of the names from the submissions, and also contributes names, the department chair and representative member(s) of the discipline area select three names of external reviewers and one name of internal reviewer for the formal review of each candidate. The final list of reviewers shall represent a balance among recommendations from all submissions.
c. The list of reviewers’ names, their qualifications, their relationship to the candidate, and contact information are added to each candidate’s file. The list of names must be categorized according to the source of the nomination (candidate, RPT Advisory Committee, department chair, others).

2. Candidate signs a waiver/non-waiver form governing confidentiality of evaluation letters. A signed form accompanies each evaluation letter request.

C. May - August
1. Candidates for formal reviews in cooperation with the department chair assemble materials, before 30 May, to be sent to reviewers. The dossier reviewed by the evaluators must be the same as that submitted to the RPT Advisory Committee for the formal review, excepting materials documenting activity undertaken during summer months.
   a. Department chair contacts internal and external reviewers to ask about their willingness and availability to serve as reviewers.
   b. Department chair arranges for materials to be sent to reviewers for their evaluation and places the responses in the respective candidate’s file.
2. Faculty advisor to SAC ascertains that SAC will have appropriate membership for preparation of faculty evaluation reports during Fall Semester.
3. Department chair prepares the cumulative file on each candidate for informal and formal reviews.

D. September
1. Department chair meets with department SAC president to initiate faculty evaluation report process for formal review files. Three weeks minimum notice is required before candidate’s file is closed.
   a. SAC bases its report on compilations from previous years’ course evaluations.
   b. SAC must use authorized report forms upon which to evaluate the candidate’s teaching abilities.
2. Candidates undergoing informal reviews, in cooperation with the department chair, assemble dossier for RPT Advisory Committee evaluation.
3. Department faculty and staff are notified of their right to submit written recommendations.
4. All files are closed by 30 September but are available for examination by members of the RPT Advisory Committee prior to the meeting. Before the close date, candidates may submit a response to any of the file contents.

E. October
1. The RPT advisory committee chair schedules a meeting of the committee no later than 15 October and organizes the agenda of formal and informal files to be reviewed.
2. Guidelines for conducting the RPT meeting:
   a. Determine whether quorum is met. Quorum consists of two thirds of the members of the full RPT advisory committee, excluding those unable to attend the meeting. Record complete list of members present.
   b. Determine by vote of those present whether department chair is invited to participate in the discussion.
   c. Divide the secretarial duties of the files to be reviewed among the members of the committee.
   d. Record absentee votes before discussion of individual files. Whenever practicable, the RPT Advisory Committee chair shall advise all members on leave or otherwise absent of the proposed action and shall request their written opinions and votes before the date of the RPT meeting. Absent members’ written opinions shall be disclosed at the meeting and their votes shall be counted the same as other votes.
   e. Substantive discussion of the materials in comparison with department RPT criteria.
   f. Exact committee vote, including negative votes and abstentions.
3. Actions subsequent to the RPT meeting.
   The summary report of the meeting should be written such that valued activities performed by candidate are recognized at other voting levels of review. An electronic version of the summary report of the candidate’s file shall be sent to the committee members for their inspection. After allowing a period of not less than two (2) days nor more than five (5) days, and after such modification as the Committee approves, the final version of the summary report shall be signed by the RPT Advisory Committee chair and the committee secretary and added to the candidate’s file.
4. Action by the department chair:
a. After studying the entire file of each candidate, the department chair shall prepare her/his written recommendation to be included in the file on the retention, promotion, or tenure of each candidate, including specific reasons for the recommendation.

b. The department chair shall deliver an exact copy of the RPT advisory committee summary report and the chair's evaluation of the file to the candidate. In years of informal review, the chair will schedule a face-to-face meeting with the candidate to discuss progress based on the candidate's file.

c. The candidate shall have the opportunity at this time, but not the obligation, to add a written statement to her/his formal review file in response to the summary report of the RPT advisory committee and/or the evaluation of the department chair. Written notice of this option shall be included with the copy of the chair's evaluation sent to the candidate. If the candidate chooses to add such a statement to the file, that statement must be submitted to the department chair within seven (7) days, except in extenuating circumstances such as health emergency, of the date upon which the chairperson's evaluation is delivered to the candidate. If the candidate submits a written statement to the chair within this time limit, the candidate's statement shall be added to the review file without comment by the chair.

d. The department chair shall authorize delivery of the required number of copies of the complete files to the office of the dean of the College of Fine Arts no later than 15 November.