

STANDARDS FOR ANNUAL FACULTY EVALUATIONS AND MERIT

Department of Art

NOTE: This document is to be used as a guideline for the Chair's Annual Evaluation of Faculty and the awarding of merit raises. It will also be used as a reference by the Department Advisory Committee.

DEPARTMENT ADVISORY COMMITTEE:

This is an advisory committee that may be used by a faculty member who perceives that there is a problem with his or her annual evaluation. This committee's function is to advise in cases where the harmonious functioning of the Department is threatened; the committee's purpose is not to serve as an annual peer-evaluation group. The committee will be composed of all full-time faculty members. The committee will review all available material and render a recommendation by majority vote to the Chairperson. Both majority and minority opinions are given. Neither the Chairperson nor the affected faculty member is eligible to vote on this committee.

TEACHING:

Level I: Unsatisfactory -- Meets half or less of the requirements for **Level III: Satisfactory**

Level II: Conditional -- Meets more than half the requirements for **Level III: Satisfactory**

Level III: Satisfactory --

Faculty member meets regularly assigned classes, keeps scheduled office hours has syllabi indicating course instructional design and techniques, administers one student perception of instructor form ("student evaluation") per class per semester, maintains regular registration advisement hours if assigned, handles student problems appropriately, and secures average student perception of instructor ratings of 2.5 or better on a 4-point scale.

Level IV: Above Satisfactory – To achieve Level IV, the faculty member's alternatives are:

Meets criteria for **Level III: Satisfactory** above, except that average student perception of instructor ratings are 3.0 or better on the 4 point scale (or 4.0 on a 5-point scale), and teaches three different courses (each 3-credits or more during the academic year, excluding Summer) unless release time has been granted.

or

Teaches one large course (greater than 50 students or multiple lab sections)

or

Demonstrates equivalent performance in related teaching activities as outlines in the document, *Tenure and Promotion*.

Level V: Outstanding -- To achieve Level V, the faculty member's alternatives are:

Meets criterion/criteria for **Level III: Satisfactory** and **Level IV: Above Satisfactory** above, except that average student ratings are 3.5 or better on the 4-point scale (4.2 on a 5-point scale)

or

Receives regional or national recognition for teaching or curriculum development, or receives TIP award.

RESEARCH AND CREATIVE ACTIVITIES:

Level I: Unsatisfactory --

Meets half or less of a requirement in area or specific discipline as described below for Level III: Satisfactory

Level II: Conditional --

Meets most of a requirement in area or specific discipline as described below for Level III: Satisfactory

Level III: Satisfactory --

Animation and Graphic Design -- To achieve Level III, the faculty member's alternatives are:

Creates and publishes (print/broadcast/web) client-based or theoretical work for local market

or

Exhibits significant body of current client-based or theoretical work in a regional venue of record

or

Shows evidence of significant work(s) proposed and in process of client approval, with execution dates noted

or

Demonstrates equivalent level of achievement.

Art History and Theory -- To achieve Level III, the faculty member's alternatives are:

Is published in at least one refereed, professional journal

or

Publishes research or creative activity in a variety of media (e.g. publication, film, video, etc.)

or

Demonstrates ongoing work in a variety of media (e.g. publication, film, video, etc.)

or

Presents original lecture material to a non-classroom forum

or

Serves as a professional art historian-consultant

or

Prepares a substantial grant proposal

or

Demonstrates equivalent achievement.

Studio Areas -- To achieve Level III, the faculty member's alternatives are:

Demonstrates respectable production in faculty member's creative media. ("Respectable production" cannot be quantified, because multiples such as prints and photographs allow for more exhibition participation than one-of-a-kind works such as drawings, large paintings, large sculptures, fragile ceramic art, etc.); is included in at least one local group exhibition and one regional competitive/invitational exhibition at a professionally recognized venue

or

Shows equivalent achievement in related research and creative activities as outlined in the document, *Tenure and Promotion*.

Level IV: Above Satisfactory --

Animation and Graphic Design -- To achieve Level IV, the faculty member's alternatives are:

Shows evidence of a body of work(s) in industry accepted in regional/national publication(s) or venue(s) related to specific applied area

or

Shows evidence of significant body of client-based or theoretical work for appropriate delivery systems such as print, broadcast, film, or web-based media that is/are regional in scope

or

Receives award(s) of merit (such as the Addies) for individual achievement in an applied area

or

Demonstrates equivalent achievement.

Art History and Theory -- To achieve Level IV, the faculty member's alternatives are:

Satisfies Level III: Satisfactory and demonstrates additional research activity in one of the areas cited in Level III: Satisfactory above (see areas described in the 2005 *Art Department Criteria for Tenure and Promotion* document, under "Research/Creative Activity," Page 1)

or

Grant proposal is accepted.

Studio Areas -- To achieve Level IV, the faculty member's alternatives are:

Satisfies Level III: Satisfactory, and is included in one regional refereed or invitational exhibition at a professionally recognized venue

or

Demonstrates equivalent level of related research or creative activity as outlined in the 2005 *Art Department Criteria for Tenure and Promotion* document.

Level V: Outstanding --

Animation and Graphic Design -- To achieve Level V, the faculty member's alternatives are:

Publishes or exhibits current work, either personal or client-based or theoretical in a national or international refereed publication of record or venue (such as *Print, Communication Arts, CMYK, Graphis, Society of Illustrators Annual Exhibition, New York Art Directors Club*, etc.)

or

Has solo exhibition, either current or retrospective, of work in/by a national/international publication, organization or venue of record related to the specific applied area (such as AIGA, Society of Illustrators, Type Directors Club, Siggraph, etc.)

or

Wins an industry-respected award of exceptional merit for individual or collaborative achievement in an applied area (such as the *Gold* award for editorial illustration by the Society of Illustrators or the *Directors Guild Award* at Siggraph)

or

Demonstrates equivalent achievement.

Art History and Theory – To achieve Level V, satisfies Level IV: Above Satisfactory and completes one of the following alternatives:

Publishes a substantial referred article in a national or international professional journal,

or

Demonstrates equivalent research or creative activities as outlined in document, *Tenure and Promotion*.

Studio Areas – To achieve Level V, satisfies Level IV: Above Satisfactory and completes one of the following alternatives:

Has a solo exhibition in a professionally recognized venue

or

Is included in one or more national or international exhibitions, with consideration for whether the art is easy or difficult to ship, and whether it is produced as a one-of-a-kind work or in multiples

or

Demonstrates equivalent performance in related research and creative activities as outlined in the document, *Tenure and Promotion*.

SERVICE:

Level I: Unsatisfactory --

Meets one or none of the criteria for Level III: Satisfactory

Level II: Conditional --

Meets at least two of the criteria for Level III: Satisfactory

Level III: Satisfactory --

Satisfies at least *three* of the following four criteria:

1. Serves the University by serving on any departmental, college, or university committee
2. Serves the community by providing professionally related services such as: lectures, seminars, serving as a judge for art competitions or shows, etc., to a local, regional group, organizational, or school
3. Serves the community by serving on a committee or as an officer for a local, regional, or state organization (profession-related service)
4. Serves the profession by reviewing a manuscript for a professional journal or by serving as a juror an art exhibition

or

5. Demonstrates multiple participations under any one of the four service categories represented in criteria above (e.g. service on several departmental, college, or university committees)

Level IV: Above Satisfactory -- To achieve Level IV, satisfies Level III: Satisfactory and completes one of the following alternatives:

Serves as a reviewer for a research manuscript for a national or international journal
or
Serves as an invited consultant (non-paid) or spokesperson for a state or national organization.

Level V: Outstanding – To achieve Level V, meets all three of the criteria listed above in Level/IV: Above Satisfactory or completes one of the following four alternatives:

1. Serves as a principal officer, editor, meeting organizer, or chair of a major committee for a state, national, or international organization
or
2. Receives public recognition for outstanding service to the university, community, or profession
or
3. Otherwise demonstrates outstanding service to the university, community, or profession
or
4. Demonstrates equivalent achievement.

OVERALL ASSESSMENT FOR ANNUAL FACULTY EVALUATIONS AND MERIT

1. A tenured/tenure-track faculty member's overall annual evaluation score is determined according to the *total* of points earned in the individual categories of research, teaching, service, and other. ("Other" duties may be special administrative duties, special projects, or assigned activities listed in Article 10.4 of Faculty Handbook.):

<u>Rating</u>	<u>Research</u>	<u>Teaching</u>	<u>Service</u>	<u>Other</u>
Outstanding	5	4	3	.75
Above Satisfactory	3	3	2	.50
Satisfactory	2	2	1	0
Conditional	1	1	0	0
Unsatisfactory	0	0	0	0

TOTAL SCORE = _____ points

2. A non-tenure track (i.e., lecturer or instructor) faculty member's overall annual evaluation score is determined according to the *total* of points earned in the following individual categories (Teaching and Other, which may consist of research and/or service activities):

<u>Rating</u>	<u>Teaching</u>	<u>Other</u>
Outstanding	11	1.75
Above Satisfactory	8	1.0
Satisfactory	6	.5
Conditional	4	0
Unsatisfactory	0	0

TOTAL SCORE = _____ points

3. A faculty member's overall annual evaluation for the current academic year is determined according to the points (TOTAL SCORE) earned above:

Outstanding	11 – 12.75 points
Above Satisfactory	8 – 10.75 points
Satisfactory	5 – 7.75 points
Conditional	3 – 4.75 points
Unsatisfactory	0 – 2.75 points

OVERALL ANNUAL EVALUATION: _____

A successful candidate for tenure in the Art Department is expected to have earned at least three years of evaluations of Outstanding in Research in pre-tenure years.

A candidate for tenure in the Art Department shall earn no annual evaluations below Satisfactory in any of the categories of Research, Teaching, or Service.