SCHOOL OF ART

FACULTY CHARTER

Approved April 19, 2010

Bowling Green State University

Bowling Green, Ohio
# SCHOOL OF ART FACULTY CHARTER

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SCHOOL OF ART FACULTY CHARTER

ARTICLE I: Name

The name of the organization to which this Faculty belongs is: School of Art, Bowling Green State University.

ARTICLE II: Purpose of This Charter

This Charter serves as the statement of the policies of the School of Art and the organizational structure devised to develop and implement those policies, specifically with regard to the Director and faculty of the School. The School of Art is constituted as a semi-autonomous school, as defined under PART A. ARTICLE X: SCHOOLS, SECTION A: DEFINITION AND COMPOSITION OF A SCHOOL, SECTION B: ORGANIZATIONAL STRUCTURE OF A SCHOOL and SECTION G: EVALUATION OF A SCHOOL, of the Academic Charter of Bowling Green State University (www.bgsu.edu/offices/facsenate/page471.html). The provisions of that document shall take precedence in all matters of School of Art governance. Policies pertinent to students are devised and implemented in concert with the university Office of Student Affairs. Policies and procedures relative to the classified and administrative staff are constituted under the university Office of Human Resources.

The fundamental principle of governance for the School of Art is the open interchange of ideas at all times, with shared responsibilities and concern between the Director and faculty. This is a participatory system of governance in which the Director of the School and the faculty share in consultation, have the freest possible access to information, jointly formulate courses of action, and participate in mutual review and evaluation.

ARTICLE III: Faculty Membership

Section I. Composition of Faculty Membership.

The membership of this body shall consist of the following three categories of full-time faculty holding single or dual appointment in the School of Art (PART B.I.C.2.a. and b., BGSU Academic Charter (www.bgsu.edu/offices/facsenate/page471.html); College of Arts & Sciences Chairs & Directors Handbook, Section 6.7 (www.bgsu.edu/colleges/as/page43571.html); and the School of Art Full-Time, Non-Tenure Track Faculty Policy):

a) Tenured faculty;

b) Tenure track faculty;

c) Non-tenure track faculty (instructor, lecturer, and senior lecturer).

Faculty members not in the above three categories, including visiting professors, part-time faculty, artists-in-residence, adjunct appointments, contract staff with adjunct faculty appointment, and faculty with emeritus status, are encouraged to attend and participate in School meetings, although they are not voting members of the School.
Section 2. Privileges and Responsibilities of Faculty Membership.

The tenured faculty members in the School of Art shall have voting rights on tenure, promotion (with the exception of promotion to full professor, voted on by tenured full professors only; see BGSU Academic Charter B.-I-D (www.bgsu.edu/offices/facsenate/page471.html), reappointment, annual review, Director, Division Chairs, Coordinators, PST Chair and membership, charter amendments and curriculum, and all other matters concerning the School of Art.

Faculty with tenure track contracts may vote on promotion (with the exception of first year tenure track faculty), Director, Division Chairs, Coordinators, charter amendments and curriculum.

In accordance with the School’s Full-Time, Non-Tenure Track Faculty Policy, non-tenure track lecturer and senior lecturer faculty may vote on curriculum, and non-tenure track instructor faculty will have no voting privileges.

All faculty as defined above are expected to fulfill their contractual responsibilities, participate in School and divisional business, and to serve on committees as appropriate. The obligations of tenured and probationary faculty members are defined in PART B, I.C.3.b) of the BGSU Academic Charter (www.bgsu.edu/offices/facsenate/page471.html).

ARTICLE IV: Administrative Positions

Section 1. Director.

The Director is the principal administrative and executive officer of the School. The responsibilities of the Director are outlined in the BGSU Academic Charter, PART A, ARTICLE X, SECTION D (www.bgsu.edu/offices/facsenate/page471.html). Additional responsibilities may be delegated to the Director by the voting members of the School of Art faculty. Appointment and reappointment of the Director shall be in accordance with the BGSU Academic Charter, PART A, ARTICLE X, SECTION C (www.bgsu.edu/offices/facsenate/page471.html).

The Director is expected to provide leadership in the decision-making processes of the School. In the fulfillment of this and other responsibilities, the Director shall be assisted by the recommendations of the Advisory Council (PART A, ARTICLE X, SECTION B, BGSU Academic Charter (www.bgsu.edu/offices/facsenate/page471.html). Decisions made by the Director in the fulfillment of these duties may be contested if challenged by one-fourth of the voting tenured and tenure track faculty. Such disputes will be resolved by a majority vote of the tenured and tenure track faculty.
An evaluation of the Director is to be conducted annually in accordance with the BGSU Academic Charter, PART A, ARTICLE X, SECTION E (www.bgsu.edu/offices/facsenate/page471.html), and College of Arts & Sciences Chair/Director Handbook, Section 8.2 (www.bgsu.edu/colleges/as/page43679.html). The Director will be asked to submit an updated vita, a document of accomplished goals and a document of the next year’s goals. Faculty will be provided with digital copies of the credentials two weeks prior to the faculty meeting in which the Director’s renewal is being reviewed and discussed. Tenured and tenure-track faculty will rate the Director on administrative performance, administrative qualities and faculty performance. Faculty will also be given an opportunity to provide written comments. Ballots will be due by the end of the next day following the faculty meeting. The faculty vote is then submitted to the PST Committee. PST members will prepare a letter summarizing the Director’s performance and faculty input in the areas of teaching, research and service and include their final recommendation. The Dean of the College of Arts and Sciences and the School of Art’s tenured and tenure-track faculty will receive a copy of the letter and voting results.

A recall of the Director must follow the procedure outlined in the BGSU Academic Charter, PART A, ARTICLE X, SECTION F (http://www.bgsu.edu/offices/facsenate/page471.html).

In addition to the implicit responsibility to promote the overall well-being of the School of Art (students, staff, faculty and alumni) and in consultation with the appropriate School, College, and University constituencies, the Director’s responsibilities include:

a) **Personnel**: oversees the review and evaluation of the School’s faculty and staff.
b) **Budget**: directs budgetary decisions.
c) **Scheduling**: develops and implements the schedule.
d) **Programs**: provides primary oversight and leadership for all programs and curricula.
e) **Fund-raising**: reviews and directs all activities related to external support and funding.
f) **Physical Plant and Facilities**: oversees building and facilities management.
g) **Communications and Information**: oversees promotion of the School of Art.
h) **Special Projects**: coordinates special projects with faculty and staff.
i) **Committees and Representation**: serves as a regular member of, or liaison to, various committees.

For more detail, see APPENDIX A.

**Section 2. Associate Director.**

The Associate Director of the School shall be appointed by the Director in consultation with the tenured and tenure track faculty for a two-year term, shall receive a minimum of one course per year teaching reduction, receive a stipend, and be eligible for reappointment. A standing Division Chair cannot serve as Associate Director. In addition to generally providing
4. administrative assistance and counsel to the Director in the area of undergraduate student services, the duties of the Associate Director include:

a) Curriculum: supervises the development and implementation of undergraduate curriculum.  
b) Academic Advising: serves as coordinator for academic advising.  
c) Student Services: handles all student-related issues and grievances, with the exception of grade appeals.  
d) Communications and Information: oversees the development and distribution of curricular materials and related data.  
e) Academic Liaison: works with various programs regarding curricular-related issues.  
f) Assessment: supervises the implementation of School assessment.  
g) Committees and Representation: serves as a regular member of, or liaison to, various committees.  

For more detail, see APPENDIX A.

Section 3. Division Chairs.

The current divisions of the School of Art are: Art Education, Art History, Digital Arts, Graphic Design, Two-Dimensional Studies, and Three-Dimensional Studies.

The Division Chairs of the School shall be elected by the tenured and tenure track faculty in the Division, in consultation with the Director, for a two-year term, shall receive a minimum of one course load reduction per year, and be eligible for reappointment. In the case of a split decision, or in a case in which there are fewer than four voting members in a division, the Director may appoint the Division Chair. In addition to generally providing administrative assistance and counsel to the Director and Associate Director, the duties of the Division Chairs will include:

a) Personnel: mentors, supervises and evaluates tenure-track faculty, or in divisions with no areas, mentors, supervises and evaluates tenure-track, non-tenure track faculty, graduate assistants and student employees.  
b) Scheduling: monitors area schedules, or in divisions with no areas, develops class schedule  
c) Budgets: in divisions with no areas, administers budgetary matters.  
d) Programs: oversees development of and proposes undergraduate program/curriculum with the assistance of the Director and Associate Director.  
e) Students: in divisions with no areas, works with Associate Director to oversee student concerns.  
f) Facilities: in divisions with no areas, manages, maintains and coordinates the area facilities.  
g) Committees and Representation: serves as a regular member of, or liaison to various committees.  

For more detail, see APPENDIX A.
Section 4. Area Heads.

Area Heads shall be appointed for a two-year term by the Director in consultation with the appropriate Division Chair(s) and are eligible for reappointment. In addition to administering their area within their division, the duties of the Area Heads will include:

a) **Personnel**: mentors, supervises and evaluates faculty and graduate assistants within the area.

b) **Scheduling**: develops area class schedule for submission to Division Chair.

c) **Budget**: administers area budgetary matters.

d) **Program**: oversees area undergraduate program/curriculum development with assistance of Division Chair and Associate Director.

e) **Students**: works with Division Chair and Associate Director to oversee student concerns.

f) **Facilities**: manages, maintains and coordinates the operation of lab facility, studios and classrooms associated with the area.

g) **Committees and Representation**: serves as a regular member of, or liaison to committees.

For more detail, see APPENDIX A.

Section 5. Coordinators.

The **Graduate Coordinator** of the School shall be appointed by the Director in consultation with the tenured and tenure track faculty for a two-year term, shall receive a minimum one course per year teaching reduction, receive a one credit summer stipend, and be eligible for reappointment. In addition to generally providing administrative assistance and counsel to the Director in the area of graduate student services, the duties of the Graduate Coordinator include:

a) **Recruitment and Admissions**: coordinates graduate recruiting and admissions.

b) **Assistantships**: coordinates graduate assistantships.

c) **Orientation**: coordinates orientation activities for all graduate students.

d) **Academic Advising, Registration and Graduate Reviews**: serves as coordinator for graduate advising, registration, and reviews.

e) **Graduate College Liaison**: serves as the primary contact for the Graduate College on all matters relating to graduate students and graduate programs.

f) **SACI Graduate Liaison**: serves as the primary contact for SACI regarding graduate programs at SACI.

g) **Budget**: provides support resources for graduate students.

h) **Committees and Representation**: serves as a regular member of, or liaison to committees.

For more detail, see APPENDIX A.
The SACI Coordinator of the School shall be appointed by the Director in consultation with the tenured and tenure track faculty for a two-year term, shall receive a minimum one course per year teaching reduction, and be eligible for reappointment. In addition to generally providing administrative assistance and counsel to the Director and the Graduate Coordinator, the SACI Coordinator shall be responsible for all SACI activities for BGSU students, including:

a) **Recruitment**: provides data and promotes the study abroad opportunity.
b) **Program**: coordinates Late Spring program activities.
c) **Budget**: serves as primary budget officer for the SACI program at BGSU.
d) **Program Liaison**: works with various offices to coordinate the program.
e) **Guest Student Processing**: oversees processing of files for SACI students needing BGSU transcripts.

For more detail, see APPENDIX A.

The **First Year Program Coordinator** shall be appointed by the Director in consultation with the tenured and tenure track faculty for a two-year term, shall receive a minimum one course teaching reduction per year, and be eligible for reappointment. In addition to generally providing administrative assistance and counsel to the Director and Associate Director, the duties of the First Year Program Coordinator include:

a) **Personnel**: mentors, supervises and evaluates all First Year Program faculty and graduate assistants.
b) **Scheduling**: develops program class schedule for submission.
c) **Budget**: maintains First Year Program budget.
d) **Program**: oversees development of and proposes undergraduate program/curriculum with the assistance of the Director and Associate Director.
e) **Students**: works with Associate Director to oversee student concerns.
f) **Facilities**: manages, maintains and coordinates the operation of area facilities.
g) **Committees and Representation**: serves as a regular member of, or liaison to, committees.

For more detail, see APPENDIX A.

Section 6. Other Administrative Appointments.

The Director may make additional administrative appointments. Persons holding those appointments may receive release time for the performance of their duties. Terms of appointment will be one year and are renewable.

Section 7. Special Assistant(s).

Special Assistants of the School may be appointed by the Director for a given term, for a specific project, and may receive release time in order to carry out the responsibilities of the appointment. Such projects might include reaccreditation or building projects.
ARTICLE V: Divisions and Areas

Section 1. Definitions.

The School of Art currently consists of six (6) Divisions: Art Education, Art History, Digital Arts, Graphic Design, Two-Dimensional Studies, and Three-Dimensional Studies. These Divisions function as the basic units of representation for the faculty.

The current Divisions of Two-Dimensional Studies and Three-Dimensional Studies are currently subdivided into Areas as follows:

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Section 2. Composition.

Each Division shall be composed of those full-time faculty members whose teaching assignments (1000-, 2000-, 3000-, 4000-, 5000-, 6000-level courses) normally fall within that Division. In the case of a faculty member having split teaching responsibilities in more than one Division, the Director shall assign Division membership.

Section 3. Function.

The Divisions shall be responsible for the evaluation and review of faculty, personnel, scheduling and curriculum pertaining to the division, and for long-range planning for the Division.

Proposals for curriculum reform originating within a Division shall be subject to review by that Division. The Division Chair will submit and present the proposal(s) to the School's Undergraduate Curriculum Committee and to the Advisory Council for further review, followed by faculty approval when appropriate (see ARTICLE VIII, Section 4).

ARTICLE VI: Advisory Council

Section 1. Composition.

The voting members of the Advisory Council shall be composed of the Division Chairs (currently Chairs of Art Education, Art History, Digital Arts, Graphic Design, Two-dimensional Studies, and Three-dimensional Studies), the Associate Director, the Graduate Coordinator, the First Year Program Coordinator, and other program chairs/heads as appointed by the Director (not to exceed two in number at any one time). A School of Art secretary shall attend meetings as a non-voting member.
Section 2. Function.

The Advisory Council is charged with advising and assisting the Director in the fulfillment of the Director's responsibilities. The Council shall be involved in major decisions affecting governance, educational policy, program reform and development, curriculum, facility development, budget, and planning for faculty, staff and student recruitment. Thus, the Council shall review all major proposals originating in divisions, committees, or with individual faculty, and shall send those required or deemed appropriate to the entire faculty for a vote. See BGSU Academic Charter, PART A, ARTICLE X, SECTION B (www.bgsu.edu/offices/facsenate/page471.html).

Section 3. Bylaws.

1. The Director shall be the presiding officer of the Advisory Council and will serve as an ex-officio member.

2. A School of Art secretary shall keep the minutes for the Council, publish the agendas, keep a record of all official actions of the Council, and perform other duties customarily or specifically assigned to that position. Minutes shall be circulated electronically to all faculty.

3. Regular meetings of the Advisory Council shall be held as needed, not less than one time per month during the academic year, and during the summer when required.

4. A proposal deemed appropriate for Advisory council discussion/review, may be submitted in writing to the Director by any faculty member in the School. Council may convene in order to consider proposals of the petitioners.

5. At least once in each academic year the Advisory Council shall invite the Dean or a delegate of the College of Arts and Sciences to meet with the Council and/or the School faculty.

6. A quorum for the transaction of business shall consist of two-thirds of the members of the Advisory Council.

ARTICLE VII: Faculty Meetings

Meetings of the faculty of the School shall be held at least once in each semester of the academic year, but meetings may be called at any time by the Director, a School committee, or upon the request of one-fourth of the tenured and tenure track members of the faculty. Whenever possible, notices of regular meeting and a published agenda shall be distributed to all faculty at least one week prior to the meeting.

Any faculty member may present agenda items to the Director for publication of the agenda prior to any meeting.
A quorum of one over half the eligible tenured and tenure track members shall be necessary at all meetings in order to transact business. Provided a quorum is present, voting may take place at the meeting, or by written ballot distributed at the meeting. In the case of written ballots, a minimum of two full working days must lapse after the meeting for ballots to be collected.

ARTICLE VIII: Committees

Section 1. Definitions.

The committees of the School shall be of three categories: Standing, Special, and Ad-Hoc.

Standing Committees are those committees or boards that have an on-going function relating to faculty, students, or educational and curricular policy, and which are deemed so important to the School as to require an explicit statement of their composition and function in this Charter. These committees shall be: the Promotion, Salary, Tenure Committee (PST); the Undergraduate Curriculum Committee; the Graduate Program and Standards Committee; and the Graduate Review Committees.

Special Committees may be appointed by the Director to address matters of importance to the School relating to student affairs, special programs, and public relations. Because conditions relating to these areas may change over time, the need for, and functions of, these committees may be expected likewise to change.

An Ad-Hoc Committee may be appointed by the Director for a single specific function, and shall remain in existence only until that task is completed. Note: A student grievance committee shall be constituted as necessary to hear individual cases as they arise. (See ARTICLE VIII, Section 7.)

Section 2. General Functions and Responsibilities.

Except in cases indicated below, all committees will report to the Director, and will make specific recommendations through the Director to the Advisory Council for review and action.

Section 3. Promotion, Salary, Tenure (PST) Committee.

The PST Committee shall be comprised of five faculty tenured in the School of Art. Membership of four of these faculty shall be determined on a rotational basis as outlined below. The fifth member shall be the chair of the committee, elected by the School's tenured faculty as a carry-over member from the previous year's committee. No more than two tenured faculty from a division will serve annually on the PST Committee.

The names of all eligible faculty will be maintained on a list. Toward the end of the academic year, and no later than April 15, the first four faculty on the list shall be designated to serve on the committee for the following academic year, meeting the above membership criteria.
Should there be more than two eligible tenured faculty from the same division at the top of the rotation list, the third faculty will remain at the top of the list for following year’s membership. Likewise, the chair (carry-over member) shall be elected prior to April 15. A standing Division Chair shall not serve as Chair of the PST Committee.

Having completed their year of service on the committee, members' names shall be added to the bottom of the eligibility list, followed by the name of the chair. They shall not serve again until their names rise to the top in the rotation.

As probationary faculty receive tenure and become eligible for membership on the committee, their names shall be added to the bottom of the eligibility list, prior to the addition of the names of the current year's members and chair.

The chair is not eligible for re-election. Any faculty member that has served as PST Committee chair shall not be asked to serve again as chair for a minimum of preferably seven to ten years.

So as to avoid any conflict of interest in the determination of a promotion to full professor, any faculty member applying for said promotion shall inform the director in the spring prior to the year in which they are applying and their name shall be bypassed in the rotation of membership to PST for that year. Their name will remain at the top of the rotation list for the next year.

The function of the PST Committee shall be to make recommendations to the Director on matters of promotion, salary, and tenure, in accordance with the stipulations found in PART A, ARTICLE X, SECTION B of the BGSU Academic Charter (www.bgsu.edu/offices/facsenate/page471.html).

Due to the sensitive nature of many issues dealt with by this committee and a history of frequent changes in university policies concerning those issues, the current procedures approved by the School of Art for implementation by the committee are enumerated in APPENDIX B, C and D of this document, with the expectation that there will continue to be emendations in subsequent years.

Section 4. Undergraduate Curriculum Committee.

The Undergraduate Curriculum Committee shall be composed of the Division Chairs (currently chairs of Art Education, Art History, Digital Arts, Graphic Design, Two-dimensional Studies, and Three-dimensional Studies). The Associate Director will serve as Chair of this group. In addition to reviewing proposals for curriculum changes made by divisions or programs, the Committee is responsible for reviewing the operation of all curricula, e.g., special topics offerings, summer schedule and summer workshop proposals. See BGSU Academic Charter, PART A, ARTICLE X, SECTION B (www.bgsu.edu/offices/facsenate/page471.html).

Curriculum changes can be initiated by any faculty member of the School. A proposal shall be submitted first to the appropriate division(s) or program(s) affected by the change(s) for
approval prior to submission to the Curriculum Committee in accordance with the School’s deadlines.

A School of Art secretary shall keep the minutes for the Committee, publish the agendas, and keep a record of all official actions of the Committee. Minutes shall be circulated electronically to all faculty.

Modification changes to an existing course (title, description, prerequisite, course content, course number, credit hours, term offered, contact hours, method of instruction, web-centric, web-based) shall be forwarded to the Director after two reviews and a two-thirds approval vote by the Curriculum Committee and one review and a two-thirds approval vote by the Advisory Council members. Approval at this stage, followed by the Director's signature, shall constitute the final action of the School before the proposed change is forwarded to the College of Arts & Sciences. A brief description of these changes will be announced to the faculty either in a faculty meeting or electronically.

Major curriculum and program changes (creation of a new course, elimination of a course, minor change to program requirements/checksheet, program name change, creation of a new program and new program code, major change to program requirements/checksheet or program elimination) will require a minimum of two meetings for review and a two-thirds approval vote by the Curriculum Committee, followed by two meetings and a two-thirds approval vote by Advisory Council. Two faculty meetings will be required for modification review and a third meeting for a final discussion and vote by the tenured, tenure track and lecturer faculty. A two-thirds vote of approval, followed by the Director's signature, shall constitute the final action of the School before the proposed change is forwarded to the College of Arts & Sciences.

Section 5. Graduate Program and Standards Committee.

The Graduate Program and Standards Committee shall consist of a graduate faculty representative from each division with an active degree program and a graduate faculty member-at-large. Terms will be for two years. A graduate faculty representative may only serve a maximum of two consecutive two-year terms, with the exception of the Graduate Coordinator. At least two of the members shall be elected on an alternate year basis, with the exception of the Graduate Coordinator. The specific breakdown of the committee membership shall be:

- Graduate Coordinator, representing his/her division;
- One graduate faculty member with regular or provisional status from the remaining Divisions with an active degree program; elected by the division; and
- One member-at-large from any division elected by and from the graduate faculty Members with regular or provisional status.

The committee shall be responsible for the supervision of all aspects of the School's graduate program, including the admission of students, the formulation of policies and
A recorder shall keep the minutes for the committee and keep a record of all official actions of the committee. Minutes shall be circulated electronically to all faculty.

Section 6. Graduate Review Committees.

The primary responsibility of each review committee is to act on behalf of the graduate faculty of the School in the final acceptance or rejection of graduate work for the Master of Fine Arts in Art and Master of Arts in Art History degree programs. As part of their duties, the review committees must document their evaluations and make recommendations to the graduate faculty, according to the standards of the graduate program. In accordance with the School of Art’s Full-Time, Non-Tenure Track Faculty Policy, non-tenure track faculty are not eligible to serve as an official member of a graduate review committee, but may serve as a guest.

An M.F.A. in Art Review Committee shall consist of:
- the major professor, who also acts as chair, current graduate faculty from the student’s area/division of study, member of the School of Art;
- current graduate faculty, member of the School of Art; and
- current graduate faculty, member of the School of Art/University.

NOTE: Additional non-voting members may be added to the committee as guests and may include members of the graduate faculty from the university-at-large.

An M.A. in Art History Review Committee shall consist of:
- the major professor, who also acts as chair, current graduate faculty from the Art History Division;
- current graduate faculty, member of the Art History Division;
- current graduate faculty, member of the Art History Division or member of the School of Art, the University, or a recognized scholar in the field of art history.

NOTE: Additional non-voting members may be added to the committee as guests and may include members of the graduate faculty from the university-at-large.

The procedures to be followed by the review committees shall be approved by the graduate faculty, and shall be published in the graduate handbook of the School of Art.

Section 7. Student Grievance Committee.

Students may file a grievance against a faculty member if they believe they have been treated in an unfair or disrespectful manner, or if they believe that a faculty member has created a problematic learning environment.

Students wishing to file a grievance against a faculty member should first bring the issue to the Associate Director for mediation. If the Associate Director cannot satisfactorily resolve the
matter, the Director of the School will appoint three School of Art tenured or tenure track faculty members and an undergraduate student from outside the School to serve as an ad hoc Student Grievance Committee. After the student submits the substance of the grievance in writing, the Committee will schedule separate hearings with the student and the faculty member involved in the dispute in order to mediate the grievance based on established procedures and in accordance with the BGSU Academic Charter (Part B, II.G.9) www.bgsu.edu/offices/facsenate/page471.html. School of Art and University grievance procedures shall be kept on file in the School of Art, and a copy shall be given to any student submitting a grievance.

A grievance for a student grade appeal shall be in accordance with the School of Art Grade and Absence Appeals Procedure. In special circumstances an ad hoc Student Grievance Committee may also play a role in student grade appeals. If a student requesting a grade change in a course is not satisfied with a judgment rendered by the School’s Grade Appeal Faculty Mediator, the student may ask the Director to appoint an ad hoc Student Grievance Committee to review the case.

ARTICLE IX: Parliamentary Authority

Should they be necessary, the rules contained in the current edition of Roberts Rules of Order Newly Revised shall govern the meetings of the School and its various committees, councils, boards, divisions and areas, in all cases to which they are applicable and in which a faculty member wishes to invoke them. If these rules are in conflict with this Charter or with any special rules adopted by the School, the Charter or special rules shall be the authority.

ARTICLE X: Amendments

This Charter may be amended following a full discussion of the proposed changes at two faculty meetings, provided that the proposed changes have been circulated electronically at least one week prior to the first faculty meeting or any additional revisions prior to the second faculty meeting. Following the distribution of the ballot at the conclusion of the second faculty meeting, an amendment to the Charter will require a two-thirds affirmative vote of the tenured and tenure track faculty.
APPENDIX A

Duties and Responsibilities of Administrative Positions

DIRECTOR

In addition to the implicit responsibility to promote the overall well-being of the School (its students, staff, faculty and alumni) and in consultation with the appropriate School, College, and University constituencies, the Director’s responsibilities include:

a) Personnel: oversees the review and evaluation of the School’s faculty and staff.
   • Supervises all hiring and faculty/staff searches.
   • Carries out School’s promotion/tenure policies.
   • Signatory on all contract/salary/merit decisions.
   • Develops and implements faculty/staff mentoring procedures.
   • Creates and supports professional enrichment opportunities for faculty/staff.
   • Provides supervision of the Classified and Administrative staff.
   • Establishes retention strategies.
   • Oversees the allocation of graduate assistantships and GTA assignments to teaching and technical positions.

b) Budget: directs budgetary decisions.
   • Oversees operating expenditures and requests.
   • Develops personnel requirements and rationale.
   • Establishes equipment and technology requirements; provides requests, plans, and inventory.
   • Reviews and presents course fee adjustments and expenditures.
   • Serves as budget officer for Medici Circle.
   • Oversees related BGSU Foundations funds and scholarships.
   • Approves SACI expenditures.
   • Supports visiting artist program.

c) Scheduling: develops and implements the schedule.
   • Works with Division Chairs to develop the schedule of classes.
   • Determines course load reductions.
   • Provides information to a School of Art secretary for the unstaffed report.
   • Adds or cancels classes and sections as necessary.
   • Implements enrollment caps and admission controls as determined by the School.
   • Reviews and regulates course size and capacity.
   • Works with the Continuing Education and Honors Programs as necessary.
d) **Programs**: provides primary oversight and leadership for all programs and curricula.
   - Reviews and recommends degree and program development; content and structure.
   - Provides instructional support.
   - Supports the development of special programs; credit and non-credit.
   - Oversees assessment and accreditation activities.

e) **Fund-raising**: reviews and directs all activities related to external support and funding.
   - Works in concert with Medici Board.
   - Oversees alumni and donor development.
   - Promotes the development of private and corporate partnerships.
   - Reviews outreach activities and community interaction.

f) **Physical Plant and Facilities**: oversees building and facilities management.
   - Works with faculty and technical staff to provide safety and security.
   - Directs classroom, studio, and office assignments.
   - Reviews space proposals; construction and renovation recommendations and plans.
   - Supervises School of Art Technicians.
   - Coordinates repair, maintenance, and replacement of equipment and technology.
   - Supports visual resource and media centers.

g) **Communications and Information**: oversees promotion of the School of Art.
   - Oversees the development and distribution of promotional materials and data.
   - Oversees web development, program profiles, and recruiting documents.

h) **Special Projects**: coordinates special projects with faculty and staff.
   - Oversees Program Review.
   - Oversees NASAD accreditation.
   - Oversees Assessment activities.
   - Oversees School/Program restructuring proposals.

i) **Committees and Representation**: serves as a regular member of, or liaison to, various committees.
   - School of Art Advisory Council, Chair, ex officio
   - School of Art Promotion, Tenure, and Salary Committee, ex officio
   - School of Art Graduate Standards Committee, ex officio
   - School of Art Curriculum Committee, ex officio
   - Medici Circle
   - College of Arts and Sciences Chairs and Directors, member
   - National Association of Schools of Art and Design, representative
   - National Council of Art Administrators, representative
   - College Art Association, representative
ASSOCIATE DIRECTOR

In addition to generally providing administrative assistance and counsel to the Director in the area of undergraduate student services, the duties of the Associate Director include:

a) **Curriculum**: supervises the development and implementation of undergraduate curriculum.
   - Serves as Chair of the Curriculum Committee.
   - Works with divisions and programs to coordinate curricular program development.
   - Oversees the blue-sheet process for curricular revision.
   - Serves as liaison to the College Office on curricular revision.

b) **Academic Advising**: serves as coordinator for academic advising.
   - Provides training for faculty as needed.
   - Develops and maintains advising manuals and documents.
   - Assists with the development of advising checksheets.
   - Coordinates peer advising.
   - Serves as liaison to the College on advising and student issues.

c) **Student Services**: handles all student-related issues and grievances, with the exception of grade appeals.
   - Mediates student grievances (see ARTICLE VIII, Section 7).
   - Serves as School of Art authority on student problem resolution.

d) **Communications and Information**: oversees the development and distribution of curricular materials and related data.
   - Provides curricular data for the catalog, web, program profiles, and recruiting documents.

e) **Academic Liaison**: works with various programs regarding curricular-related issues.
   - Works with the Graduate, SACI and First Year Program Coordinators.
   - Serves as faculty liaison to the Gallery in regard to the Gallery Exhibition Program.
   - Serves as Chair of the Assessment Committee.

f) **Assessment**: supervises the implementation of School assessment.
   - Serves as Chair of the Assessment Committee.
   - Works with the College Office on Assessment activities and documents.

g) **Committees and Representation**: serves as a regular member of, or liaison to, various committees.
   - School of Art Advisory Council, member
   - School of Art Curriculum Committee, Chair
   - School of Art Gallery Committee, liaison
   - Serves as chief administrator of the School of Art in the absence of the Director.
DIVISION CHAIRS

In addition to generally providing administrative assistance and counsel to the Director and Associate Director, the duties of the Division Chairs will include:

a) **Personnel:** mentors, supervises and evaluates tenure track faculty, or in divisions with no areas, mentors, supervises and evaluates tenure track, non-tenure track faculty, graduate assistants and student employees.
   - provides annual and promotion/tenure written evaluation for tenure-track and non-tenure track faculty.
   - Oversees mentoring of tenure track and non-tenure track faculty and graduate teaching assistants.
   - Oversees assessment measures.

b) **Scheduling:** monitors area schedules, or in divisions with no areas, develops class schedule
   - Reviews and recommends all teaching assignments for the division including full-time, adjunct, and GTAs (GTAs in consultation with Graduate Coordinator and First Year Program Coordinator).
   - Recruits part-time faculty for teaching assignments and/or designates recruitment to other members of the division, according to discipline.

c) **Budgets:** administers budgetary matters (in divisions with no areas).
   - Prepares/oversees/supervises division budget.

d) **Programs:** oversees development of and proposes undergraduate program/curriculum with the assistance of the Director and Associate Director.
   - Supervises curricular initiatives.
   - Proposes, presents and submits space and equipment requests and plans to Director.
   - Requests and recommends budget distribution.

e) **Students:** works with Associate Director to oversee student concerns (in divisions with no areas).
   - Assists with recruiting.
   - Assists with advising activities, such as transfer credit evaluation.
   - Supervises scholarships, awards and honors in the division.
   - Coordinates the review of the credentials of prospective graduate candidates.
   - Supervises or assists with mentoring of student clubs.

f) **Facilities:** in divisions with no areas, manages, maintains and coordinates the area facilities.
   - Maintains all classrooms, studios, and storage rooms.
   - Orders, maintains, and repairs furniture and equipment.
   - Conducts inventories, orders and coordinates the organization of all division supplies.
   - Coordinates the efforts of the Division’s faculty and students in maintaining the organization of the facilities.
g) **Committees and Representation**: serves as a regular member of, or liaison to various committees.
   - School of Art Advisory Council, member
   - School of Art Curriculum Committee, member
   - All faculty searches in the division; serves as chair or may assign designee.

**AREA HEADS**

In addition to administering their area within their division, the duties of the Area Heads will include:

a) **Personnel**: mentors, supervises and evaluates faculty and graduate assistants within the area.
   - Provides annual written evaluation for tenure track and non-tenure track faculty.
   - Mentors and supervises tenure track and non-tenure faculty and graduate teaching assistants.

b) **Scheduling**: develops area class schedule for submission to Division Chair.
   - Reviews and recommends all teaching assignments for the area including full-time, part-time and graduate teaching assistants in consultation with the Division Chair.
   - Recruits part-time faculty for teaching assignments in the area.

c) **Budget**: administers area budgetary matters.
   - Prepares/oversees/supervises area budget.
   - Prepares, presents and submits area equipment and technology needs to Division Chair.

d) **Program**: oversees area undergraduate program/curriculum development with assistance of Division Chair and Associate Director.
   - Initiates, prepares, presents and submits area program/curricular initiatives to Division Chair.
   - Proposes, presents and submits space and equipment requests and plans to Division Chair.

e) **Students**: works with Division Chair and Associate Director to oversee student concerns.
   - Advise undergraduate students.
   - Assist with scholarships, awards and honors in the Division.
   - Reviews credentials of prospective graduate candidates for area and in consultation with the Division Chair.
   - Supervises graduate assistants in area.
   - Supervises or assists with mentoring of student clubs.
f) **Facilities:** manages, maintains and coordinates the operation of lab facility, studios and classrooms associated with the area
   - Orders, installs and oversees and or upgrades equipment housed within the area.
   - Coordinates with School of Art technicians on utilities maintenance, i.e., plumbing and electric.
   - Coordinates with School of Art technicians on in-house minor changes to existing space, i.e., reconfiguration of large/small equipment, construction of tables, shelves)


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**GRADUATE COORDINATOR**

In addition to generally providing administrative assistance and counsel to the Director in the area of graduate student services, the duties of the Graduate Coordinator include:

a) **Recruitment and Admissions:** coordinates graduate recruiting and admissions.
   - Organizes graduate program recruiting.
   - Supervises distribution of applications, program profiles, and admissions data.
   - Serves as point of contact for all incoming graduate students.
   - Conducts tours and answers inquiries for prospective students.
   - Reviews credentials of prospective graduate candidates.
   - Coordinates and implements the review of graduate applications by the faculty.
   - Develops degree program assessment of recruitment effort and results.

b) **Assistantships:** coordinates graduate assistantships.
   - Determines the breakdown of assistantship money from the Graduate College.
   - Determines the allocation of assistantships to divisions.
   - Coordinates assistantship assignments in consultation with the Director, faculty and staff.

c) **Orientation:** coordinates orientation activities for all graduate students.
   - Provides information about the School, its programs and faculty.
   - Distributes graduate policies and procedures manual.
   - Informs students about calendar, studio/office assignments, and distribution of keys.
   - Notifies students of their assistantship assignments.
   - Oversees orientation week activities.
   - Provides primary contact for questions.

d) **Academic Advising, Registration and Graduate Reviews:** serves as coordinator for graduate
advising, registration, and reviews.

- Serves as initial faculty advisor to all graduate students until a research advisor (program or thesis/dissertation advisor) is assigned.
- Provides registration assistance, information, and approvals; includes add/drop, incompletes, and leaves of absence.
- Assists graduate students in the development of the Tentative Degree Program (TDP).
- Keeps updated student records with assistance of a School of Art secretary.
- Consults with Director, Division Chairs, and/or research advisor when graduate issues and problems arise.
- Assists with organization of the review committees.
- Establishes review dates; provides appropriate documentation and forms to the committees; forwards committee reports to the Graduate College with assistance of a School of Art secretary.

e) **Graduate College Liaison**: serves as the primary contact for the Graduate College on all matters relating to graduate students and graduate programs.
   - Implements policies of the Graduate College.
   - Works with the Graduate College on special scholarships and funds.
   - Distributes information to faculty and students regarding policy, procedure, and deadlines.
   - Notifies Graduate College of any change in the official status of a graduate student, graduate program, or graduate faculty member.
   - Attends graduate commencement as the School of Art representative.

f) **SACI Graduate Liaison**: serves as the primary contact for SACI regarding graduate programs at SACI.
   - Works with SACI regarding MA/MFA candidate applications to SACI.
   - Assists with curricular development and the transfer of graduate grades and credits.
   - Organizes the graduate summer program at SACI:
     - Recruits for the summer program and conducts student information sessions.
     - Works with the BGSU Registration and Records on grading issues.
     - Works with Graduate College Office on financial issues.

g) **Budget**: provides support resources for graduate students.
   - Manages the graduate budget.
   - Reviews and appropriately funds proposals for professional development opportunities and student placement activities.
   - Oversees graduate student awards.

h) **Committees and Representation**: serves as a regular member of, or liaison to:
   - School of Art Graduate Standards Committee, Chair/member
   - Graduate College, member
   - School of Art Advisory Council, member

**SACI COORDINATOR**
In addition to generally providing administrative assistance and counsel to the Director and the Graduate Coordinator, the SACI Coordinator shall be responsible for all SACI activities for BGSU students.

a) **Recruitment:** provides data and promotes the study abroad opportunity.
   - Organizes recruiting displays and materials.
   - Develops promotional materials.
   - Presents monthly information sessions for students.
   - Recruits faculty to serve as instructors at SACI.
   - Attends BGSU Education Abroad fair, or connects SACI staff with fair to assure SACI presence at fair.

b) **Program:** coordinates program activities.
   (Late Spring)
   - Serves as primary student and parent contact.
   - Negotiates yearly contract with SACI-Florence office.
   - Works with the School of Art account to determine the summer budget for CIS.
   - Prepares all necessary CIS student fees sheets to be presented to Board for approval.
   - Works with SACI on student enrollment, program development, activities, and housing.
   - Oversees the collection of student fees, applications and appropriate forms.
   - Works with EA office and Italian Consulate in Detroit to acquire Italian visas for students.
   - Assists with professional development opportunities for faculty.
   - Coordinates housing, travel, and salary for faculty instructors.

c) **Budget:** serves as primary budget officer for the SACI program at BGSU.
   - Works with SACI offices to determine costs of the Late Spring program.
   - Organizes the SACI scholarship competition.
   - Coordinates financial arrangements for students.
   - Works with the School of Art accountant to determine the summer budget.

d) **Program Liaison:** works with various offices to coordinate the program.
   - Communicates regularly with SACI Offices in NYC and Florence, Italy.
   - Attends the annual SACI Consortium meeting, or designates a representative from BGSU.
   - Works with the BGSU Registration and Records on registration and grading issues.
   - Works with Financial Aid Office on student financial aid issues.
   - Works with the International Programs Office and attends monthly Program Director’s meetings.
   - Works with the Bursar for student billing and payment of fees.

e) **Guest Student Processing:** oversees processing of files for SACI students needing BGSU transcripts.
• Tracks the guest billing process from intake of applications through issuance of transcripts.
• Works with SACI Registrar to coordinate BGSU guest student applications.
• Works with BGSU Registration & Records Office and Bursar Office to process BGSU-SACI guest student files.
• Generates a bill each semester for collection of fees from SACI for guest students.
• Negotiates fees and generates academic agreements for guest undergraduates, graduates, and MFA degree every three years.

FIRST YEAR PROGRAM COORDINATOR

In addition to generally providing administrative assistance and counsel to the Director and Associate Director, the duties of the First Year Program Coordinator include:

a) **Personnel:** mentors, supervises and evaluates all First Year Program faculty.
   • Provides annual written evaluation for tenure track and non-tenure track faculty.
   • Establishes adjunct teaching pool: recruits part-time instructors; reviews applications; makes initial contact; and makes hiring recommendations to the Director.
   • Mentors and supervises tenure track and non-tenure track faculty and graduate teaching assistants.

b) **Scheduling:** develops program class schedule for submission.
   • Reviews and recommends all teaching assignments for the program including full-time, part-time faculty and graduate teaching assistants (in consultation with the Graduate Coordinator and Division Chairs).

c) **Budget:** maintains First Year Program budget.
   • Prepares, oversees, supervises program budget.
   • Prepares, presents and submits program equipment and technology needs to Director.

d) **Program:** oversees development of and proposes undergraduate program curriculum with the assistance of the Director and Associate Director.
   • Reviews and recommends program development.
   • Initiates, prepares, presents and submits program curricular initiatives to Associate Director.
   • Proposes, presents and submits space and equipment requests and plans to Director.
   • Oversees the First Year Program courses; conducts regular information sessions.
   • Communicates deadlines, instructions and procedures to First Year Program students and faculty.
   • Oversees First Year Program presentations, field trips, and events.
   • Conducts the freshman talent award competition.

e) **Students:** Works with Associate Director to oversee student concerns.
   • Handles requests for credit by exam and transfer credit evaluation.
   • Works with Coordinator of Admissions regarding students at risk.
f) **Facilities:** manages, maintains and coordinates the operation of area facilities

g) **Committees and Representation:** serves as a regular member of, or liaison to committees.
- School of Art Advisory Council, member

**APPENDIX B**

**Promotion, Salary, Tenure (PST) Committee**

Section 1. Annual Reviews of Tenure Track Faculty (1/7, 2/7, 4/7, 5/7).

The PST Committee is charged with conducting the annual evaluation of tenure track faculty in the areas of teaching, scholarly/creative activity, and service, as described in PART B, I.D.2.b., BGSU Academic Charter (www.bgsu.edu/offices/facsenate/page471.html) and the College of Arts and Sciences Chair/Director Handbook, Section 6.12 (www.bgsu.edu/colleges/as/chair_handbook/section_6/section6_12.htm). For additional information, refer to the School of Art Policies for Annual Review, Merit, Contract Renewal, Promotion and Tenure of Tenured and Probationary Faculty.

Although peer evaluation of student perceptions of teaching performance is no longer mandated by the University's Academic Charter, the College of Arts & Sciences and the School of Art requires that evaluations be administered to students, gathered and forwarded for computerized summarization each term.

During each year of probationary employment, the PST Committee shall request a PST member and the Chair of the division in which the faculty is a member to evaluate the probationer. The probationer may invite another colleague to visit the classes as well. The PST Committee and the probationer will be provided with a written evaluation of teaching performance from the PST representative, and a written evaluation of teaching, scholarly/creative activity and service from the Division Chair. The probationer may comment on these statements to the Director. The Director may also, at his/her discretion, assign a second visitor.

For faculty in years 1/7, 2/7, 4/7 and 5/7, materials (CV and the two internal review letters) shall be distributed to the tenured faculty digitally two weeks in advance of the candidate presentation and vote.

At a meeting of the faculty (see procedure in Arts and Sciences Chair/Director Handbook, Section 6.12 (www.bgsu.edu/colleges/as/chair_handbook/section_6/section6_12.htm), the candidate, or a selected colleague, will present their accomplishments of teaching performance, scholarly/creative activity, and service, as outlined in the School’s Tenure-Track Annual Renewal, Reappointment Review and Promotion/Tenure and Tenured Promotion Presentations Policy. Following the presentation, the faculty will discuss the probationer’s strengths and weaknesses in all three areas. A vote by the tenured faculty for its recommendation concerning the renewal of contract for the probationer will be conducted, encouraging the inclusion of
written comments. A two-thirds affirmative vote of the tenured faculty is required to recommend renewal of contract.

A letter from the PST Committee (see APPENDIX C) shall be submitted to the Director. The Director will forward the candidate’s credentials, peer evaluations, the PST Committee letter, and the Director’s evaluation letter to the Dean of the College of Arts and Sciences, and shall share copies of same with the candidate.

Each year the Director shall hold a conference with each tenure track faculty, concerning the results of their annual evaluation, and secure their signature on the evaluation. This recommendation will then be forwarded to the Dean of the College of Arts and Sciences.

Section 2. Reappointment of Tenure Track Faculty (3/7).

The PST Committee is charged with conducting the reappointment of tenure track faculty in the areas of teaching, scholarly/creative activity, and service, as described in PART B, I.D.2.b, BGSU Academic Charter (www.bgsu.edu/offices/facsenate/page471.html) and College of Arts and Sciences Chair/Director Handbook, Section 6.13 (www.bgsu.edu/colleges/as/chair_handbook/section_6/section6_13.htm). For further information, refer to the School of Art Policies for Annual Review, Merit, Contract Renewal, Promotion and Tenure of Tenured and Probationary Faculty.

Although peer evaluation of student perceptions of teaching performance is no longer mandated by the University's Academic Charter, the College of Arts & Sciences and the School of Art requires that evaluations be administered to students, gathered and forwarded for computerized summarization each term.

All faculty credentials for reappointment shall include past and current computerized teaching statistics for all courses taught at BGSU. The faculty member up for review shall be responsible for inserting copies of their own statistics in their dossier, as well as a written summary of courses taught (including course titles, semesters taught and number of students enrolled in each). The probationer will also select student evaluations from three of their past courses for a sampling of student comments (preferably from different levels of classes) to be typed by a School of Art secretary. A School secretary will also provide a statistical report of all the classes taught by the faculty member up for review compared with other School of Art faculty teaching either the same course or a similar course at the same level of study.

The PST Committee shall request a PST member and the Chair of the division in which the faculty is a member to evaluate the probationer. The probationer may invite another colleague to visit the classes as well. The PST Committee and the probationer will be provided with a written evaluation of teaching performance from the PST representative, and a written evaluation of teaching, scholarly/creative activity and service from the Division Chair. The probationer may comment on these statements to the Director. The Director may also, at his/her discretion, assign a second visitor.
Reappointment materials for faculty in year 3/7 (CV, narratives, and the two internal review letters) shall be distributed to the tenured faculty digitally two weeks in advance of the candidate presentation and vote. The remaining materials will be available for review in the main office for a period not less than two weeks prior to the faculty meeting.

At a meeting of the faculty (see procedure in Arts and Sciences Chair/Director Handbook, Section 6.13 (www.bgsu.edu/colleges/as/chair_handbook/section_6/section6_13.htm), the candidate, or a selected colleague, will present their accomplishments of teaching performance, scholarly/creative activity, and service, as outlined in the School’s Tenure-Track Annual Renewal, Reappointment Review and Promotion/Tenure and Tenured Promotion Presentations Policy. Following the presentation, the faculty will discuss the probationer’s strengths and weaknesses in all three areas. A vote by the tenured faculty for its recommendation concerning the reappointment of the probationer will be conducted, encouraging the inclusion of written comments. A two-thirds affirmative vote of the tenured faculty is required to recommend reappointment.

A letter from the PST Committee (see APPENDIX C) shall be submitted to the Director. The Director will forward the candidate’s credentials, the peer evaluations, the PST Committee letter, and the Director’s evaluation letter to the Dean of the College of Arts and Sciences, and shall share copies of same with the candidate.

The Director shall hold a conference with the tenure track faculty member, concerning the results of their reappointment.

Section 3. Tenure and Promotion to Associate Professor (6/7).

The PST Committee is charged with conducting the tenure and promotion evaluation of tenure track faculty (6/7) in the areas of teaching, scholarly/creative activity, and service, as described in PART B, I.D.2.c., BGSU Academic Charter (www.bgsu.edu/offices/facsenate/page471.html) below. For additional information, refer to the School of Art Policies for Annual Review, Merit, Contract Renewal, Promotion and Tenure of Tenured and Probationary Faculty.

In May, prior to the internal tenure and promotion procedure, a list of external reviewers is established and confirmed by the Director, in accordance with the College of Arts and Sciences Chairs and Directors Handbook, Section 7.3 (www.bgsu.edu/colleges/as/chair_handbook/section_7/section7_3.htm) and the School of Art’s Procedures for Establishing External Reviewers. The appropriate credentials, along with the specific procedures and criteria for evaluation, are forwarded to the external reviewers in early June, with expected return in early August.

Although peer evaluation of student perceptions of teaching performance is no longer mandated by the University's Academic Charter, the College of Arts & Sciences and the School
of Art requires that evaluations be administered to students, gathered and forwarded for computerized summarization each term.

All faculty credentials for tenure and promotion shall include past and current computerized teaching statistics for all courses taught at BGSU. The faculty member up for review shall be responsible for inserting copies of their own statistics in their dossier, as well as a written summary of courses taught (including course titles, semesters taught and number of students enrolled in each). The probationer will also select student evaluations from three of their past courses for a sampling of student comments (preferably from different levels of classes) to be typed by a School of Art secretary. A School secretary will also provide a statistical report of all the classes taught by the faculty member up for review compared with other School of Art faculty teaching either the same course or a similar course at the same level of study.

Tenure and promotion materials for faculty in year 6/7 (CV, narratives and external review letters) shall be distributed to the tenured and tenure track faculty digitally two weeks in advance of the candidate presentation and vote. The remaining materials will be available in the main office for a period not less than two weeks prior to the faculty meeting. Due to the early semester deadline of tenure and promotion materials to the College of Arts and Sciences, no new peer letters from the probationer’s division chair or PST Committee member will be required.

At a meeting of the tenured and tenure track faculty, the candidate, or a selected colleague, will present their accomplishments of teaching performance, scholarly/creative activity, and service, as outlined in the School’s Tenure-Track Annual Renewal, Reappointment Review and Promotion/Tenure and Tenured Promotion Presentations Policy. Following the presentation, the faculty will discuss the probationer’s strengths and weaknesses in all three areas. A vote by the tenured faculty for its recommendation for the granting of tenure will be conducted, encouraging the inclusion of written comments. A two-thirds affirmative vote of the tenured faculty is required to recommend tenure, with an abstention or failure to vote having the same effect as a negative vote. A vote by the tenured and tenure track faculty (with the exception of first year tenure track faculty) will also be conducted, encouraging the inclusion of written comments. A two-thirds affirmative vote of the tenured and tenure track faculty is required to recommend promotion, with an abstention or failure to vote having the same effect as a negative vote.

A letter from the PST Committee (see APPENDIX C) shall be submitted to the Director. The Director will forward the candidate’s credentials, the PST Committee letter, and the director’s evaluation letter to the Dean of the College of Arts and Sciences, and shall share copies of same with the candidate.

The Director shall hold a conference with the tenure track faculty member, concerning the results of their request for tenure and promotion.
The PST Committee is charged with conducting the promotion to full professor evaluation in the areas of teaching, scholarly/creative activity, and service, as described in PART B, I.D.2.d., BGSU Academic Charter (www.bgsu.edu/offices/fac senate/page471.html). For additional information, refer to the School of Art Policies for Annual Review, Merit, Contract Renewal, Promotion and Tenure of Tenured and Probationary Faculty.

In the spring semester prior to going up for promotion and very early in the fall semester of submitting the promotion credentials, the PST Committee shall request two current tenured full professors in art to evaluate the candidate. These evaluators will provide the PST Committee and the candidate with written evaluations of teaching performance.

In May, prior to the internal promotion procedure, a list of external reviewers is established and confirmed by the Director, in accordance with the College of Arts and Sciences Chairs and Directors Handbook, Section 7.3 (www.bgsu.edu/colleges/as/chair_handbook/section_7/section7_3.htm) and the School of Art’s Procedures for Establishing External Reviewers. The appropriate credentials, along with the specific procedures and criteria for evaluation, are forwarded to the external reviewers in early June, with expected return in early August.

Although peer evaluation of student perceptions of teaching performance is no longer mandated by the University's Academic Charter, the College of Arts & Sciences and the School of Art requires that evaluations be administered to students, gathered and forwarded for computerized summarization each term.

All faculty credentials for promotion shall include past and current computerized teaching statistics for all courses taught at BGSU since the last promotion. The faculty member up for review shall be responsible for inserting copies of their own statistics in their dossier, as well as a written summary of courses taught (including course titles, semesters taught and number of students enrolled in each). The candidate will also select student evaluations from three of their past courses for a sampling of student comments (preferably from different levels of classes) to be typed by a School of Art secretary. A School secretary will also provide a statistical report of all the classes taught by the faculty member up for review compared with other School of Art full professors teaching either the same course or a similar course at the same level of study.

Materials (CV, narratives and internal/external review letters) shall be distributed to the tenured full professor faculty digitally two weeks in advance of the candidate presentation and vote. The remaining materials will be available for review in the main office for a period not less than two weeks prior to the faculty meeting.

At a meeting of the faculty, the candidate, or a selected colleague, will present their accomplishments of teaching performance, scholarly/creative activity, and service, as outlined in the School’s Tenure-Track Annual Renewal, Reappointment Review and Promotion/Tenure and Tenured Promotion Presentations Policy. Following the presentation, the faculty will discuss the candidate’s strengths and weaknesses in all three areas. A vote by the tenured full professor faculty for its recommendation for the granting of promotion to full professor will be conducted,
encouraging the inclusion of written comments. A two-thirds affirmative vote of the tenured full professor faculty is required to recommend promotion, with an abstention or failure to vote having the same effect as a negative vote.

A letter from the PST Committee (see APPENDIX C) shall be submitted to the Director. The Director will forward the candidate’s credentials, peer evaluations, the PST Committee letter, and the Director’s evaluation letter to the Dean of the College of Arts and Sciences, and shall share copies of same with the candidate.

The Director shall hold a conference with the candidate, concerning the results of their request for promotion.

Section 5. Annual Review of Non-Tenure Track Faculty (Instructor).

The Director is charged with conducting the annual evaluation of non-tenure track faculty (instructors) in the areas of teaching and service, as described in PART B, I.D.4., BGSU Academic Charter (www.bgsu.edu/offices/facsenate/page471.html), the College of Arts and Sciences Chair and Director Handbook, Section 6.7 (www.bgsu.edu/colleges/as/ chair_handbook/section_6/section6_7.htm), and the School of Art’s Full-Time, Non-Tenure Track Faculty Policy. This procedure will be conducted at the same time as probationary faculty review.

Although peer evaluation of student perceptions of teaching performance is no longer mandated by the University's Academic Charter, the College of Arts & Sciences and the School of Art requires that evaluations be administered to students, gathered and forwarded for computerized summarization each term.

The Director shall request the Chair or Head or tenured faculty of the division or area in which the faculty is a member to evaluate the candidate on a rotational basis (see APPENDIX D). The candidate may invite another colleague to visit the classes as well. These evaluators will provide written evaluations based on the criteria in the School’s Full-Time, Non-Tenure Track Faculty Policy. The candidate may comment on these statements to the Director.

Instructors will submit an updated vita to their reviewers and to a School of Art secretary prior to the evaluations, and the letter(s) will also be submitted to the same secretary. These credentials will be forwarded to the Director. The Director will write an additional letter, incorporating input from the credentials, a summary of annual student evaluations, and a final renewal recommendation. The Director shall hold a conference with each non-tenure track faculty, concerning the results of their annual evaluation, and secure their signature on the evaluation. This recommendation will then be forwarded to the Dean of the College of Arts and Sciences.
Section 6. Annual Review of Non-Tenure Track Faculty (Lecturer and Senior Lecturer).

The PST Committee is charged with conducting the annual evaluation of non-tenure track faculty (lecturer and senior lecturer) in the areas of teaching and service, as described in PART B, I.D.4., BGSU Academic Charter (www.bgsu.edu/offices/facsenate/page471.html), the College of Arts and Sciences Chair and Director Handbook, Section 6.7 (www.bgsu.edu/colleges/as/chair_handbook/section_6/section6_7.htm), and the School of Art’s Full-Time, Non-Tenure Track Faculty Policy. This procedure will be conducted at the same time as probationary faculty review.

Although peer evaluation of student perceptions of teaching performance is no longer mandated by the University's Academic Charter, the College of Arts & Sciences and the School of Art requires that evaluations be administered to students, gathered and forwarded for computerized summarization each term.

During each year of employment, the PST Committee shall request a PST member and the Chair of the division in which the faculty is a member to evaluate the probationer. The probationer may invite another colleague to visit the classes as well. The PST Committee and the probationer will be provided with a written evaluation of teaching performance from the PST representative, and a written evaluation of teaching and service from the Division Chair. The probationer may comment on these statements to the Director. The Director may also, at his/her discretion, assign a second visitor.

Lecturers and senior lecturers submit an updated vita to their reviewers and to a School of Art secretary prior to the evaluations, and the peer letters will also be submitted to the same secretary. These credentials will be forwarded to the PST Committee for a vote to recommend, recommend with reservation or not recommend for renewal, in compliance with the School’s Full-Time, Non-Tenure Track Faculty Policy. The PST Committee will then forward a brief statement to the Director indicating the results of their vote, along with the candidate’s materials. The Director will write an additional letter, incorporating input from the credentials, a summary of annual student evaluations, and a final renewal recommendation.

The Director shall hold a conference with each non-tenure track faculty, concerning the results of their annual evaluation, and secure their signature on evaluation. This recommendation will then be forwarded to the Dean of the College of Arts and Sciences.

Section 7. Salary Merit Increases.

Each year, the PST Committee is responsible for making recommendations the distribution of merit points, based on meritorious accomplishments on the part of tenured and tenure track faculty members in the areas of teaching, research/scholarly and creative activity, and service activity, see PART B, I.D.I., BGSU Academic Charter (www.bgsu.edu/offices/facsenate/page471.html). For additional information, refer to the School of Art Policies for Annual Review, Merit, Contract Renewal, Promotion and Tenure of Tenured and Probationary Faculty.
In accordance with the School of Art’s Full-Time, Non-Tenure Track Faculty Policy, merit for lecturers and senior lecturers will be based on teaching and service, and for instructors it will be based on teaching, and service may be considered.

Policies and criteria for making these determinations shall be discussed and voted on by the tenured faculty members shall be published within the School, and shall be implemented by the PST Committee in the year following their adoption.

APPENDIX C

PST Letter for Tenure Track Annual Review, Tenure Track Promotion/Tenure or Tenure Only, and Promotion to Full Professor

1. Description of evaluation process

2. Teaching
   a. Summary of the faculty vote (Strongly Support, Support, Support With Reservation, Do Not Support)
   b. List of relevant faculty comments
   c. PST Committee summary of strengths and weaknesses listed in faculty comments

3. Creative Work/Research
   a. Summary of the faculty vote (Strongly Support, Support, Support With Reservation, Do Not Support)
   b. Listing of relevant faculty comments
   c. PST Committee summary of strengths and weaknesses listed in faculty comments

4. Service
   a. Summary of the faculty vote (Strongly Support, Support, Support With Reservation, Do Not Support)
   b. Listing of relevant faculty comments
   c. PST Committee summary of strengths and weaknesses listed in faculty comments

5. Summary
   a. Summary of the faculty vote (Strongly Support, Support, Support With Reservation, Do Not Support)
   b. Listing of relevant faculty comments
   c. PST Committee summary and contextualization of strengths and weaknesses listed in faculty comments

APPENDIX D
Instructor Annual Evaluation Letter Rotation

Year 1 of contract

One letter by division chair/area head: peer teaching evaluation, comments regarding teaching and service generally

One letter by a tenured faculty member in the instructor’s division/area: peer teaching evaluation

Year 2 of contract

One letter by division chair/area head: peer teaching evaluation, comments regarding teaching and service generally (option to write a new letter or resubmit letter from Year 1)

One new letter by another tenured faculty member in the instructor’s division/area: peer teaching evaluation

Year 3 of contract

One new letter by division chair/area head: peer teaching evaluation, comments regarding teaching and service generally

One letter by a tenured faculty member in the instructor’s division/area: peer teaching evaluation (resubmit letter from Year 2)

Year 4 of contract (post-renewal)

One letter by division chair/area head: peer teaching evaluation, comments regarding teaching and service generally (option to write a new letter or resubmit letter from Year 3)

One new letter by a tenured faculty member in the instructor’s division/area: peer teaching evaluation (not same faculty member as Year 2 and 3)

Year 5 of contract (post-renewal)

One new letter by division chair/area head: peer teaching evaluation, comments regarding teaching and service generally

One letter by a tenured faculty member in the instructor’s division/area: peer teaching evaluation (resubmit letter from Year 4)
Year 6 of contract (post-renewal)

One letter by division chair/area head: peer teaching evaluation, comments regarding teaching and service generally (option to write a new letter or resubmit letter from Year 5)

One new letter by a tenured faculty member in the instructor’s division/area: peer teaching evaluation (not same faculty member as Year 4 and 5)

APPENDIX E

Other School of Art Governance/Policies

• Faculty Absence Policy
• Faculty Presentation Policy
• Full-Time, Non-Tenure Track Faculty Policy
• Grade and Absence Appeals Procedure
• Merit Calculation Procedures
• Plan for School of Art Faculty Success
• Policies for Annual Review, Merit, Contract Renewal, Promotion, and Tenure of Tenured and Probationary Faculty
• Procedures for Establishing External Reviewers
• Special Offerings Policy
• Summer Teaching Policy
• Travel Policy

Copy forwarded to the College of Arts & Sciences on 5/15/10