The College of Arts, Media & Design
Promotion, Tenure, and Post-Tenure Appraisal Criteria
August 17, 2001

I. Introduction:

The College of Arts, Media & Design at the University of Central Oklahoma serves to promote creative, intellectual, and professional growth in all aspects of the arts, media, and design disciplines. The College is committed to the University’s mission and upholds the highest standards in teaching, creative activity, performance, scholarship, and outreach. Awarding promotion and tenure within the College of Arts, Media & Design is based on demonstrated excellence in teaching, creative and scholarly activity, and service. These three professional responsibilities, and their recognized components, represent integrated and complementary activities and serve as a basis for evaluation.

II. Criteria and Relative Weight

The College of Arts, Media & Design recognizes the following roles, components, and weights as the mechanism for administering the evaluation process for tenure, promotion, and post-tenure performance appraisal decisions.

A. The teaching role constitutes 50 percent of the overall evaluation and is comprised of three components: course development and delivery constitutes 60 percent of the teaching role, content expertise constitutes 30 percent of the teaching role, and course management constitutes 10 percent of the teaching role.

B. The creative and scholarly activity role constitutes 30 percent of the overall evaluation.

C. The service role constitutes 20 percent of the overall evaluation and is comprised of two components: department/school, college, and university service constitutes 60 percent of the service role and community and/or professional service constitutes 40 percent of the service role.

<p>| Table I |
| --- | --- | --- | --- |
| 50% Teaching Role | Role% | Overall Weight |
| Course development and delivery component | 60% | 30% |
| Content expertise component | 30% | 15% |</p>
<table>
<thead>
<tr>
<th>Course management component</th>
<th>10%</th>
<th>5%</th>
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</thead>
<tbody>
<tr>
<td>100%</td>
<td>50%</td>
<td></td>
</tr>
<tr>
<td>30% Creative and Scholarly Activity Role</td>
<td>100%</td>
<td>30%</td>
</tr>
<tr>
<td>Creative and scholarly activity component</td>
<td>100%</td>
<td>30%</td>
</tr>
<tr>
<td>20% Service Role</td>
<td>Role%</td>
<td>Overall Weight</td>
</tr>
<tr>
<td>Department/school, college, and university component</td>
<td>60%</td>
<td>12%</td>
</tr>
<tr>
<td>Community and/or professional component</td>
<td>40%</td>
<td>8%</td>
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<tr>
<td>---</td>
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<tr>
<td>100%</td>
<td>20%</td>
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Recognizing and celebrating the diversity of disciplines and specialties within the academic units of the college, each department/school determines written, measurable, objective criteria, and expectations with specific examples and evidences of each role and component consistent with the missions of the department/school, college, and university.

NOTE: Department/school criteria must be ratified by secret balloting by a simple majority of the full-time faculty voting in a special election in the department/school and must be approved by the department chairperson/school director and the dean.

III. Evaluation and Assignment of Ratings:

A faculty member seeking promotion and/or tenure in the College of Arts, Media & Design is evaluated according to his/her performance in accumulated assignments at the University of Central Oklahoma. Promotion and tenure decisions are based on a thorough evaluation of the candidate’s total contribution to the university. While specific responsibilities of faculty members may vary because of their assignments, or because of the particular mission of an academic unit, all evaluations for promotion and tenure shall address the manner in which each candidate has performed in teaching, creative and scholarly activity, and service. Basic competence itself is not sufficient to justify granting promotion or tenure, for such competence is a prerequisite for the initial appointment.

A. Component Ratings
   Faculty members being evaluated receive ratings for each component based on the following five-level scale.

   5 = Excellent Performance
       Consistently exceeds expectations
   4 = Good Performance
       Frequently exceeds expectations
   3 = Average Performance
       Consistently meets basic expectations
   2 = Poor Performance
       Infrequently meets expectations
   1 = Unacceptable Performance
       Does not meet expectations

B. Role Ratings
   The Role Rating is calculated by multiplying each Component Rating by the assigned weight to get the Weighted Component Rating and then adding all of the Weighted Component Ratings for the Role.

C. Overall Evaluation Ratings
   The Overall Evaluation Rating is calculated by multiplying each Role Rating by the assigned weight and adding the three Weighted Role Ratings.
IV. General Expectations for Tenure, Promotion, and Post-tenure Review

A. Tenure
A faculty member seeking tenure in the College of Arts, Media & Design is evaluated according to his/her performance in accumulated assignments at the University of Central Oklahoma. The decision to grant tenure is inherently and inescapably judgmental and is a deliberate action indicating the candidate has been selected as a member of the permanent faculty because of demonstrated excellence and relative merit. A candidate for tenure must demonstrate his/her potential for long-term contributions to the department/school, college, university, and discipline in the three areas of evaluation as well as document a record of meaningful contributions to the missions of the department/school, college, and university. An Overall Evaluation Rating of 4.0 is required for an individual reviewer/evaluator to cast a positive vote for tenure, but a rating of 1.0 in any one component is sufficient justification for a negative vote for tenure.

B. Promotion from Assistant Professor to Associate Professor
A faculty member applying for promotion is evaluated according to his/her performance in present rank. A faculty member seeking promotion from the rank of assistant professor to associate professor must document an expanding record of excellence in the performance of his/her assignments at the University of Central Oklahoma and a commitment to the missions of the department/school, college, and university. An Overall Evaluation Rating of 4.0 is required for an individual reviewer/evaluator to cast a positive vote for promotion to the rank of associate professor, but a rating of 1.0 for any one component is sufficient justification for a negative vote for promotion to the rank of associate professor.

C. Promotion from Associate Professor to Full Professor
A faculty member applying for promotion is evaluated according to his/her performance in present rank. A faculty member seeking promotion from the rank of associate professor to full professor must demonstrate excellence and significant achievement in teaching; distinguished creative and scholarly professional achievements; and significant contributions to the department/school, college, university, and profession. An Overall Evaluation Rating of 4.5 is required for an individual reviewer/evaluator to cast a positive vote for promotion to the rank of full professor, but a rating of 2.0 in any one component is sufficient justification for a negative vote for promotion to the rank of full-professor.

D. Post-Tenure Performance Appraisal
A faculty member preparing for post-tenure performance appraisal must demonstrate continuing contributions and receive an Overall Evaluation Rating in teaching, creative and scholarly activity, and service at a level consistent with their academic rank.
V. Responsibilities of the Department/School, College and Faculty Member:

A. Responsibilities of the College
   1. To assist a faculty member planning for pre-tenure review, promotion and/or tenure, the dean evaluates the faculty member’s work every year. This evaluation includes a review of the faculty member’s work during the previous year based on the annual faculty development plan the faculty member had submitted to the chair or director and an evaluation of, and recommendations regarding, the faculty member’s plan for the upcoming year.
   2. The annual development plan and evaluation becomes part of the faculty member’s dossier.
   3. The dean provides all tenure track candidates a meaningful pre-tenure review in accordance with university policy.

B. Responsibilities of the Department/School
   1. To assist a faculty member planning for pre-tenure review, promotion, and/or tenure, the department chair/school director evaluates the faculty member each year. This evaluation includes a review of the faculty member’s work during the previous year, as it relates to meeting the faculty member’s goals for promotion or tenure. The department chair will make every effort to help the faculty member achieve the goals that he/she sets, particularly if a weakness in one of the three areas of evaluation, or their components, is evident.
   2. Faculty undergoing post-tenure performance appraisal meet with the department chair/school director by October 1st in the year of the review.
   3. The department/school provides all tenure track candidates a meaningful pre-tenure review in accordance with university policy.

C. Responsibilities of the Faculty Member
   1. In planning for pre-tenure review, promotion, and/or tenure, the faculty member creates an annual faculty development plan and discusses that plan with the department chair. Each year, the faculty member and the department chair/school director evaluate progress on the plan and make modifications as necessary. The faculty development plan should address the components of teaching, creative and scholarship activity, and service.
   2. When applying for promotion and/or tenure, the faculty member prepares a complete dossier following the approved college and department/school guidelines. Applicants for promotion and tenure are responsible for assembling evidentiary documentation, for making a case in support of the application, and for submitting materials according to established deadlines. Recommendations at each level are based upon data supplied by the candidate, as well as department/school, college, and university data.
VI. **Dossier Preparation:**

A. In preparing the dossier for tenure and/or promotion consideration, the faculty member should keep two principles in mind:

1. Each faculty member should strive to maintain an active and balanced professional life.
2. Each faculty member should plan professional activities that contribute to the departmental/school, college, and university missions.

B. **Contents of the Dossier**

I. Letter of Application

II. Table of Contents

III. Current Curriculum Vitae

A. Name
B. Education
   1. Begin with most recent degree or program of study
   2. Include title of dissertation, if applicable
C. Teaching experience, beginning with most recent courses taught
D. Listing (in chronological order with most recent first) of scholarly and creative activity as deemed appropriate by department/school.
E. Grants funded, honors, awards, etc.
F. Department/School, college and/or university service assignments
G. Service in professional organizations (indicate whether service is local, regional, or national).
H. Professional community activities
I. Other service activities

IV. Copies of all annual development plans and performance evaluations.

V. Personal Statement of no more than three pages.

A. The applicant should use this opportunity to provide an overview of all aspects of his/her professional endeavors, detailing how s/he has integrated teaching, creative and scholarly activity and service activities into focused efforts to support the missions of the department/school, college, and university.

B. This statement should also include an assessment of his/her career at the point of application and a projection of the future course of his/her career.
VI. One-page statement of teaching philosophy and evaluation of teaching effectiveness plus appropriate supporting materials.
A. Examples of appropriate materials are specified by each department/school but might include examples of usage of assessment to effect curricular development, examples of the integration of teaching and creative/scholarly activity, summaries of teaching evaluations, sample syllabi, examples of student projects which were successful, and peer evaluations (see specific department/school criteria).
B. For applicants seeking promotion to full professor, include only evidence since the previous promotion.

VII. One-page evaluation of scholarly and creative accomplishments plus appropriate supporting materials.
A. Examples of appropriate material are specified by each department/school but might include abstracts of published works, slides or pictures, critical reviews, evidence of curricular developments resulting from scholarly and creative activities (see specific department/school criteria).
B. For applicants seeking promotion to full professor, include only evidence since the previous promotion.

VIII. One-page evaluation and interpretation of service activities plus appropriate supporting materials.
A. Examples of appropriate material are specified by each department/school but might include evidence of substantive accomplishments resulting from service (see specific department/school criteria).
B. For applicants seeking promotion to full professor, include only evidence since the previous promotion.

C. Dossier Presentation
Dossier materials must be placed in a sturdy three ring binder no larger than 4” with all parts of the dossier labeled according to the above outline. Appropriate supporting materials should include only examples of what the applicant feels is his/her strongest work. Rather than every program or visual depiction of creative work, every unsolicited letter or memo, or every individual student evaluation, applicants should display quality rather than quantity. If necessary, additional examples or illustrations of supporting work may be provided in a supplemental and separate appendix.
VII. Grandfather Provision:

A. The provisions of this document take full effect upon ratification by a simple majority of the full-time faculty voting in a special election and with the approval of the Dean.

B. Faculty hired prior to August 16, 2000, classified as “tenure track” on or before August 16, 2000, and seeking tenure and/or promotion to associate professor, have some consideration given to them due to the changes in promotion and tenure guidelines.

C. Faculty promoted to associate professor effective August 16, 2000 fall exclusively under the provisions of this document. Faculty promoted to associate professor prior to August 16, 2000 have some consideration given them due to the changes in promotion guidelines.

VIII. Amendments:

A. Proposed amendments and/or changes to this document must be ratified by secret balloting by a simple majority of the full-time faculty voting in a special election of the college, and must be approved by the Dean. Such amendments and/or changes shall not occur more than once in five years after adoption by the faculty and approval by the Dean.

B. Proposed amendments and/or changes to the individual department/school documents must be ratified by secret balloting by a simple majority of the full-time faculty voting in a special election of the department/school, and must be approved by the department chair/school director and by the Dean. Such amendments and/or changes shall not occur more than once in five years after adoption by the faculty and approval by both the department chair/school director and the Dean.

C. Amendments and/or changes to this document or the individual department/school documents may be proposed by faculty members, department chairs/school directors, or the Dean.

D. Nothing in this document or the individual department/school documents shall be interpreted to supersede established policy at the University of Central Oklahoma.

Approved by the faculty of the College of Arts, Media & Design on August 17, 2001. Approved by the Dean of the College of Arts, Media & Design on August 20, 2001.

Dr. Christopher L. Markwood, Dean