I. **60% Administrative Role**

Refer to Roles and Responsibilities of the Department Chair

II. **25% Teaching Role**

**Course Development and Delivery** 60%

Includes those technical skills in developing, sequencing, and presenting experiences which induce student learning, as well as those human inter-active skills and characteristics which make for clear communication of information, concepts and attitudes, and promote or facilitate learning by creating an appropriate affective learning environment.

A. Examples of Teaching Activities:
   1. Instruction of students in formal classrooms, lecture halls, exhibition settings, studios, laboratories, and/or on location
   2. Individualized instruction including studio environments, independent studies, directed readings, and internship or practicum supervision
   3. Supervision of thesis or capstone projects, service on thesis or capstone project committees or honors projects
   4. Supervision of student teachers and service on residency committees
   5. Correspondence courses and/or technologically delivered course work
   6. Curriculum and course development
   7. Organization and/or supervision of service learning projects
   8. Offering training or other seminars, including short courses, workshops, and providing guest lectures
   9. Supervision of graduate and undergraduate research
   10. Conducting study travel programs
   11. Organization and supervision of student tours and field trips
   12. Other teaching activities as defined by the department, college, and university

B. Required Evidence of Teaching Effectiveness:
   1. Documentation of student achievement through assessment, evidence of alumni success, and/or the consistent quality of student performance
   2. Consistent pattern of student evaluations
   3. Evidence and documentation in four or more of the following areas:
      a. Assessment to effect curriculum development, program planning activities, and/or major course revisions
      b. Innovative techniques or teaching methods of special merit
      c. Preparation and direction of student travel
      d. Awards for teaching
      e. Classroom performance through peer review
f. Letters from students, colleagues, and/or public
g. New course preparations
h. Other documentation as defined by the department, college, and university

**Content Expertise 30%**
The body of skills, competencies, and knowledge in a specified subject area in which the faculty member has received advanced education, training, and/or experience.

A. Examples of Content Expertise
   1. Advanced study and/or course work
   2. Attendance at workshops, competitions, seminars, and/or conferences
   3. Presentations or lectures at conferences and/or seminars
   4. Professional experience
   5. Other examples as defined by the department, college, and university

B. Evidence of Content Expertise
   1. Evidence of professional experiences that enhance teaching
   2. Documentation of ongoing growth and professional development as it impacts teaching
   3. Reports to university colleagues on professional development activities
   4. Other evidence as defined by the department, college, and university

**Course Management 10%**
Skills in operating and managing a course

A. Examples and Evidence of Course Management
   1. Maintaining class records according to university policy
   2. Timely and correct completion of university forms: enrollment, grading, evaluations, and required personnel forms
   3. Timely distribution of syllabi according to university policy
   4. Availability to students outside the classroom, including maintaining posted office hours
   5. Student team management
   6. Other activities as defined by the department, college, and university

**Total Teaching Role = 100%**

**III. 10% Creative and Scholarly Activity Role**

Note: Studio visual art-oriented candidates shall present evidence of creative activity as listed in Sections A and B. Traditional teaching-oriented candidates shall present evidence of scholarly activity as listed in Sections C and D. Candidates may present evidence in a combination of creative and scholarly activities.

A. Examples of Creative Activities
   1. Works of art commissioned and executed
   2. Art work reviewed or distributed through publication in books, articles, or journals
3. Displays of fine art, photography, multimedia or film for campus, community, regional, and national audiences. Work in juried or invitational shows will be given more consideration than non-juried shows
4. Murals, thematic exhibitions, community art participation, development of art workshops, and demonstrations given in support of arts organizations
5. Other examples of creative activities as defined by the department, college, and university

B. Evidence of Creative Activities

1. Required Documentation
   a. Documented record of achievement marked by peer recognition at the regional, national, and/or international levels and the establishment of regional, national, and/or international reputation

2. Additional Evidence of creative activities
   a. Art works published in exhibition catalogs, review of art, news articles, and books or journals
   b. Photographs, slides, CDs, and/or other documentation of art works produced or exhibited
   c. CD Rom, video, multi-media, film, and/or other electronic works published or developed
   d. Awards or merit honors for art work exhibits
   e. Other evidence of creative activities as defined by the department, college, and university

C. Examples of Scholarly Activities

1. Publication of research in Art and/or Art Education
2. Research resulting in the publication of books and/or articles
3. Grant writing and contracting
4. Papers or art subject presentations at state, regional, and/or national conferences, seminars, and/or workshops
5. Interdisciplinary collaborations or creative applications of technology/media
6. Research relative to curatorial advisement and/or collection development
7. Other examples of scholarly activity as defined by the department, college, and university

D. Evidence of Scholarly Activities

1. Evidence of successful completion of research grants and contracts
2. Documentation of publication of books and/or articles
3. Documentation of presentations at conferences, seminars, and/or workshops
4. Published reviews, awards, or other recognition
5. Evidence of development and implementation of techniques and/or applications of technology
6. Documentation of research relative to curatorial advisement and/or collection development
7. Other documentation of ongoing scholarly activity in art as defined by the department, college, and university

Total Creative/Scholarly Role = 100%
IV. 5% Service Role

Service to the Department of Art, the College, and the University 60%
Note: Candidates must demonstrate service in each of the three areas.

A. Service to the Department of Art
   1. Required service
      a. Participation in required departmental meetings and functions
      b. Service on departmental committees/teams

   2. Additional evidence in other areas, such as (but not limited to):
      a. Service as a faculty advisor for department based student organizations
      b. Student recruitment
      c. Service as a department committee/team chair
      d. Writing and securing grants
      e. Participation in other fund-raising and gift-giving activities
      f. Leading community/student travel opportunities
      g. Uncompensated teaching overloads
      h. Student advisement
      i. Other recognized activities that enhance the image of the department, positively represent the department to the public, and/or further the goals of the department

B. Service to the College of Arts, Media & Design
   1. Required service
      a. Attendance at required college meetings and functions
      b. Service on college level committees/teams

   2. Additional evidence in other areas, such as (but not limited to):
      a. Service as a college-level committee/team chair
      b. Writing and securing grants
      c. Participation in other fund-raising and gift-giving activities
      d. Other recognized activities that enhance the image of the college, positively represent the college to the public, and/or further the goals of the college

C. Service to the University of Central Oklahoma
   1. Required service
      a. Attendance at required university meetings and functions

   2. Additional evidence in other areas, such as (but not limited to):
      a. Administrative and management responsibilities for the department, college, or other university entity
      b. Service on Faculty Senate, Graduate Council, Academic Affairs Council, Council on Teacher Education, Faculty Grievance Board for a department, college, or other university entity
      c. Service as a university-level committee chair
      d. Service as a faculty mentor
      e. Service as a faculty advisor for non-departmental student organizations
      f. Student recruitment
g. Other recognized activities that enhance the image of the university, positively represent the university to the public, and/or further the goals of the university.

D. Evidence of Department, College, and University Service
Candidates are expected to document their service by presenting information about the time, effort, and goals of each applicable activity, as well as provide documentation and evaluation of the substantive accomplishments associated with each activity.

Service to the Profession and/or Community 40%

A. Examples of Service to the Profession and/or Community
1. Editorial service for journals and other publications
2. Service on national and/or regional boards with research, scholarly or creative functions
3. Service on accreditation bodies
4. Service on governing boards and taskforces
5. Organization and/or participation in meetings or workshops sponsored by professional organizations
6. Leadership positions and/or committee assignments in professional organizations
7. Presentation of off-campus seminars
8. Service on community, state, or national arts agencies/organizations and other boards and/or councils
9. Consulting work
10. Public speaking
11. Adjudication of student and/or professional exhibitions and competitions
12. Other community and professional involvement and performance recognized by the department, college and university.

B. Evidence of Professional and/or Community Service Activity
Candidates are expected to document their service by presenting information about the time, effort, and goals of each applicable activity, as well as provide documentation and evaluation of the substantive accomplishments associated with each activity.

Total Service Role = 100%

Approved by the faculty of the Department of Art on August 17, 2001.

Approved by the chair of the Department of Art: ________________________________

Approved by the Dean of the College of Arts, Media & Design: ____________________