

FACULTY EVALUATION GUIDELINES
PROMOTION, TENURE AND PEER REVIEW

Faculty evaluation in the Department of Art is based on assessment of a faculty member's performance in all three areas of the Department's tripartite mission: 1) teaching; 2) creative process/scholarship/research; and 3) professional service. The Department of Art has identified all three areas of performance as important to the overall evaluation of faculty. However, the first two areas (teaching and creative process/scholarship/research) are the Department of Art's top priorities for re-appointment, promotion and tenure.

PEER COMMITTEE

For purposes of Peer Review the department chair shall appoint a Peer Review Committee, consisting of three, full-time tenured or tenure-track faculty members. One tenured faculty member shall be designated by the department chair as chair of the Peer Committee.

TEACHING

Faculty members will be evaluated on the evidence of their contributions to the teaching mission of the Department of Art. Level of participation, ability to develop effective teaching strategies, and quality and effectiveness of performance will be considered. The following guidelines will be used to assist in the evaluation of these contributions:

- A. Setting and achieving course goals
- B. Course and curriculum development
- C. Addressing issues of conceptual, cultural and historical diversity
- D. Advising, informing, evaluating, communicating with, and inspiring students
- E. Contributing to the broad educational mission of the Department of Art and the university as a whole

Documentation used to assist in the evaluation process as deemed appropriate by the Department of Art should include: course materials (i.e. course handouts and study sheets, journal assignments, sample course assignments, examples of student papers, exams, studio work produced both in and out of class); student evaluations; classroom visitation feedback; detailed statement of teaching philosophy; record of

student success in entering graduate programs or professional life; awards; and clear evidence of conscientious student advising.

CREATIVE PROCESS/SCHOLARSHIP/RESEARCH

Faculty members will be evaluated on the evidence of their contributions to the creative process/scholarship/research mission of the Department of Art. Level of participation, ability to develop significant projects, and the quality and effectiveness of the work and the venues in which it is presented will be considered. The following guidelines will be used to assist in the evaluation of these contributions:

- A. Continuing involvement in the faculty member's creative and/or research process, including:
 - 1. the initiation of new projects; and
 - 2. the advancement and development of existing projects

- B. Evidence of significant achievement in the presentation or publication of creative and/or scholarly work, including:
 - 1. the public dissemination of work through (international, national, regional, and local) exhibitions, installations, publications, presentations, or other venues as is appropriate to the scholarly individual faculty member's discipline;
 - 2. the seeking and receiving of grants, fellowships, or commissions;
 - 3. the inclusion of work in public or private collections; and
 - 4. nominations for and receiving of professional awards.

Professional development and activity shall correlate to the faculty member's responsibilities within the Department of Art and will be appropriate to her or his discipline. However, the Department of Art supports an holistic approach to professional development and activity encouraging faculty to explore broad bodies of knowledge and experience as well as diverse venues for presentation.

PROFESSIONAL SERVICE AND OUTREACH

Faculty will be evaluated on the evidence of their contributions to the service and outreach mission of the Department of Art. The quality of participation, contribution, and performance will be considered. The following guidelines will be used to assist in the evaluation of these contributions:

- A. Service contributions within the department, college, and university

- B. Service contributions that are international, national, regional, and local in scope

Professional service shall be grounded in an individual faculty member's expertise within her or his discipline.

CRITERIA FOR TENURE

In the Department of Art, the granting of tenure is usually associated with promotion from the rank of Assistant Professor to the rank of Associate Professor. The granting of tenure assumes that the faculty member being considered has successfully fulfilled the criteria articulated for promotion to Associate Professor in the Department of Art's Faculty Evaluation Guidelines. In the unusual circumstance that a faculty member is hired at the rank of Associate Professor or Professor without tenure, the Department of Art, in accordance with the time-line stipulated by the AFUM contract and the institution's policies guiding such hires, will review his or her professional contributions during and prior to employment at the University of Maine. This review will be based on the Department of Art's Faculty Evaluation Guidelines criteria for promotion to Associate Professor or Professor, whichever is appropriate for the individual situation.

POST-TENURE REVIEW

Evaluation for post-tenure review will be based on continued significant, demonstrated success in teaching and advising; creative process/scholarship/research; and professional service.

APPROPRIATE DEGREES

In the area of Studio Art, a Master of Fine Arts (M.F.A.) is considered the terminal degree. In exceptional cases equivalent professional experience may be considered in lieu of the M.F.A.

In the areas of Art History and Art Education, a Doctorate of Philosophy (Ph.D.) is considered the terminal and appropriate degree. In Art Education, a Doctorate of Education (Ed.D.) may also be considered as appropriate. In exceptional cases equivalent professional experience or a Master of Arts (M.A.) may be considered in lieu of the Ph.D. or Ed.D.

CRITERIA BY RANK

Instructor: The rank of Instructor shall generally be used only for part-time, fixed length faculty in the Department of Art. Except in unusual circumstances, an Instructor should hold a master's degree in an appropriate discipline.

Assistant Professor: The rank of Assistant Professor presumes that the individual possesses the potential to successfully progress toward promotion and tenure according to the Department of Art's Faculty Evaluation Guidelines criteria. Except in unusual circumstances, an Assistant Professor should hold the terminal degree which is appropriate for his or her discipline.

Associate Professor: The rank of Associate Professor reflects significant, consistent, demonstrated, and continuing achievement in the areas identified in the Department of Art's Faculty Evaluation Guidelines. Except in unusual circumstances, an Associate Professor should hold the terminal degree which is appropriate for her or his discipline.

Professor: The rank of Professor reflects consistent, demonstrated achievement of an exceptionally high order in the areas identified in the Department of Art's Faculty Evaluation Guidelines. A Professor should have national or international recognition for making scholarly and/or creative contributions to her or his discipline.

FACULTY EVALUATION GUIDELINES
SABBATICAL LEAVE

Faculty in the Department of Art are eligible to apply for sabbatical leave in accordance with the AFUM contract. Applications must be submitted at least six months prior to the proposed date of leave. All Sabbatical Leave applications will be assessed by a Peer Committee of the Department of Art. After a thorough assessment of the application, the Peer Committee will make a formal recommendation to the department chair. Based on this recommendation and her or his own assessment of the application, the department chair will make a final recommendation concerning the status of the sabbatical request and forward it to the next administrative level. The following criteria will be used in assessing all Sabbatical Leave applications:

- A. Documentation of successful, ongoing contributions to the Department of Art's tripartite mission of teaching; creative process/scholarship/research; and professional service.
- B. Review of proposal for appropriate and effective use of sabbatical time-frame, scope of project focus, and the relevancy of the project to the individual faculty member's professional responsibilities and direction.
- C. Evidence of effective and appropriate use of previous sabbatical leaves.

All faculty granted sabbatical leaves are required to submit a formal report to the department chair within sixty days of return from leave. In addition, faculty returning from sabbatical leave are expected to present a public lecture or workshop (whichever is appropriate) based on the outcomes of the sabbatical project.