

## DEPARTMENTAL STANDARDS AND PROCEDURES FOR FACULTY EVALUATIONS

ACADEMIC YEAR: 2008-2009  
DEPARTMENT: Fine Art & Art History  
TODAY'S DATE: February 29, 2008

The following are guidelines developed by the department to assist the candidate in meeting the tenure and promotion standards set forth in the University Handbook, Section XII. However, the University Handbook is the final authority on matters of tenure and promotion."

### DEPARTMENT OF FINE ART & ART HISTORY

#### STANDARDS AND PROCEDURES FOR FACULTY EVALUATIONS, 2008

In the Department of Fine Art & Art History, three areas are evaluated: teaching, professional development and service with teaching rated the highest (50%), professional development (25%) and service (25%).<sup>1</sup>

#### EVALUATION OF TEACHING

Attention is given to course syllabi, textbooks, assignments, test content and schedule, grading system and grades, and student course evaluations. The following areas are appropriate for evaluation:

1. Selection and mastery of course content.
2. Course objectives and instructional materials.
3. Methodology for teaching specified sections of courses.
4. Techniques to foster and measure students' learning.
5. Course organization.
6. Student achievement based on exams, projects, presentations, reports and writing-intensive assignments.
7. Concern for and interest in teaching.
8. Quality of textbooks, required-reading assignments and outside projects.
9. Innovations in the classroom.
10. Demonstrated commitment to the principles of Liberal Learning.
11. Development of new courses.
12. Organize/Teach on Study Abroad or J-Term Program
13. Peer Review of teaching.
14. IDEA evaluations.

#### EVALUATION OF SERVICE

Service of three types is recognized: university, departmental and professional. To be of value to CNU, service to the community should be related to one's profession, and it should bring positive recognition to the University. While the many kinds of activities are too numerous to list, the following areas are appropriate for evaluation of *Service to the University*:

1. Service as department chair.<sup>2</sup>

<sup>1</sup> Some variation is accepted given the role of the candidate within the department/University.

<sup>2</sup> Because the Department of Fine Art & Art History values good leadership as

2. Service on university committees or as a master advisor.
3. Service as representative of the department to the University, such as the Department Assessment Liaison, Curriculum Point Person, Library Liaison, New Media & Digital Culture Steering Committee, etc.
4. Service as a departmental student advisor.
5. Service on accreditation teams.
6. Design newsletters, brochures and other department promotional materials.
7. Writing departmental reports and documents.
8. Organizing university-wide events, such as lecture series, seminars, professional workshops.
9. Service as Kappa Pi, or student organization, advisor.
10. Commitment to departmental projects and activities, such as sponsor for guest artists/scholars/workshops.
11. Creation and Implementation of study abroad or J term programs for the department.
12. Participation in Falk Gallery functions and service as a faculty advisor to exhibitions.
13. Organization of department field trips/bus trips.
14. Service on peer review committees.
15. Service on department search committees.
16. Service in department operations (schedule, budget, curriculum, equipment, studios).
17. Participation in regular department functions (faculty meetings, open houses, Getting Started Week activities, majors meetings, foundation and senior reviews).

**EVALUATION OF PROFESSIONAL DEVELOPMENT**

Each candidate for yearly review, tenure or promotion is responsible for providing evidence plus interpretive details relative to scholarship (art historians) and creative activity (studio artists). Documentation should indicate a pattern of accomplishments in the tiers listed below, showing the significance of each professional and scholarly accomplishment within the candidate's discipline.<sup>3</sup>

Scholarship for an Art Historian:

An *art historian* must present evidence of ongoing original research and scholarship as well as active participation in the professional arena of one's area of specialization. Tiers I - II list professional activities that will be accepted as this evidence. They are divided into standard, or routine, professional activities (Tier I) and major products (Tier II).

TIER I:	Standard Products
book review, published essay, encyclopedia article, service as a juror on an outside exhibition, service as a curatorial consultant to outside organization, service on a board for outside arts organization, museum programmer, organization of gallery exhibition, conference paper, organization of conference/symposia panel, award of a support grant/fellowship	

critical to the advancement of the department, service as the department chair will be seriously considered in tenure/promotion evaluations.

<sup>3</sup> Online forums and new media exhibition venues will be accepted, but should be qualified by the candidate and conferred by the peer-review committee.

(local or regional level)
TIER II: Major Products
published chapter, peer-reviewed article, curator of museum exhibition, article in museum exhibition catalogue, award of a support grant/fellowship (national level), peer-reviewed article (prestigious journal, such as <i>Art Bulletin</i> ), book (authored), exhibition catalogue (authored)

Creative Activity for a Studio Artist:

A *studio artist* must present evidence of ongoing creative activity and active participation within one's professional arena. Tiers I - II list professional activities that will be accepted as this evidence. They are divided into standard, or routine, professional activities (Tier I) and major products (Tier II).

Tier I: Standard Products
creation of an artist website, exhibition of work in a juried exhibition (local or regional), service as an exhibition-related juror/advisor organizer, exhibition review (authored), exhibition review (as subject), service as consultant and/or artist for layout - design and/or illustrations for a book, award for artistic work (local or regional), award of a support grant (local or regional level)
Tier II: Major Products
exhibition of work in a juried exhibition (national), critical review (subject), solo exhibition in a gallery (regional or national), catalogue entries (authored), organization of conference/symposia panel, service as officer for a regional or national professional organization, award for artistic work (national), artist residency, solo exhibition in a prestigious gallery, invitational exhibition, inclusion in a major museum exhibition, exhibition of work in a juried exhibition (International), award of a support grant (national level), publication of artist's work in book or major exhibition catalog, reception of a critical review in a professional forum (such as <i>Artforum</i> , <i>ARTnews</i> , etc.), acquisition of work for museum/corporate collection, commission for museum/ public art collection, publication of book (authored or illustrated).

Evaluation for tenure and promotion for an Art Historian or Studio Artist:

The following are minimum standards for tenure:

1. A history of positive teaching evaluations by students and peers.
2. A commitment to liberal learning through demonstrated teaching in the liberal learning core, new courses, or innovations that support liberal arts education.
3. A history of collegiality, willing collaboration and service in all facets of the Fine Art and Art History program and its activities.
4. Demonstrated record of scholarship/creative activity with at least two products from Tier II (or major products), and four products

required all together for tenure.<sup>4</sup>

The following are minimum standards for promotion to (full) professor:

1. A history of outstanding teaching evaluations by students and peers.
2. A commitment to liberal learning through demonstrated teaching in the liberal learning core, new courses, or innovations that support liberal arts education.
3. A history of collegiality, willing collaboration and service in all facets of the Fine Art and Art History program and its activities.
4. Demonstrated record of scholarship/creative activity post-tenure, with at least three new products from Tier II, and at least five new products required all together for promotion to full professor.

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<sup>4</sup> Several smaller related products might be bundled together to weigh as one "major product." Likewise, certain publications, such as a book, could count as more than one product depending on the type of book, status of the publishing house, and level of research. It is incumbent upon the candidate to clearly articulate the nature and depth of their scholarly activity within their discipline and for the peer review committees to confirm or adjust the relative weight of a given product.