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

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, 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. Correspondence courses and/or technologically delivered course work
   5. Curriculum and course development
   6. Organization and/or supervision of service learning projects
   7. Offering training or other seminars, including short courses, workshops, and providing guest lectures
   8. Supervision of graduate and undergraduate research
   9. Conducting study travel programs
   10. Organization and supervision of student tours and field trips
   11. 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 or teaching recognition
      e. Classroom performance through peer review
      f. Letters from students, colleagues, and/or public
      g. Uncompensated teaching overloads
      h. New course preparations
      i. Other evidence 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
Candidates must present evidence and/or documentation of activities in combination with creative and scholarly pursuits.

A. Examples of Creative Activities
   1. Free-lance and/or pro bono design work
   2. Performance as a consultant in design
   3. Public display of work in juried and/or invited exhibitions
   4. Other examples of creative activity as defined by the department, college, and university

B. Evidence of Creative Activities
   1. Documentation of a regional or national reputation as a designer
   2. Documentation of creative accomplishment
3. Awards and professional recognition
4. Other documentation as defined by the department, college, and university

C. Examples of Scholarly Activities
   1. Publication of research in design or design education
   2. Research resulting in the publication of books and/or articles
   3. Research grants for professional development
   4. Presentations at state, regional, and/or national conferences, seminars, and/or workshops
   5. Research and study of new software
   6. Other examples of scholarly activity as defined by the department, college, and university

D. Evidence of Scholarly Activities
   1. Successful completion of research grants
   2. Documentation of publication of books and/or articles
   3. Documentation of presentations at conferences, seminars, and/or workshops
   4. Reviews, awards, or other recognition
   5. Evidence of implementation of techniques and/or applications of new software
   6. Other documentation of ongoing scholarly activity in design defined by the department, college, and university

Total Creative/Scholarly Role = 100%

IV. 5% Service Role

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

A. Service to the Department of Design
   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. Participate in curriculum and/or program development
      h. 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, 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 board 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 as defined 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 Design on August 17, 2001.

Approved by the chair of the Department of Design: _________________________________

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