

Department of Art, Graphic Design and Art History
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Approved by faculty vote March 25, 2016
College of Arts and Sciences Personnel Procedures references are based on the approved Sept 1, 2015 College
of Arts and Sciences document.
Revisions as of October 30, 2015 by the Reappointment, Promotion and Tenure Committee

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Reappointment, Tenure and Promotion Document

The initial appointment as Assistant Professor is for four years. Reappointment procedures will begin in the third year. Procedures for the second reappointment that can confer tenure and promotion to Associate Professor will begin in the sixth year.

Prior Service: See Section V: Time in Rank and Prior Service, in the College of Arts and Sciences Personnel Procedures document.

Timeline for Candidate, Unit Administrator and RPT Committee

On or before March 15 of spring semester prior to fall application preparation/submission:

1. The unit administrator will inform the RPT Committee of all personnel actions requiring external review letters
 - a. Candidates applying for full professor will notify the unit administrator
2. Candidates submit their peer reviewer choices to Unit Administrator
3. RPT Committee members develop a ranked list of external peer reviewers
4. Unit Administrator contacts external peer reviewers

On or about September 15

Candidate begins preparing their documentation for the RPT File (see Candidate Materials checklist)

On or before November 1

Unit Administrator contacts outside peer reviewers

On or before December 15

1. Documentation file is delivered to Chair of RPT Committee
2. File is made available to RPT Committee Members. Signed Waiver Form will be included in file
3. Unit faculty will be contacted by Chair

On or before January 15

RPT Committee delivers their written recommendation to the unit administrator. The committee letter is submitted. Unit input letters for a positive recommendation are retained by committee chair pending Regents action. Unit input letters for a negative recommendation are forwarded to the CAS Dean's office where they are retained for 3 years.

Requirements & Qualifications

Assistant Professor of Art, Graphic Design or Art History

Any person appointed to the rank of assistant professor should possess a terminal degree in art, design or art history, or have equivalent professional qualifications. For initial appointments, consideration may be given to individuals who have

substantially completed their degree requirements. To qualify, a person will have demonstrated promise of creative achievement or research and a commitment to teaching.

Once appointed, an assistant professor is expected to continue developing scholarly and professional activities. Other desirable activities may include development of substantial course or curriculum materials, continued participation in significant research or extension activities and participation in appropriate professional societies or organizations.

Associate Professor of Art, Graphic Design or Art History

In addition to the requirements of an assistant professor, the associate professor must have demonstrated significant ability as a teacher in the studio or classroom and have a documented record of recent creative achievements or research.

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

Professor of Art, Graphic Design or Art History

In addition to the requirements of an associate professor, 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.

In addition to the duties of an associate professor, 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 will be commended for having made significant efforts toward attracting funding for instruction, research or outreach activities.

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 that advance the profession of art, graphic design or art history.

Evaluative Criteria

Excellence in Teaching

Teaching refers to academic activities that promote learning among individuals or groups with whom a faculty member interacts. Faculty members who excel in teaching exhibit their command over the subject matter in classroom discussions or lectures and present material to students in an objective, organized way that promotes the learning process. They present the subject matter with logic and

conviction, and are able to awaken in students an awareness of the relationship between their subjects and other classes, fields of knowledge, and cultures. They display concern and respect for their students and are recognized by students and university colleagues as teachers who guide and inspire their students. They strive continuously to broaden and deepen their knowledge of their discipline, seek to improve their teaching methods, keep informed about new developments in their field, use appropriate instructional technologies, and prepare educational materials that are up-to-date and well written. Their influence and reputation as teachers may be demonstrated by authoring textbooks, by publishing instructional materials such as laboratory manuals and instructional videos, or by significantly contributing to professional associations.

All Department of Art, Graphic Design and Art History faculty members are expected to be competent, effective teachers. Instructional processes entail a number of elements, all open to evaluation. Some of these elements are formal and tangible in nature:

- Growth and learning in one's instructional area
- Ability to organize a course efficiently and keep it on schedule
- Competence as a lecturer and discussion leader
- Skill and ingenuity in preparing instructional materials and using instructional resources
- Quality of student work; other related student accomplishments/recognition
- Skill in accurately assessing student performance through examinations, reviews or critiques of student work

Other elements, of a more subtle and intangible nature, are less easily assessed but are nonetheless critically important for productive teaching:

- Essential knowledge and skills are successfully imparted to the students
- Students are motivated and inspired to stretch their imaginations and produce their best works
- A class environment is created which maximizes the learning process
- Students with professional career goals are assisted in attaining them
- Students are provided with a desirable role model

Teaching in the studio art, graphic design and art history areas will be evaluated mainly by course structures and student successes, but will also include assessments as shown through:

- Student classroom evaluations considered for partial assessment (see the College of Arts and Sciences Personnel Procedures document)
- Course outlines and syllabi
- Project descriptions and data sheets
- Samples of examinations
- Samples of student work from any pertinent area
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- Evidence of honors contracts and directed study
- Participation on graduate and thesis committees

Excellence in Research, Scholarship and Creative Achievement

Faculty who excel in research, scholarship or artistic activities are engaged in creative work appropriate to their area of specialization and their work is respected by their colleagues and peers, both within and outside the university. They are aware of new developments and strive to broaden and deepen their knowledge and understanding of their specialties and, where relevant, related fields.

Research may manifest itself in various ways: creating innovative design or works of art, experimenting with new materials and media, developing new ways to improve professional practice or developing improved methods for communication of design concepts, writing books, articles and reviews.

Criteria for assessing the quality of research activity will be the extent to which it:

- Constitutes a contribution to the advancement of knowledge or creative expression,
- Influences the development of professional practice,
- Contributes to one's teaching effectiveness
- Is acknowledged and respected by professional peers.

The quantity of research, scholarship or artistic activities will be assessed with due regard for the nature of the candidates appointment, as well as the availability of research opportunities and funding within a given discipline.

In addition to the materials required for promotion, instruments for evaluating creative achievement and professional research for studio art, graphic design and art history include:

- Visual documentation of creative work
- Records of participation in juried or invitational shows, and exhibitions of regional, national or international significance
- Fellowships and residences received
- Client consultation/design record
- Published reviews, articles or books
- Evidence of curatorial work
- Letters from clients for whom professional services were provided
- Documentation of ongoing research
- Papers and presentations
- Reviews of articles and books
- Grants applied for and grants received
- Awards and honors for research, scholarship or artistic achievement
- Unsolicited letters of support and appreciation, not provided by the candidate
- Appraisal and development (A&D) See Arts and Sciences Personnel and Procedures

Excellence in Service and Outreach

Faculty who excel in service approach their participation in committee meetings, reviews, and collaborative work with professionalism and mutual respect, demonstrated by punctuality and timeliness, thorough preparation, and consistent attendance. They strive to contribute to the smooth functioning of the department,

and avoid inattention that would unfairly contribute to the departmental workload of other faculty members.

Instruments for evaluating service may include:

- Appraisal and development (A&D) See Arts and Sciences Personnel and Procedures
- Participating in Departmental committees as well as College and/or University committees, and the documentation of participation
- Providing services to regional, national or international organizations
- Jurying regional and national exhibitions
- Conducting external review and assessment activities
- Performing editorial activities
- Organizing or leading fundraising activities

Faculty who excel in outreach demonstrate a high level of expertise in their discipline as well as the ability to instruct, inform and assist their designated audience. They are knowledgeable about current research and new developments in their discipline and demonstrate the ability to interpret, facilitate or apply this knowledge.

See Review of extension/service/outreach, in the Arts and Sciences Personnel Procedures document.

Instruments for evaluating outreach may include:

- Outlines and syllabi for extension courses
- Samples of informational and instructional materials
- Presentations given at workshops, lectures and conferences
- Results from professional research, consultation, or related activities
- Promotions for international activities
- Participation in appropriate professional associations

Candidate Materials Checklist

Instruments for evaluation of teaching

1. Student classroom evaluations considered for partial assessment (see Arts Sciences Personnel Procedure document)
2. Course outlines and syllabi
3. Project description and data sheets
4. Samples of examinations
5. Samples of student papers
6. Samples of student work
7. Appraisal and development (see College of Arts and Sciences Personnel and Procedure document)
8. Evidence of honors contracts and directed study
9. Participation on graduate and thesis committees

Instruments for evaluation of creative achievement

1. Visual documentation of creative work
2. Exhibition record of juried or invitational shows, exhibitions of regional,

- national or international significance
- 3. Fellowships and residences received
- 4. Record of consultations and/or design
- 5. Published reviews, articles and/or books
- 6. Evidence of curatorial work
- 7. Letters from clients for whom professional services were provided
- 8. Documentation of ongoing research
- 9. Papers and presentations
- 10. Reviews of articles and books
- 11. Grants received
- 12. A minimum of three letters from external peer reviewers are required for promotion
- 13. Awards and honors for research, scholarship or artistic achievement
- 14. Unsolicited letters of support and appreciation, not provided by the candidate
- 15. Appraisal and Development (A&D form). See Arts and Sciences Personnel and Procedures document.

Instruments for evaluation of service

- 1. Participation on Departmental committees as well as College and/or University committees
- 2. Service to regional, national or international organizations
- 3. Jurying regional and national exhibitions
- 4. External review and assessment activities
- 5. Editorial activities
- 6. Fundraising activities

Instruments for evaluation of outreach

- 1. Outlines and syllabi for extension courses
- 2. Samples of informational and instructional materials
- 3. Conducting workshops, lectures and conferences
- 4. Consulting
- 5. Research, scholarship and activities related to outreach
- 6. Promotion of international activities
- 7. Membership and Participation in appropriate professional associations

Unit Administrator and RPT Committee Responsibilities

Unit Administrator's Responsibilities

Faculty seeking full professorship must request consideration for promotion by submitting a written request to the Unit Administrator.

The Unit Administrator will not be a member of the Reappointment, Promotion and Tenure Committee.

The Unit Administrator must comply with the University schedule on any personnel action by providing adequate notification and time for consideration. The duties include:

1. Notifying candidates who must be considered for reappointment, promotion and/or tenure as soon as this information is received from the Dean of the College, requesting that the candidates bring their personnel files up-to-date and submit supporting materials for evaluation.
2. Advising candidates in writing a minimum of three weeks in advance that their status is to be considered. The date and time will be made clear to the candidate. In the written notice candidates will be requested to bring their personnel files up to date, adding any materials desired for evaluation and submit them to the Unit Administrator in time for review
3. Notifying the RPT Committee and the candidate of the need for personnel action and the approximate timetable.
4. Collecting all materials to be considered by the RPT Committee.
5. Providing the RPT committee with affirmative action policies.
6. Ensuring that Solicitation of Unit Input waiver form is signed
7. Contacting external peer reviewers upon receiving contact information for at least three potential peer reviewers from the RPT Committee, and two from the candidate
8. Sending to the external peer reviewers the candidate's dossier, form showing candidate's decision whether to inspect and review confidential letters of recommendation, and visual documentation of examples of scholarly research provided by the candidate. The external peer reviewer is to comment on the record of creative achievement or scholarly research. Teaching and outreach activities will be evaluated internally.
9. Providing the RPT committee with an Appraisal and Development document inclusive of the summer and fall semesters immediately preceding the reappointment or promotion recommendation
10. Receiving the written recommendation of the committee and considering it in making his/her written recommendation to the Dean.
11. Giving, without delay, copies of both letters of recommendation to the candidate.

In the event that the Unit Administrator is a candidate for promotion and/or tenure, the Dean of the College of Arts and Sciences will, in accordance with University policy, appoint a senior member of the faculty from that department to serve as "acting" Unit Administrator for this purpose only. This person will perform all duties associated with the Unit Administrator in the reappointment, promotion and/or tenure process.

Documentation to be forwarded to the External Reviewers:

1. Candidate Vita
2. Visual examples and documentation of creative achievement and research
3. Departmental RPT document
4. Self-statement

Documentation to be forwarded to the Dean of Arts & Sciences:

1. Candidate Vita

2. Peer Review letters
3. Supporting Evidence (See the Arts and Sciences Personnel Procedures document)
4. Copy of letter from the departmental Reappointment, Promotion and Tenure Committee to the Unit Administrator concerning its recommendation for personnel action
5. Letter from the Unit Administrator to the Dean concerning personnel action
6. Self-statement

RPT Committee: Composition, Selection and Responsibilities

Composition and Selection

The RPT Committee will be comprised of all tenured faculty. Voting faculty must be of same or higher rank than level being sought by candidate.

For full professor candidates, the pool will come from the department's full professors supplemented by other OSU professors recommended by the RPT committee in consultation with the unit administrator.

A chair will be elected at the first meeting.

Responsibilities

Candidates for reappointment, promotion and/or tenure will be responsible for bringing their personnel files up-to-date, submitting information requested by the Unit Administrator and for adding any supporting materials for evaluation.

All discussion within and minutes of the committee meetings shall be confidential. There is never a circumstance where it is appropriate to discuss committee proceedings with candidate or unit administrator. The permanent records will include only the date, time and members present for each meeting plus the final decision and report of the committee. These procedural steps must be followed:

1. Candidates being considered for promotion and/or tenure will select at least two names of potential external peer reviewers in consultation with the Unit Administrator. Candidates being considered for reappointment at the same rank are not required to submit peer reviews
2. The RPT Committee shall recommend at least three names of potential peer reviewers for tenure and promotion candidates. Reviewers from public and private institutions with similar programs and demographics will be selected, when possible. The RPT Chair will present this list with reviewer contact information to the Unit Administrator.
3. A total of five potential external reviews overall will be solicited.
4. A minimum of three external review letters must be received.
5. The RPT Committee will confirm that the file is complete
6. Committee Chair will solicit Unit Input at least 10 days in advance of first meeting to discuss candidates file (I suggest around December 15 when the candidate signs off on their complete folder).
7. The committee will consider Unit Input in their deliberations. Candidates have the right to see these internal faculty comments, but will be offered

the opportunity to waive this right. The waiver will be submitted with the file. Chair will inform faculty of candidate's choice. Unit Input Letters will be retained by Chair and **not be made part of the file.** (*see Timeline, On or Before January 15 on p.2*)

8. Faculty members under consideration may be invited to attend a portion of a RPT Committee meeting if there is a need to clarify or discuss the information submitted for evaluation.
9. After adequate time for review and consideration, members of the committee will meet, discuss, and vote by secret ballot to determine the committee recommendations. Members must be present at the discussion to be able to vote; if a member cannot be physically present, they must participate in the discussion via, telephone, or by some other virtual means if they wish to vote.
10. The committee will submit in writing to the Unit Administrator recommendations for personnel action and reasons for their decision. Minority opinion, if any, will be included in the committee recommendations. Committee recommendations will be signed by all members of the committee.
11. The peer review selection process must be stated in the committee's recommendation letter.
12. The Reappointment, Promotion and Tenure Committee shall keep a file of its correspondence, recommendations and any other pertinent materials.
13. This file will be kept by the current chair of the RPT committee.

Evaluative materials

The Committee will consider the following evidence:

1. All materials submitted for evaluation of creative achievement or scholarly research
2. All materials submitted for evaluation of teaching
3. All materials submitted for evaluation of service and outreach to the university and community
4. Appraisal and development document inclusive of the summer and fall immediately preceding the reappointment or promotion recommendation
5. Unit Input letters (see RPT Responsibilities section B, subsection 6.)

Candidates will have three working days to respond to a majority vote against reappointment, promotion and/or tenure by the RPT Committee.