College of Fine Arts and Design General Guidelines

The College of Fine Arts and Designs guidelines follow university policy (see Appendix E in the Faculty Handbook). The College of Fine Arts and Design serves to promote creative, intellectual, and professional growth in all aspects of the arts 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 Fine Arts and 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.
Responsibilities

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.

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 1 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.

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.

**Responsibilities of Peers:**

1. It is the responsibility of all tenured faculty to fulfill their role in the peer evaluation process with the highest professional integrity, remembering that evaluations, like the criteria, must be measurable and quantifiable, and in accordance with university, college, and departmental/school policies.

2. For this purpose, tenured peers will objectively evaluate a candidate’s dossier and make appropriate responses on all peer evaluation forms, abide by the entire Confidentiality Clause, and reveal no information about the candidate except to the appropriate administrative and legal authorities. In no case will evaluations be made on the basis of personalities or in violation of either the university or the Faculty Senate statements on ethical conduct.

3. Teaching is the primary responsibility of all faculty at the university, regardless of rank or tenure status. In the evaluation of tenured/tenure-track faculty, there is no greater responsibility for tenured faculty than to perform this task with the highest integrity and devotion of one’s profession, discipline, college and university.

4. Teaching evaluations in the classroom are essential to support the integrity of the university’s primary mission, which is to educate. The Deans and the faculty member’s chair/director reserve the right to visit classrooms for teaching evaluations.
Guidelines for Annual Review, Pre-tenure Review and Post-Tenure Review

Annual Review

Every non-tenured full-time faculty member undergoes an annual performance evaluation by the chair/director of his/her department and the deans of the college to review his/her progress and establish goals for the upcoming year.

The first review takes place during the fall semester of the first year of employment. The faculty member will submit the following to facilitate the review:

- A faculty development plan
- Course syllabi

The subsequent reviews will occur in each fall semester. The faculty member will submit the following to facilitate the review:

- A Faculty Development Plan following the identified template for the AY
- Student Perception of Instructional Effectiveness results for the previous year
- A brief curriculum vitae highlighting the previous year’s accomplishments

The final annual review will take place in the fall semester following the granting of tenure and, as all annual reviews following the first one, will focus on performances during the previous academic year. The faculty member will submit the following to facilitate the review:

- Student Perception of Instructional Effectiveness results for the previous year
- A brief curriculum vitae highlighting the previous year’s accomplishments
- A current faculty development plan with 3-year goals identified
Pre-Tenure Review

The purpose of pre-tenure review is to give the faculty member feedback about his/her progress toward the recommendation for tenure and/or promotion to Associate Professor. Pre-tenure review is a peer review performed by the faculty member’s tenured departmental/school colleagues and the chair/director of the department/school. Pre-tenure review will occur in the fall semester of the third year of full-time, tenure-track employment.

The faculty member will submit the following to the Chair/Director to facilitate the review process:

- An executive summary of no more than 3 pages
- All Student Perceptual Instructional Effectiveness results
- A current curriculum vitae
- All grade distribution reports
- The chair/director’s and dean’s previous evaluations

Post-Tenure Review

Performance evaluation of a tenured faculty member provides a positive framework to improve performance by the faculty member. Performance evaluation of a tenured faculty member also provides accountability to the society that the university serves. All tenured faculty members, regardless of rank, shall have their performance evaluated every three years. All proceedings of the evaluation process are subject to the Confidentiality Clause.

The faculty member will submit the following to the Chair/Director to facilitate the review process:

- A completed faculty development plan with all objectives met and/or an explanation of objectives that have not been met and are continuing into the next tri-annual
- All Student Perceptual Instructional Effectiveness results since the last review
- A current curriculum vitae addressing all three components of teaching, scholarly/creative and service
- All grade distribution reports and a summary of written comments
Guidelines for Applying for Tenure and Promotion

Before applying for tenure, each applicant should complete the pre-tenure review process according to the university’s guidelines. Tenure review is not an option. NOTE: If you are hired in without a terminal degree and are in the process of completing a terminal degree, Tenure review can be waived through an agreement with Academic Affairs (see Dean for information). Once the faculty member has been notified of his tenure review from Academic Affairs and the respective college, he/she will submit the appropriate documentation for the review process. (Please refer to Appendix E of the Faculty handbook for further explanation)

A faculty member seeking tenure is expected to demonstrate the potential for long-term contributions to the department/school, college, university and profession in the three areas of evaluation:  teaching, scholarship/creative and service. Tenure is a mandatory requirement for a faculty. Only full-time faculty members holding academic rank of assistant professor, associate professor, or professor may be granted tenure. Qualified professional librarians shall be considered faculty members if they are given academic rank. (Section 3.3.3c, RUSO).

An Assistant Professor who seeks promotion to Associate Professor is expected to demonstrate success in teaching, scholarship and service to the student body, the department/school, the college, university and the community.

An Associate Professor who seeks promotion to Full Professor should focus his/her application on teaching excellence, possibly new course development, program development, more extensive research projects and/or compositions resulting in publication and service that uses the faculty member’s expertise at the college, university and community levels. An Associate Professor working to become a Full Professor must seek opportunities to contribute in more significant ways than those required of an Associate Professor.
Dossier Preparation

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

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

Contents of the Dossier:

I. Letter of Application

II. Table of Contents

III. Current Curriculum Vitae
   A. Name
   B. Education
      a. Begin with most recent degree or program of study
      b. 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 faculty 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 materials 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.

**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.
Evaluation and Assignment of Ratings

A faculty member seeking promotion and/or tenure in the College of Fine Arts and 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.

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

- **Excellent Performance**: exceeds expectations
- **Good Performance**: Fully meets expectations
- **Average Performance**: Inconsistently meets expectations
- **Unacceptable Performance**: Does not meet expectations
Criteria and Relative Weight

The College of Fine Arts and 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 points of the overall evaluation and is comprised of three components: course development and delivery constitutes 30 points of the teaching role, content expertise constitutes 15 points of the teaching role, and course management constitutes 5 points of the teaching role.

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

C. The service role constitutes 20 points of the overall evaluation and is comprised of two components: department/school, college, and university service constitutes 10 points of the service role and community and/or professional service constitutes 10 points of the service role.

A candidate must attain a minimum overall score of 80 points to be considered for tenure and/or promotion to Associate Professor. The faculty may not score below good in any component of the teaching area or the scholarly/creative. A faculty may not score below “average” in the service component. A rating of less than "good" in teaching and research/scholarly or less than “average” in service requires a negative vote for promotion to Associate Professor and for Tenure.

A candidate must attain a minimum overall score of 85 points to be considered for promotion to Professor. The faculty may not score below good in any of the three criteria—teaching, scholarly/creative or service. A rating of less than "good" in any one component requires a negative vote for promotion.

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<th>Teaching Role</th>
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<td>Course Development &amp; Delivery</td>
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<td>Content Expertise</td>
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<td>Course Management</td>
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<th>Research, Creative &amp; Scholarly Role</th>
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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.

### General Expectations for Tenure, Promotion, and Post-tenure Review

#### Tenure:
A faculty member seeking **tenure** in the College of Fine Arts and 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 score of 80 points is required for an individual reviewer/evaluator to cast a positive vote for tenure, but a rating of less than "good" in the Teaching and Research, Creative and Scholarly Activity components or a rating of less than "average" in the Service component requires a negative vote for tenure.

#### 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

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<td>Department/School, College and University Components</td>
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<tr>
<td>Community and/or Professional Components</td>
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the missions of the department/school, college, and university. An overall score of 80 points is required for an individual reviewer/evaluator to cast a positive vote for promotion from Assistant to Associate Professor, but a rating of less than "good" in the Teaching and Research, Creative and Scholarly Activity components or a rating of less than "average" in the Service component requires a negative vote for promotion.

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 score of 85 points is required for an individual reviewer/evaluator to cast a positive vote for promotion to the rank of full professor, but a rating of less than "good" in any one component requires a negative vote for promotion.

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.
Grandfather Provision

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 Deans.

Faculty hired prior to **August 1, 2010**, classified as “tenure track” on or before August 16, 2010, and seeking tenure and/or promotion to associate professor, have some consideration given to them due to the changes in promotion and tenure guidelines.

Faculty promoted to associate professor effective **August 1, 2010** fall exclusively under the provisions of this document. Faculty promoted to associate professor prior to August 16, 2010, have some consideration given them due to the changes in promotion guidelines.
Amendments

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 Deans. Such amendments and/or changes shall not occur more than once in five years after adoption by the faculty and approval by the Deans.

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 Deans. 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 Deans.

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 Deans.

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 Fine Arts and Design on August 16, 2010

Approved by the Deans of the College of Fine Arts and Design on August 16, 2010

_____________________________________        _______________________________
Dr. John E. Clinton, Dean     Dr. Gayle A. Kearns, Associate Dean

Committee Members 2009-2010:

Art
Barbara Broadwell
Gayle Singer

Dance
Jill Priest
Robyn Pasternack

Design
Rukmini Ravikumar
Amy Johnson
Kevin Steiner

Music
Dr. Ralph Morris
Dr. Greg White

Theatre
Lucas Hadsall
Dr. Robert McGill