Policies for Tenure Track Annual Renewal, Reappointment Review and Promotion and/or Tenure Presentations

All tenure-track and tenured faculty members going up for contractual renewal, tenure or promotion (candidates) shall have the opportunity to do a presentation of their accomplishments to the faculty in the School of Art prior to a faculty vote. Faculty members are not required to do a presentation and may opt out without penalty.

Faculty in years 1/7, 2/7, 4/7 and 5/7 materials (CV + internal review letters shall be distributed digitally two weeks in advance of the candidate’s presentation. For 3/7 and 6/7 (CV + narratives and internal review letters) shall be distributed digitally two weeks prior to the candidate’s presentation.

The presentation shall abide by the following criteria:

Candidates will be permitted to present their materials for no more than 10 minutes.

1. The sequencing and content of the presentation shall consist of a highlight of their individual accomplishments in the following areas:
   a. Teaching
   b. Research and creative endeavors
   c. Service
2. The format of the presentation may include verbal explanation, visual evidence and other relevant materials that strengthen their case.
3. The presentation should not include distribution of materials to all faculty members (outlines, research papers, artworks, catalogs, and other physical materials)
4. The presentation of accomplishments should focus on the individual’s personal accomplishments including exhibitions, awards, publications, presentations, residencies, and other criteria set forth in the tenure guidelines.
5. Collaborative work must be indicated and the candidate’s role in the collaborative effort must be clarified.
6. Accomplishments of students within the division should not be included in the presentation.
7. The contents should not include a presentation of teaching technologies used in the classroom unless the faculty member produced the materials and are considering this material to be part of their personal accomplishments.
8. The presentation should not include a showcase of the works of art or actual research documents produced. The focus should be on the publication and exhibition record associated with the works.
9. The presentation should not focus on the idea, content, theme, or philosophy behind the work but instead it should highlight the exhibition or publication of the materials.
10. All material presented should be directly relevant to the evaluation of the individual candidate’s accomplishments in teaching, research/creative activities and service.

Requests for exceptions to the preceding criteria must be made in writing and approved by the chair of the PST committee and the School director prior to the presentation.
The School of Art faculty will be given an opportunity to ask the candidate questions relevant to their performance in the areas of teaching, research and service.

1. Ten minutes should be allocated to questioning. In 3/7 and 6/7, if further time for questioning is necessary, additional time should be allotted if possible. All questions should focus on clarifying the accomplishments of the candidate.

Without the candidate present, the faculty of the School of Art will discuss the candidate’s accomplishments.

1. The candidate will be asked to leave the room after 10 minutes of question time has elapsed.
2. The division chair of the candidate’s area will be asked to comment on the performance of the candidate.
3. Other members of the candidate’s division will be given an opportunity to comment on the performance of the candidate after the chair has spoken.
4. After the division members have spoken the discussion is open to the floor and all faculty members (tenure track and non-tenure track) will have an opportunity to comment on the candidate’s performance.
5. The faculty meeting schedule should allow for at least one half hour for discussion (discussions will most likely take less than that).
6. If a discussion of a candidate’s performance requires longer than one half hour, time will be allocated and other faculty meeting agenda items will be postponed till next meeting if possible.
7. All comments and feedback during the comment section of the meeting should be directly related to the performance of the individual candidate.
8. The PST committee will appoint a timekeeper to assist the PST chair; the PST chair shall conduct the meeting.

The faculty will vote on the candidate’s accomplishments and performance as follows:
   - Renewal of contract – tenured faculty
   - Reappointment review – tenured faculty
   - Tenure – tenured faculty
   - Promotion – tenured & tenure-track faculty with exception of tenure-track faculty in their first year.

The candidate will be evaluated on the following criteria:

Teaching
   - Effective Teaching
   - Extracurricular Teaching
   - Instructional Development and Innovative Activities

Research
   - Demonstrated Accomplishments
   - Professional Involvement and Development
   - Professional Recognition

Service
   - University/College/School
   - Professional/Public/Community

Last Updated: 03/10/2008