

**PROCEDURES AND CRITERIA FOR FACULTY
EVALUATIONS, PROMOTION AND TENURE:
DEPARTMENT OF ART**

DEPARTMENT MISSION STATEMENT:

Within the realm of the land-grant mission of the university, the Department of Art serves a diverse population through dynamic and rigorous studio, design and art history and art conservation programs. Students are given the opportunity to develop and foster their artistic aesthetic and professional growth through the engagement of materials, techniques and processes. Critical analysis and theory of art serve as the underpinning of art history courses in the lower and upper division courses. The student's experience is also enriched through the visiting artists program, largely funded by the Lilian B. Steinman Foundation as well as the Art Department's gallery, home of one of the largest and critically recognized retablo collections.

FUNCTIONS AND CRITERIA:

University policies regarding promotion and tenure supersede department and college policies.

FACULTY RESPONSIBILITIES:

Faculty members in the Department of Art have many professional responsibilities. These include teaching, scholarship and service. Scholarship may be divided into four areas: the scholarship of discovery, in which faculty members advance knowledge; the scholarship of integration, in which faculty members work with colleagues to bring new knowledge into greater patterns of understanding; the scholarship of application, in which faculty members work with the larger community to bring knowledge to bear in their service; and the scholarship of teaching, in which faculty and students work together to transform instruction. Faculty also provides service to fulfill the professional needs of one another, the department, the college, the university and the academy. Faculty members perform all of these vital responsibilities in a number of ways. They place greater emphasis on varying aspects of their roles at different periods of their careers. These responsibilities shape their annual performance goals and their career achievements. Faculty may also choose to engage in professional outreach to non-scholarly audiences, and will receive credit for such activities. This functions and criteria statement recognizes the wide range of faculty members' professional responsibilities in teaching scholarship and service to the scholarly public communities.

I. CRITERIA

Each faculty member is responsible for teaching, scholarship and service in the department, unless a change is agreed upon by the faculty member, Department Head and

Dean. A full teaching load is 12 credits, but teaching loads may be reduced for purposes of scholarship or service or to meet peer standards in the profession. Faculty will be encouraged to participate in national and international exchanges, and sabbatical leaves.

A. CRITERIA FOR EVALUATING TEACHING

1. The Art Department encourages excellence in teaching at all levels. Faculty submits evidence of teaching quality through annual performance evaluations. Such evidence may include assignment sheets, syllabi, examples of student work, teaching portfolios and a written statement of teaching philosophy. Every faculty member must submit with his/her annual report some type of teaching evaluations, along with an explanation of the method by which they were obtained. Student evaluations are required. Visits by the department head, if invited, or peer evaluations are also acceptable, and faculty may include several types of evaluations. Peer evaluations may include evaluations from faculty members in art, in other departments, or as arranged through the teaching academy. When submitting student evaluations, tenure track and college faculty must evaluate all classes taught during the evaluation period. Faculty and college track faculty may demonstrate growth in teaching by revising courses, preparing and teaching new course, requiring new readings in courses, developing courses that are configured for Web offerings, participating in formal or informal instruction in either content or pedagogy, offering independent studies, readings, and thesis credits, serving as peer reviewers for other faculty members, among other methods.

It is impossible to evaluate with complete objectivity or certitude the effectiveness of a university professor's teaching. However, the department believes the effective teacher is: well informed; well organized; empathetic; enthusiastic; challenging; prompt; available and approachable. The faculty member facilitates student learning. The department matches the skills and general inclinations of the individual with his/her teaching assignments while meeting student needs.

2. Since art history encourages faculty to incorporate significant writing assignments into their courses, faculty members should present evidence of the variety, length and complexity of these writing assignments and in the manner in which student writing has been evaluated.

3. Faculty roles as supervisors of theses and internships or as members of MA and MFA committees; their roles as supervisors of reading courses, independent study; and similar activities are vital parts of teaching. Advising undergraduate and graduate students on a regular basis is a vital part of teaching.

4. An outstanding teacher must keep abreast of new scholarship in his/her field and be able to incorporate it into the classroom and to criticize and evaluate new methods. Also valued are skills integrating international and domestic knowledge

and insights into class content. Faculty is encouraged to seek new approaches and new courses that will adapt rigorous standards to their own changing interests, the changing interests of students and to changes within the art profession. Team-taught courses, and development or participation in interdisciplinary courses, are excellent ways in which faculty and students may work together to bring knowledge from a range of fields into the learning process. The department head will therefore look for innovative new approaches and methods that stimulate students to study art at all levels, undergraduate and graduate, and which introduce students to current trends within the profession and raise student awareness about the international and domestic implications of art issues.

B. CRITERIA FOR EVALUATING THE SCHOLARSHIP OF DISCOVERY, INTEGRATION, APPLICATION AND TEACHING

1. Each faculty member is expected to be involved in creative activities that result in exhibitions and publications or their equivalent and contribute to scholarly research, to improving teaching art, or to the profession as a whole. Scholarship performance by faculty may be a mix of domestic and international scholarly activities. The quality of these activities will be judged depending upon scholarship effort and success whether domestic or international. Outside letters must be included in applications for tenure and promotion.

2. Original scholarship, either through publications or creative activities, are the most important types of scholarship. Monographs or textbooks published by major university, commercial or academic presses, are the most prestigious publications. Given the long period of time required after a monograph is accepted, edited, and published, part of the recognition for this scholarly achievement will be given during the year of acceptance for publication. Exhibitions in museums and galleries of one- and two-person exhibitions, major public commissions, or their equivalents, that makes an original contribution in focus or content, are the most important type of disseminating these creative activities.

3. Articles in referee journals and chapters in books published by major university, commercial or academic presses are also highly valued in art. Group exhibitions, both juried and curated invitational, in respected museums and galleries are also highly valued. Since journals with heavy backlogs delay acceptance and publication, part of the recognition for scholarly work will be given during the year of acceptance. Final publication will be rated more highly as this not only involves further revision and editing but is also regarded as the final scholarly product. Articles published through electronic formats will be considered equivalent to articles published in traditional formats, depending upon the scholarly reputation of the electronic or print publisher.

4. Creative activity for graphic designers may conform to the above criteria as

their production often overlaps with that of studio art in contemporary practice. However, traditionally it is more common for designers to produce commissioned design projects for clients. As such, graphic designers may receive tenure for client-based work that conforms to the international, national and regional hierarchy as it is articulated for studio artists. The inclusion of design work in juried annuals will be considered equivalent to juried exhibitions.

5. Creative activity and scholarship for animation, film, video and interactive media conforms to the same criteria as other contemporary studio art practice. In addition, artists who work in those areas can receive tenure for exhibitions at specialized animation, film, video and technology festivals that have a competitive entry process and are relevant to the given field. The broadcast of creative work via recognized media outlets will also be acknowledged as sufficient evidence of relevant production and scholarship. The significance of festivals, screenings and broadcast outlets will be rated based upon the same criteria used for other exhibition venues. Presentation of animations, films videos, etcetera within the context of conferences and symposia will be considered equivalent to the delivery of a paper or participation on a panel by other studio and art history faculty. Participation in conferences and symposia is not considered adequate for tenure to be granted in the absence of other published work.

6. Additional valued forms of peer-reviewed scholarship include:

Major editorial work in print or electronic form in professional or online journals.

The receipt of major grants, post-doctorial fellowships, national or international faculty exchanges, residencies, fellowships and gallery representation. The acquisition of work by a museum, gallery or by a collector for a permanent collection, the publication of photographs of work and articles about and interviews with the artist in a professional publication are significant.

Contributions to dictionaries, encyclopedias and newsletters.

Proceedings of professional meetings.

Papers read at juried professional meetings. Although the primary method of communicating scholarship can be through publications, delivering papers at professional meetings is another important means of communicating scholarly work. Such papers may deal with scholarship in progress or methods of teaching, scholarly methods. These papers should be of a quality that will eventually lead to publication in a journal, book or newsletter in the profession. The relative weight assigned to papers should be determined by the importance of the professional meetings. The criteria for evaluating papers are in general the same as those used to evaluate publications: (1) rigor of the selection process (evidence for which

may be offered by the faculty member in the annual performance report); (2) appropriateness of the audience; (3) usefulness of other specialists in the area; (4) originality; (5) scope of the problem; and (6) depth of the scholarship.

Chairing a panel at a professional meeting will normally be considered as service; however, organizing a panel and securing a place for it in a competitively refereed national or international program may be evaluated as closely related to peer-reviewed scholarship.

Book reviews in print or electronic media.

Commenting on papers at professional meetings is often a form of service, but peer-reviewed comments may be part of the scholarship of integration. Conference papers are important parts of intellectual engagement and are valued.

Grants not funded. Because of the time involved in formulating and developing a grant, this process deserves recognition even if the grant is not funded.

Faculty may engage in the scholarship of teaching by disseminating through peer-reviewed publications, electronic formats, conferences and workshops or comparable methods that their findings regarding new course materials, exercises and assignments that demonstrably augment student learning; by disseminating peer-reviewed theories or strategies for class management that augment student learning; and by developing new instructional practices.

The Department of Art recognizes certain scholarly activities as being approximately equivalent to others. The weight given to these forms of scholarship may be adjusted depending on the significance of the work. Several categories include (items within each group are considered to be of equivalent value):

Books

One- and two-person exhibitions

Major commissioned public installations

Articles, book chapters

Group juried and curated invitational exhibitions

Anthologies, conference proceedings

Major editorial work

Conference papers

Review essays

Exhibition catalog essays

Book reviews

Grant awarded

Residencies and fellowships
Articles published in important journals within field about your work

Consulting activities
Minor grants
Workshop lectures and demonstrations
Gallery representation
Acquisition of work by a public museum or gallery
Contributions to dictionaries, encyclopedias and newsletters

Grants not funded

C. SERVICE

1. Professional service is highly regarded. Planning conferences, writing book and exhibition reviews and serving on editorial boards or as officers or committee members of professional organizations are all part of professional service. Committee work within the University, College and Department is evaluated on the quality and amount of work required. All faculty members must provide service for the department unless they are on an approved leave that does not involve service. Highly valued is chairing committees, doing extensive studies and reports and other work involving policy recommendations.

2. Senior faculty should provide mentoring services for junior colleagues. These include: helping to write annual reports and create a promotion and tenure file, reviewing draft work, visiting their courses and assisting their professional development in other ways. Advising students and organizing programs are considered valuable service.

All regular art faculty are expected to be involved and contributing members of the profession and the university community. Our department weighs about equally the value of service at the department, college, university and professional level. The following areas of service will be considered when promotion and tenure decisions are made, may include but are not limited to:

PROFESSIONAL:

Organizing conferences
Holding office in professional organizations
Serving on an editorial board
Committee member in a professional organization
Community service in a professional capacity

UNIVERSITY:

Faculty Senate

University Research Council
Standing committee member
Member of a permanent committee
Ad hoc committee member
Graduate Advisory Council
Campus activities

COLLEGE:

College Council
Standing committee member
Ad hoc committee member
Graduate Advisory Council
Campus activities

DEPARTMENT

Library liaison
Standing Committee member
Search Committee chair
Search Committee member
Campus activities
Committee chair
Mentoring colleagues
Peer review of teaching

D. OUTREACH

Faculty members may chose to present their scholarship in settings that are not peer reviewed. Examples might be presentations to K-12 classes. Faculty performing these forms of outreach will receive credit for their activities.

II. PROCEDURES

A. ASSIGNMENT OF TEACHING, SCHOLARSHIP, SERVICE AND OUTREACH

1. Normally all faculty are assigned a nine-hour teaching load with the expectation that the additional time allowed for scholarship will be used productively. Loads may be reduced or increased in accordance with university and college policy to allow faculty to meet scholarship and service responsibility.

2. Most faculty members have 50% of their time devoted to teaching, 40% to scholarship and 10% to service. These percentages may be adjusted through discussions between the Head and Dean when faculty members teach extra courses; undertake sabbatical or exchange leave; receive additional course reductions for scholarship purposes; or buy out courses for scholarly purposes.

The Head and the Dean may make adjustments to reflect unusual service responsibilities as well.

B. ANNUAL EVALUATIONS

1. All tenure-track faculty will submit draft annual goals statements and meet with the Head at the beginning of the calendar year. New tenure-track faculty also work with the Head to develop a goals statement during their first semester of employment, if their first semester is a fall semester. The approved goals are sent to the College. The two shall agree upon the faculty member's general goals for teaching, scholarship and service for the coming year, as well as any outreach activities, and the percentage of effort assigned to each area during the next evaluation period. A summary of this discussion signed by both the faculty member and Head and approved by the Dean shall be placed in the faculty member's file along with copies of the annual report and the Department Head's evaluation. The faculty member may comment on the Head's evaluation and have that statement added to the file.

All tenure track faculty members and regularized college faculty shall submit reports to the Head on the forms supplied by the College of Arts and Sciences in early fall of each year. Supporting materials such as off-prints, teaching evaluations, contracts or other papers may be submitted. These papers will be returned to the faculty at the end of the evaluation period. Goals statements and percentages of responsibility may be modified during an academic year by written agreement between the faculty member, Head and Dean if circumstances warrant such changes.

2. The review by the Department Head will be based on the Department's goals and objectives as well as the proceeding year's evaluation and personal goals statements agreed upon by the faculty member and the Department Head. Annual reports of all non-tenured, tenure-track faculty shall be reviewed by all senior faculty, who as members of the Promotion and Tenure Committee will meet in the spring to advise the Department Head of the faculty member's progress toward promotion and tenure before the Department Head completes the annual written evaluation.

3. During the third full year of employment, non-tenured, tenure-track faculty members will be given a thorough progress appraisal by the senior faculty members through the Promotion and Tenure Committee.

4. After the Dean has reviewed the written evaluations, the Department Head will send a copy of the evaluation to the faculty member, and will subsequently discuss the evaluation with him/her. Provisions for appeal are outlined in the university Policy Manual.

5. Salaries are determined after the legislature has appropriated funds. After approval by the Head, Dean and chief academic official of the University, final salary determinations are reported verbally to each faculty member by the Head. Provisions for appeal are outlined in the university Police Manual.

C. TENURE CONSIDERATIONS

1. New Mexico State University describes criteria for tenure and promotion in Section 5.90.4 of the university's Policy Manual. See the Department's criteria above for general guidelines.

2. The Departmental Promotion and Tenure Committee will be comprised of all departmental tenured faculty members except the Department Head. The committee will have one faculty member from another department in the college appointed by the College Council. This faculty member will have the same voting privileges and other rights as the departmental committee members. If the Department cannot form a Committee of at least three members, including the external member, the College Council will appoint additional external members. The chair of the Promotion and Tenure Committee will be appointed by the Department Head.

3. In the first year in residence at the University, an untenured member should begin to assemble a file containing publications, exhibition announcements and catalogs, annual reports, a CV, teaching evaluations, copies of committee reports, papers, works in progress and a summary of professional activities. Guidelines for this, provided by the Dean of the College of Arts and Sciences, are disseminated by the Department Head. This file should be updated at least once a year to assist the faculty member in preparing a case for tenure. The Department Head will maintain a separate file for material of a confidential nature, particularly for letters of evaluation, which will be open for access by the candidate.

4. In February or March of each year, the Promotion and Tenure Committee will meet to review the files and evaluate the progress toward a continuous contract of all untenured, tenure-track faculty members. The committee will report in writing to the Department Head its findings regarding progress towards tenure as well as the strengths and weaknesses in the areas of teaching, scholarship, service and any outreach. The Promotion and Tenure Committee will recommend in writing to the Department Head whether a new temporary contract should be issued to each of these faculty members in accordance with the timetable specified by university policy.

The Department Head will review the candidate's documentation and render a separate recommendation on the matter of issuing a new contract. The Head will forward this recommendation to the Dean.

After discussing these recommendations with the Dean, the Head will give a copy of the Promotion and Tenure Committee's report to the candidate and discuss the report with the candidate. The candidate may respond to the report in writing, requesting clarification from the committee, and may submit supporting documentation for future committee review.

Copies of all annual review correspondence shall be maintained in confidential status in the Department office.

5. At its February or March meeting, the Promotion and Tenure Committee will determine which non-tenured faculty members will be considered for tenure the following fall. Any other faculty member, however, may be considered for tenure upon his/her request if it is made in accordance with university policy. The Promotion and Tenure Committee will request such untenured faculty members to submit up-to-date files. The Committee will examine said files and may request information from other faculty members prior to its final meeting regarding the application. A special subcommittee composed entirely of professors will consider candidates seeking promotion to the rank of professor.

6. Faculty members to be considered for tenure will submit a list of the names of at least four persons of higher academic rank competent to evaluate their work before the end of the spring semester. The Tenure Committee will select from this list two to four names, to which it will add the names of additional persons not on the list. No New Mexico State University faculty member or external referee may be from the candidate's degree granting institutions. The Department Head will request letters evaluating the candidate's scholarship from each of the persons on the final list. Reviewers will be sent a copy of the department's Functions and Criteria statement, the candidate's curriculum vitae, images of work (for studio faculty) and copies of the candidate's scholarship. They will be informed that candidates will have access to all outside letters. Unsolicited letters will not be considered when a candidate applies for tenure or promotion.

7. During the summer before consideration for tenure, the Head will provide advice to the faculty member about the materials that should be included in creating a tenure file. He/she may ask other faculty members to provide examples from their own files.

8. At the beginning of fall semester, the faculty members under consideration for tenure will again bring their files up to date. Each candidate will prepare files for submission to the department and college in accordance with college procedures. Additional materials about the candidate's record may be compiled and will be placed in the Department Head's office until completion of the candidacy process for review at any level. Materials may not be added to or deleted from the files after they are submitted to the Promotion and Tenure Committee without the knowledge of the candidate and the committee. The Head will discuss tenure and

promotion procedures with the Promotion and Tenure Committee. The Promotion and Tenure Committee will meet no later than October to discuss the application, vote by secret ballot and make a written recommendation for or against tenure that addresses the candidate's teaching, scholarship, service and any outreach. The Committee Chair will prepare letters for the Dean and the Head reflecting the discussion of the Committee and signed by each member. Anyone not signing may submit a minority report that addresses the candidate's teaching, scholarship, service and any outreach. The Head then informs each person under consideration of the voting and gives a copy of his/her recommendation to the candidate. All materials received by the committee will be forwarded to the Dean along with the Committee's recommendation. Faculty members who wish to appeal a recommendation will follow procedures outlined in the university's Policy Manual.

9. As per university policy, members of the Promotion and Tenure Committee must participate in discussions before they are eligible to vote. No absentee or proxy voting is permitted. Deliberations and voting are conducted in closed session. A copy of all written materials in these deliberations will be maintained in confidential files in the department office.

10. As per the university Policy Manual, faculty members may temporarily suspend the promotion and tenure process for appropriate reasons and in accord with Policy Manual procedures.

D. PROMOTION

1. See the Department's criteria statement above for general guidelines. In all evaluations, consideration will be given to how knowledge and insight gained during an international assignment are integrated into the faculty member's teaching, scholarship, service and outreach after returning to the university. Candidates seeking promotions must demonstrate their qualifications in teaching, scholarship and service and any outreach. Some consideration may be given when faculty members have had unusual teaching and service responsibilities.

2. The Promotion and Tenure Committee will consider applications for promotion to Associate and Full Professor. The promotion to Associate Professor will be comprised of all departmental tenured faculty senior in rank to the candidate. Associate Professors may request appraisals of their progress toward promotion by the Promotion and Tenure Committee in any year. Normally, when a department recommendation in favor of promotion to any rank is not approved by the administration, the candidate may apply again for promotion (with appropriate updating of files) in succeeding years.

3. As per university policy, members of the Promotion and Tenure Committee must participate in discussion before they are eligible to vote. No absentee or

proxy voting is permitted. Deliberations and voting are conducted in closed session. A copy of all written materials in these deliberations will be maintained in confidential files in the department office.

4. Promotion considerations

(1) To Associate Professor

Effective teaching, as demonstrated in peer reviews by senior faculty or the Head, student evaluations or other evidence; professional, department, college and/or university service; published evidence of considerable scholarly achievement since arriving at NMSU or in the case of faculty hired with credit toward tenure, in all years counting for tenure. Normally of at least **three articles or chapters in refereed art journals or books or similar publications, or publication of a monograph** by a peer reviewed university, commercial or other academic press or equivalent venues, **OR a minimum of 3 one- or two-person exhibitions in a university or commercial museum or gallery of significant scope or a major juried public installation project, both in a national or international venue, along with at least an average of four per year, of group, juried or invitational exhibitions in national or international venues.** There are considerable variations in all categories. Exhibitions in international venues, (outside of the U.S.) will be considered to have the highest merit, followed (in descending order by, national venues (venues with a national reputation), regional venues (venues with a regional reputation) and local venues (those in the Las Cruces and El Paso corridor). Exhibition for the purpose of fund raising including art actions (these exhibitions should be identified as fund raisers) will not be considered. Also required is evidence of ongoing growth in scholarship; supportive letters from evaluators of higher rank outside New Mexico State University. Scholarship will be judged by its originality, complexity, quality, dissemination, and impact as assessed by qualified reviewers. It may take any or all of these forms: the scholarship of discovery, the scholarship of integration, the scholarship of application; and/or the scholarship of teaching.

(2) To Professor

Excellent teaching; significant professional, department, college and university service and leadership; published evidence of major scholarly achievement, normally at least the **publication of a monograph** published during their scholarly career by a peer-reviewed university, commercial or other academic press or equivalent venues **OR a minimum of 3 one- or two-person exhibitions in a university or commercial museum or gallery of significant scope or a major juried public installation**

project, both in a national or international venue, along with at least an average of four per year of group, juried or invitational exhibitions in national or international venues. Also required is evidence of ongoing growth in scholarship; supportive letters from evaluators of higher rank outside New Mexico State University. Scholarship will be judged by its originality, complexity, quality, dissemination, and impact as assessed by qualified reviewers. It may take any or all of these forms: the scholarship of discovery, the scholarship of integration, the scholarship of application; and/or the scholarship of teaching.

5. College track faculty members may request promotion to higher rank as per university policy if they have met the guidelines established for college-track promotion established by the College of Arts and Sciences. These include five years of continuous service at the current rank, as well as demonstrated continued excellence in teaching; continued activities to improve teaching; service; and participation or leadership in important departmental priorities such as the improvement of student learning and student retention. Candidates for promotion to college associate professor must demonstrate superior teaching, professional growth and leadership. Among the means to demonstrate excellence in teaching, college-track faculty may provide student evaluations; may provide reviews by tenure-track Department of Art faculty peer reviewers or reviewers from other programs; may provide peer appraisals written by the Head; may demonstrate participation in Writing Across the Curriculum, Teaching Academy, and other opportunities for strengthening teaching offered by the university; may cite university teaching awards; and may cite other evidence of teaching excellence. Participation in service to the department may serve as a demonstration of leadership activities by college-track faculty members.

The Head and the Dean will develop an appropriate committee to access applications for promotion in the college ranks. Normally this will include the members of the Department's Promotion and Tenure Committee and at least one college faculty member from either the department or an outside department who holds the higher rank that is sought. The chair of such committee will be a tenured member of the Department of Art.

As per university policy, members of Promotion and Tenure Committees must participate in discussions before they are eligible to vote. No absentee or proxy voting is permitted. Deliberations and voting are conducted in closed session. Voting will be by secret ballot. Committee members may file minority recommendations as discussed in the tenure track section of these guidelines. A copy of all written materials in these deliberations will be maintained in confidential files in the Department office.

Both recommendations from the college faculty Promotion and Tenure Committee and the Department Head will be given to the Dean's Office and to the

candidate. Candidates may file written comments about these recommendations.

III. REVIEW AND APPROVAL OF FUNCTIONS AND CRITERIA STATEMENTS

Revisions to Functions and Criteria Statements go into effect when they are approved at a department meeting and are subsequently approved by the Dean.

The Department of Art will periodically review its Functions and Criteria Statement. At a minimum these reviews will be conducted within three years after the Dean has most recently approved revisions to the statement. Candidates whose service has taken place during periods when more than one Functions and Criteria statement have been in effect may follow appropriate university and college procedures in deciding which of the Functions and Criteria statements they will utilize.

Approved:

Department of Art Jeffrey Brown Date June 8, 2010
Dean Greg Faust Date 6/8/10

Revised June, 2010