

Cumulative Review Policy
Department of Art, Graphic Design & Art History
Oklahoma State University
October 2008 (Revised by faculty vote 4/23/10)

POLICY

1.01 For each tenured faculty member, a cumulative review shall take place every five years. A review conducted to grant promotion qualifies as a cumulative review. The review shall be based on discussion and substantive documentation provided by the faculty member. Individuals designated to conduct the review shall be faculty in the discipline or department of the faculty member under review. Faculty serving on review committees shall be selected by procedures approved by the department or unit. The review process shall include written feedback to the faculty member as well as a provision for response. Written feedback shall be a detailed description of the faculty member's accomplishments or deficiencies. The cumulative review requires individual development plans for each faculty member. Faculty members are responsible for their own development consistent with unit, College, and University goals. Any formal development plan should respect academic freedom and professional self-direction, and it should be flexible enough to allow for subsequent alteration.

1.02 The results of a Cumulative Review of Tenured Faculty may be used by appropriate administrators as a basis for providing support which will assist faculty members in carrying out their professional goals and responsibilities. Any disciplinary action that may follow the cumulative review must adhere to all prescribed procedures in force within this policy document. In the event that unsatisfactory performance has not improved within the timelines set in the individual development plan, any dismissal action shall be based upon those grounds for dismissal specified in the January 2006 Board "Policy Statement to Govern Appointments, Tenure, Promotions, and Related Matters of the Faculty of Oklahoma State University."

1.03 If a faculty member believes that the results from a cumulative review are based on unlawful discrimination, inadequate consideration, or fail to honor legitimate exercise of academic freedom, he/she may request a review of the matter utilizing the Dispute Resolution Procedure in Appendix E of this policy document.

Source: "Policy Statement to Govern Appointments, Tenure, Promotions, and Related Matters of the Faculty of Oklahoma State University," January 23, 2006, Section 1.1.5.2.

PROCEDURE

2.01 Faculty Subject to Cumulative Review. A Cumulative Review shall take place for each and every tenured faculty member every five (5) years. A promotion review, including a review for Regents Professor, may be substituted for a cumulative review. The cumulative review may be rescheduled due to a leave of absence, sabbatical, administrative assignment outside the academic unit, or other extenuating circumstances as determined by the unit. The unit may waive the cumulative review for faculty who have given formal notice of their retirement or resignation.

2.02 Cumulative Review Schedule. The Art Department Cumulative Review Schedule for the five years after the policy is implemented shall be developed as follows:

- A. Faculty members tenured in the last five (5) years will be reviewed again in the fifth year after their tenure was granted and every five years after that;
- B. Faculty members tenured in the future will be reviewed at five year intervals after their tenure date.
- C. Faculty members tenured before the last five (5) years will be reviewed within the next five years at the rate of two a year beginning with the earliest tenured and working forward.

2.03 Cumulative Review Committee. The cumulative review committee is a committee composed of all tenured Art Department faculty members not currently under cumulative review or on leave. The Committee will elect its own chair at the beginning of each year.

2.04 Review Criteria. The review criteria for associate professor are stated in 2.04A, and the criteria for full professor are stated in 2.04B.

- A. The associate professor must have demonstrated a significant ability as a teacher in the studio or classroom and have a documented record of recent creative achievements or research.

An associate professor is expected to demonstrate a high degree of scholarly and professional growth and serve as an active member and assume leadership of department, college, and university committees. Other desirable activities include memberships and committee posts in professional organizations.

- B. The professor must have received recognition by colleagues and students for excellent teaching in the studio and classroom and will have a commendable record of creative achievements or scholarly research. The professor shall also be recognized regionally or nationally as a highly competent professional in his/her field.

The professor is responsible for providing leadership in developing the instructional programs in the areas of his/her expertise as well as demonstrating a willingness to provide guidance regarding issues pertinent to the department. The professor is expected to exhibit the highest example of instructional and scholarly skills and develop innovative techniques and new materials and integrate them into the curriculum. Likewise, the professor is responsible for maintaining a record of activities and accomplishments which advance the profession of art, design, or art history.

2.05 (Changes accepted during faculty meeting by faculty vote 4/23/2010 are underlined.) Documents and Information Used in the Review. Candidates for cumulative review will provide the chair of the review committee the following documents:

- A. A current curriculum vitae;

- B. All annual appraisal and development documents (including teacher evaluations) for the period under review;
- C. A copy of the faculty member's last cumulative review report (if applicable) or promotion recommendation (provided one has occurred within the 5 year period under review);
- D. An individual development plan stating the faculty member's professional goals and objectives for the next review period;
- E. A one-page description of any other activities or information the candidate would like to have considered, such as teaching goals and successes (optional).

The faculty member under review is responsible for providing the documents and information to the review committee chair. The chair will arrange to make the documents available to all committee members.

The faculty member or the committee may request an interview for the purpose of discussing and clarifying the documentation.

2.06 Development and Disposition of the Cumulative Review Report. The committee shall prepare a written report that assesses the faculty member's overall performance during the review period in terms of the academic unit's performance standards and expectations. The committee shall submit its report to the faculty member under review. The faculty member shall be given ten (10) working days to respond to the report in writing, and the committee may revise its report based on the faculty member's response.

A final copy of the committee's report and the faculty member's response (if one is submitted) shall be provided to the faculty member. These documents along with those listed in 2.05 shall be included in the faculty member's personnel file.

Unit administrators shall report the summary results of cumulative reviews to their dean on an annual basis.

2.07 Rewarding Faculty for Outstanding Performance. The cumulative review process should identify and recognize outstanding performance by faculty members. The report may be used by appropriate administrators as a basis for supporting faculty members in carrying out their professional goals and responsibilities and compensating those with outstanding performance.

2.08 Corrective Development Plan. For faculty members whose overall performance reflects substantial deficiencies, the committee in cooperation with the unit administrator and the faculty member shall develop a corrective plan to improve performance and address deficiencies. The plan should be individualized and flexible; taking into account the faculty member's intellectual interests, abilities, and career stage, as well as needs of the unit and institution. The plan should establish clear performance goals, specify steps designed to achieve those goals, define indicators of goal attainment, establish a clear and reasonable time frame for the completion of

goals, identify resources available for implementation of the plan, and state the consequences of failure to attain the goals.

The annual appraisal and development review should be used to assess progress toward goals specified in the plan.

2.09 Dispute Resolution. If a faculty member believes that the committee report, the corrective plan, or administrative actions taken as a result of the cumulative review are unfair or that they fail to honor the legitimate exercise of academic freedom, he/she may request a review of the matter utilizing the policies and procedures outlined in the “Policy Statement to Govern Appointments, Tenure, Promotions, and Related Matters of the Faculty of Oklahoma State University” (January 2006).

Grounds for dispute may include unlawful discrimination, inadequate consideration, and others listed in Section 2.3 of the Dispute Resolution Policy. Dispute resolution procedures are outlined in Appendix E: Dispute Resolution Procedure.

2.10 Disciplinary Action. The purpose of cumulative review is to promote faculty development. Any disciplinary action that comes after cumulative review shall adhere to all prescribed procedures in the “Policy Statement to Govern Appointments, Tenure, Promotions, and Related Matters of the Faculty of Oklahoma State University” (January 2006).

2.11 Implementation Deadlines. Unit administrators shall be responsible for meeting the following deadlines associated with establishing and conducting the cumulative review procedures.

- A. The provisions of sections 2.02, 2.03, and 2.04 shall be completed by each unit within twelve (12) months of administrative approval of this policy and procedure letter.
- B. Faculty members who have already been awarded tenure on the date of administrative approval of this policy and procedure letter shall undergo their initial cumulative review within six (6) years of the date of the administrative approval of this policy and procedure letter.
- C. Faculty members who are awarded tenure after administrative approval of this policy and procedure letter shall undergo their initial cumulative review during the fifth year following the year they were awarded tenure.

Cumulative Review Report
Department of Art, Graphic Design and Art History

Faculty Member's Name and Title: _____ Date: _____

Faculty members under review are responsible for submitting the following:

- A. A current curriculum vitae
- B. All Appraisal and Development documents from the previous five years
- C. A copy of the faculty member's last cumulative review report (if applicable) or promotion recommendation (if a promotion has occurred within the 5-year period under review)
- D. An individual development plan stating the faculty member's professional goals and objectives for the next review period (principally addressing research and scholarship)
- E. A one-page list of additional information the faculty member under review would like to have considered (optional).

On the basis of the above criteria and departmental cumulative review policy, the department's tenured faculty members—who are not under review—determined whether or not the faculty member under review has performed satisfactorily in the areas of teaching, research, and service. A check on the appropriate line indicates the Committee's evaluation.

Teaching _____ The faculty member under review **has** performed satisfactorily.
 _____ The faculty member under review **has not** performed satisfactorily.

Research _____ The faculty member under review **has** performed satisfactorily.
 _____ The faculty member under review **has not** performed satisfactorily.

Service _____ The faculty member under review **has** performed satisfactorily.
 _____ The faculty member under review **has not** performed satisfactorily.

Comments

Members of the Committee: