

Department of Art and Design  
College of Arts and Letters  
The University of Southern Mississippi

TENURE AND PROMOTION STANDARDS

May 5th, 2017

The Department of Art and Design adheres to the procedures and standards for the process of awarding tenure and promotion that are defined in the *Faculty Handbook* of The University of Southern Mississippi. The department supplements the material found there with the criteria for tenure and promotion that are listed below. In any case of conflict between statements contained herein and policies set forth in the *Faculty Handbook*, the University document will prevail.

I. CRITERIA FOR TENURE AND PROMOTION

A. Criteria for Tenure

An award of tenure requires excellence in performance and the promise of continued excellence in teaching, research, and service.

Criteria for evaluating a candidate's eligibility for tenure are:

1. Credentials of terminal degree and/or professional experience that is appropriate for the position
2. Excellence in teaching, or in teaching and job performance, as appropriate for the position
3. Excellence in participation in creative, research, or professional activity that is appropriate for the position
4. Excellence in service to the Department, College, University, profession, and/or community
5. Collegiality

## B. Criteria for Promotion

### **Non-Tenure Teaching Track**

#### **Track I- Instructor/Lecturer/Senior Lecturer**

##### From Instructor to Lecturer

The criteria for evaluating a candidate's eligibility for promotion from non-tenure Instructor to Lecturer are:

1. *Advanced degree(s) and/or professional experience that is appropriate for the position*
2. Candidates need to demonstrate a continuous record of teaching excellence
3. *Some creative and scholarly production*
4. *Professional collegiality*

##### From Lecturer to Senior Lecturer

The criteria for evaluating a candidate's eligibility for promotion from non-tenure Lecturer to Senior Lecturer are:

1. *Advanced degree(s) and/or professional experience that is appropriate for the position*
2. Candidates need to demonstrate a continuing record of excellent and innovative teaching coupled with notable service and/or scholarly activities
3. *Creative and scholarly production*
4. *Professional collegiality*

#### **Track II- Assistant Teaching Professor, Associate Teaching Professor, Teaching Professor**

##### From Assistant Teaching Professor to Associate Teaching Professor

The criteria for evaluating a candidate's eligibility for promotion from non-tenure Assistant Teaching Professor to Associate Teaching Professor are:

1. Credentials of terminal degree and/or professional experience that is appropriate for the position
2. Candidates need to demonstrate excellent and innovative teaching coupled with contributions in either service (departmental/collegiate/university or discipline) or notable creative or scholarly activities.
3. *Creative and scholarly production*
4. *Professional collegiality*

### From Associate Teaching Professor to Teaching Professor

The criteria for evaluating a candidate's eligibility for promotion from non-tenure Associate Teaching Professor to Teaching Professor are:

1. Credentials of terminal degree and/or professional experience that is appropriate for the position
2. This promotion is merited by individuals who have met the criteria for Associate Teaching Professor and, following that promotion, demonstrate notable creative or scholarly activities.
3. *Creative and scholarly production*
4. *Professional collegiality*

### **Tenure-Track**

#### From Instructor to Assistant Professor

The criteria for evaluating a candidate's eligibility for promotion from Instructor to Assistant Professor are:

1. Credentials of terminal degree and/or professional experience that is appropriate for the position
2. Demonstrated potential for success in teaching, or in teaching and job performance, as appropriate for the position
3. Demonstrated potential for success in creative, research, or professional activity that is appropriate for the position
4. Demonstrated potential for success in service to the Department, College, University, profession, and/or community
5. Collegiality

No minimum length of service at the instructor rank is required.

#### From Assistant Professor to Associate Professor

The criteria for evaluating a candidate's eligibility for promotion from Assistant Professor to Associate Professor are:

1. Credentials of terminal degree and/or professional experience that is appropriate for the position
2. Record of excellence in teaching, or in teaching and job performance, as appropriate for the position
3. Record of excellence in creative, research, or professional activity that is appropriate for the position and that indicates the beginning of a distinguished career
4. Record of satisfactory service to the Department, College, University, profession, and/or community

## 5. Collegiality

A faculty member normally should hold the rank of Assistant Professor for a minimum of five years in order to be eligible for consideration for promotion. Up to two years as Assistant Professor or higher rank at another university may be recognized in the minimum service, if stated in writing by the appropriate University administrators prior to the signing of the initial appointment contract.

### From Associate Professor to Professor

The criteria for evaluating a candidate's eligibility for promotion from Associate Professor to Professor are:

1. Credentials of terminal degree and/or professional experience that is appropriate for the position
2. Record of excellence in teaching, or in teaching and job performance, as appropriate for the position
3. Record of a sustained and significant achievement in creative research, or professional activity, and a reputation among his or her peers throughout the nation. The process for securing external referees is described below.
4. Record of satisfactory service to the Department, College, University, profession, and/or community
5. Collegiality

A faculty member normally should hold the rank of Associate Professor for a minimum of five years in order to be eligible for promotion. Up to three years at Associate Professor rank, or higher, at another university may be recognized in the minimum service, if stated in writing by the appropriate University administrators prior to the signing of the initial appointment contract.

Process for securing external referees for advancement to full professor:

Each candidate seeking promotion to professor shall be formally evaluated by a minimum of three external academic referees in addition to having one's dossier reviewed at the department level by the Promotion Committee. These external evaluators will send their evaluations directly to the chair of the department to become a permanent component of the candidate's dossier, as well as to assist the chair in assessing the recommendation of the departmental Promotion Committee.

For the purpose of selecting suitable external referees, the candidate for promotion, in consultation with the chair of the department, shall select a slate of nominees, including alternates to serve as external academic evaluators. The candidate and the chair shall determine this list prior to the end of the Spring semester preceding the Fall semester during which the candidate will formally be reviewed.

It shall be the duty of the department chair to initially contact each potential referee by telephone or email; to inquire about their availability to be of service to the Department of Art and Design as an external evaluator. Nominees who consent to serve the university in this capacity shall be formally apprised of specific aspects of the job requested of them, in a letter from the chair, before the first week of Fall semester classes. The chair's letter to each external evaluator shall describe in detail:

1. the deadlines for reviewing the candidate's dossier and returning a written evaluation on their institutional letterhead
2. that the criteria of the candidate's record to be specifically addressed in the evaluator's formal assessment should include teaching, creative or research achievement, and service to the academic field or to the candidate's area or profession
3. that the referee should make a conclusive statement as to whether the candidate's record of achievement would merit promotion to full professor in each of the above criteria at the evaluator's institution

Not later than September 1, but after the mailing of the chairperson's letter, each external referee shall be sent, at the candidate's expense, an entirely complete individual copy of the candidate's dossier, with a letter of introduction to include reference to the chair's recently sent letter.

#### Special Consideration for Promotion

Individuals whose qualifications are extraordinary in terms of national standards may receive early consideration for promotion.

## II. DOCUMENTATION OF REQUIREMENTS FOR TENURE AND PROMOTION

The candidate for tenure and/or promotion must provide to the committee a dossier that contains the evidence that the candidate has satisfactorily fulfilled the criteria of evaluation. The required format for the dossier is described at the end of this document.

### 1. Credentials of terminal degree and/or professional experience that is appropriate for the position

Candidates must possess the appropriate terminal degree or professional equivalency. Professional equivalencies will be judged on individual merit. The candidate's faculty position shall be commensurate with the candidate's background and experience.

#### **Non-Tenure Track Positions**

Track I- For a position as Instructor – Senior Lecturer, *Advanced degree(s) and/or professional experience that is appropriate for the position*

Track II- For a position as Assistant professor – teaching professor, Credentials of terminal degree and/or professional experience that is appropriate for the position

#### **Tenure Track Positions**

For a position in studio art, an MFA in studio art in the appropriate specialty

For a position in art education, a PhD or EdD in art education

For a position as museum director, an MFA in studio art or a PhD in art history

For a position in art history, a PhD in art history

For professional experience in any area, career accomplishment appropriate to the specific area

### 2. Excellence in teaching or in teaching and job performance, as appropriate for the position

Teaching is the most important single function of the Department of Art and Design. It is expected that each faculty member will excel in teaching. Enthusiasm for teaching and the ability to stimulate students to achieve at the highest levels possible are essential for tenure and promotion. Candidates should substantiate the quality of their teaching with information derived from a variety of sources. No single source will serve as the sole criterion.

For teaching, evidence of success as demonstrated by syllabi, student evaluations, and grade distributions

For job performance of administrators (such as the chair of department and the museum director), evidence of success in accomplishment of responsibilities listed on the

position description; the weighting of the evaluation of their teaching should be correlated to the proportion that the teaching load is part of the position

Commonly accepted data sources may include, but are not limited to:

- a. Copies of written annual faculty evaluation reports.
- b. Assessments by colleagues.
- c. Classroom visitations or observations by the Chair of the Department of Art and Design and/or coordinator of area.
- d. Cumulative student evaluations.
- e. New courses, course materials, or documents produced or developed by the candidate.
- f. Documented efforts to improve teaching effectiveness.
- g. Demonstrated ability to direct student creative or research activities.
- h. Student and alumni achievements.
- i. Grade distributions.

3. Excellence in creative, research, or professional activity that is appropriate for the position

Information should be collected from all available sources and should be carefully documented so as to indicate a pattern of accomplishment. Evidence of both quality and quantity of production must be adduced.

For positions in studio art, participation in juried creative activity or research, including publication of one's creative work in exhibition catalogs, journals, and professional papers; receipt of commissions; professional activity appropriate to his/her area, including publication of authored papers, articles, and books

For positions in art education and art history, participation in research activity, including publication of work by presentation of papers and production of articles and books

For the positions of administrators (such as the chair of department, the museum director) participation in creative or academic research, or professional activity that is appropriate to his/her degree, teaching career, or administrative position

Appropriate documentation may include, but is not limited to, such information as:

- a. A list of appropriate creative, research, or professional activities produced or in progress.
- b. Information concerning forums, journals, and the like in which activities were presented.
- c. Professional reviews of candidate's exhibitions, articles, and books, etc.
- d. Evidence of the significance of each local, regional, national, and international achievement.
- e. Awards and formal recognition for work.
- f. Assessments from peers and experts in the field from both on and off campus.
- g. Photographs of the work itself.

#### 4. Excellence in service to the Department, College, University, profession, and/or community

Faculty are expected to serve on committees, accept special assignments, and assume professional duties within the institution. Outside the University, they are expected to serve their profession. Effective contributions in the broader community can also support a candidate's application. Service, while an important consideration in evaluating a faculty colleague, cannot substitute for excellence in teaching or excellence in creative or research endeavors.

Appropriate evaluations and documentation may be made from sources such as:

- a. A list of specific assignments and organizations.
- b. A list of services performed, with note made of the extent of the candidate's involvement and leadership.
- c. Significance of the service.
- d. Awards or symbols of recognition.
- e. Assessments from people involved with the service or in a position to appreciate the value of the service.

#### 5. Collegiality

All faculty are expected to exhibit professionalism as they work within the Department, College, University, profession, and community.

Appropriate considerations may involve, but are not limited to:

- a. Willingness to act professionally for the greater good of the department
- b. Cooperative attitude toward other faculty, staff, and students
- c. Willingness to teach courses assigned by the chair
- d. Willingness to teach courses at the times assigned by the chair
- e. Willingness to engage in committee work
- f. Willingness to engage in advisement and retention of students
- g. Willingness to assume leadership roles
- i. Willingness to engage in recruitment endeavors
- h. Willingness to abide by decisions of the tenured and tenure track faculty

### III. TENURE AND PROMOTION COMMITTEES

#### A. Tenure Committees

In the Department of Art and Design, all tenured faculty, regardless of rank, will act as a committee of the whole to vote on matters of tenure.

#### B. Promotion Committees

Only faculty holding a rank equal to or higher than the rank being considered, regardless of their tenure status, may vote on promotion recommendations. Accordingly, appropriate faculty in the Department of Art and Design will act as a committee of the whole to vote on matters of promotion.

#### C. Committee organization and responsibilities

The chair of the department will initially convene any committee pertaining to tenure and promotion. At this first meeting, the department chair will give the committee its charge. Tenure and Promotion Committee members will remain to elect a chair by secret ballot. If the department chair convenes more than one Tenure and Promotion Committee in a given semester, each committee will elect its own chair. The department chair may attend meetings of the Tenure and Promotion Committee in order to serve as a source of information, but he/she may not vote.

The duties of the chair of the Tenure and Promotion Committee will include the scheduling and dissemination of meeting times, moderation of committee discussion, the compilation of committee input, and the writing of a report. This report constitutes a written recommendation regarding tenure and/or promotion addressed to the departmental governance body. This report should include a statement for each criteria and the record of the vote on the recommendation. This report should also include a list of all members in attendance at meetings and their signatures, as well as the names of those represented by absentee vote. If a minority report is prepared, a copy must be provided to the departmental governance body, at the same time that it is submitted to any other body.

### IV. PROCEDURE FOR AMENDING POLICIES AND PROCEDURES FOR TENURE AND PROMOTION

Suggested changes in the foregoing policies and procedures should be submitted in writing by March 15 to the tenured faculty of the Department of Art and Design. At a called meeting of the tenured faculty, the proposal will be debated and a vote taken by secret ballot. Two-thirds of those voting will constitute a majority for acceptance. If the proposal (original or amended version) passes, it is then submitted to the Dean, who will transmit a recommendation to the Provost. The Provost will transmit a recommendation to the President, who will take final action and announce his/her decision through all appropriate channels.

## V. REQUIRED FORMAT FOR TENURE AND PROMOTION DOSSIERS

Application and Dossier. Written instructions for the preparation of promotion dossiers are distributed to the heads of academic units by the Provost and may be obtained from the department offices or from the Office of the Provost. Members of the academic staff wishing to be evaluated for promotion in academic rank must prepare and submit their dossiers to the chair of the academic department in which they hold academic appointment no later than the date published in the Provost's calendar (generally in late September – early October). Candidates may supplement their dossiers with additional relevant information before the Personnel Committee completes its evaluation of the candidate.