

DEPARTMENT OF ART AND DESIGN POLICY ON PROMOTION AND TENURE

Proposed Spring 2016

A. GENERAL INFORMATION

UNIVERSITY PROMOTION AND TENURE

This policy statement defines the standards and procedures for promotion and tenure in the Department of Art and Design. It does not repeat material that appears in the [Faculty Handbook Section 4.4](#) or in the [College of Arts and Sciences Policy on Promotion and Tenure](#). Candidates must refer to those documents for information regarding dossier preparation, deadlines for the promotion process above the department level, and university-wide or college-wide promotion and tenure policies. In the event of an inadvertent conflict, the university policy takes precedence, followed by the college policy and then the department policy.

Amending this Document

Any proposal to amend this promotion and tenure document requires a 2/3 vote of the regular full-time art and design faculty. Upon approval at all required levels of review, such changes become effective the following academic year.

The Candidate

In accordance with the University Faculty Handbook, the candidate must submit their intention of applying for promotion in writing to the Department Chair by March 15th of the calendar year in which they are applying. The final decision to seek or not to seek promotion at a given time rests entirely with the candidate unless university policy requires that the review take place. Candidates are responsible for initiating the process of promotion and should be knowledgeable about the promotion process, appropriate deadlines, and the dossier requirements. Primary responsibility for preparation of the dossier rests with the candidate.

Composition and Responsibilities of the Promotion and Tenure Committee

The Promotion and Tenure (P&T) Committee is formed at the time of the candidate's announcement of application for promotion. The committee should consist of at least 3 members and is comprised of all department faculty members at the rank of the promotion sought or above. The candidate may nominate one university faculty member outside the department to serve on the committee. The external nominee must be approved by the committee.

The candidate selects a faculty member to chair his/her committee. The chair of the committee appoints and delegates the roles of a subcommittee. Responsibility for advice and assistance in the preparation of the dossier rests with the candidate's subcommittee. The subcommittee is responsible for determining and indicating in a written letter the significance, quality, and quantity of the scholarly endeavors of the candidate, as well as excellence in teaching and commitment to service. The subcommittee chair, or their designates, is responsible for providing a written report

to the full committee, who then votes to approve the letter. The full committee then votes on promotion and it is this vote that is added to the letter.

The P&T Committee conducts its evaluation in accordance with the University Faculty Senate guidelines.

Solicitation of Letters / Outside Evaluators

Following the selection of a subcommittee, the P&T Committee furnishes the candidate with a list of six potential evaluators which the candidate may challenge. The candidate may submit a list of up to six names for the committee's consideration. The identity of the six individuals, who are ultimately asked to provide evaluations, are kept in confidence from the candidate. The P&T Chair will facilitate all contact with the external reviewers.

The procedure relating to external evaluations must follow the guidelines stipulated in the [University Faculty Handbook section 4.4.9.](#)

The candidate is asked to submit the names of at least ten former students from whom the committee may solicit letters attesting to the quality of the candidate's teaching, advisement, sponsorship of student activities, and other student-related work. The P&T Committee Chair also solicits comments from all students from the candidate's last three teaching semesters.

The candidate may submit to the P&T Committee the names of anyone who can document service to the university or any of its units, to professional organizations, to community service groups, or to any other organizations with which the candidate is associated. The committee will solicit letters from everyone named by the candidate. With the exception of the letters from outside evaluators and from former students, nothing that the candidate has not seen will be placed in the dossier.

Departmental Recommendation

The recommendation of the P&T Committee is the vote of the faculty (at rank or above) plus any approved members from outside the department. All voting is conducted by written secret ballots. It is the P&T Committee's responsibility to include with its final recommendation, the tally of the vote clearly stated in the letter of recommendation.

The candidate must be informed in writing within three days after the results of the P&T Committee are officially determined.

Appeals

An intention to appeal must be given to the appropriate body within five working days of written notification of the decision. This may be for the purpose of providing additional information. If needed, the candidate must have time to appeal the P&T Committee recommendation before it is forwarded to the department chair.

Chairperson's Recommendation

The chairperson's recommendation is made independently and in response to the P&T Committee recommendation.

B. REQUIREMENTS FOR PROMOTION

1. Promotion to Associate Professor

Since promotion or appointment to the rank of assistant professor, the candidate must have demonstrated excellence in both scholarship, (i.e. regional and national impact), and teaching, as well as high-quality performance in service. The candidate's workload assignment is taken into account in determining the weight to be placed on each category, but unsatisfactory performance in any area will preclude promotion. The minimum criteria are as follows:

SCHOLARSHIP: excellent performance as evidenced by peer-reviewed scholarly, creative, or other relevant professional work, including, but not exclusive to: solo exhibitions, significant group exhibitions, screenings, performances, publications appearing in print or electronic media, lectures, conference presentations, interviews, workshops, collaborative research, community-engaged practice, citations or reviews of the candidate's creative or scholarly work, grants and awards. It is recognized that the significance of scholarship activities and venues is to be defined and defended by the candidate and qualified by external reviewers.

Scholarship completed while in rank elsewhere as an assistant professor or the equivalent will be considered an asset toward promotion to associate professor, but a convincing demonstration of significant scholarly productivity since appointment to the University of Delaware is essential.

TEACHING: excellent performance as documented by such evidence as peer evaluations, numerical and discursive student evaluations, testimonials from former students, syllabi and other course materials, teaching awards, samples of student work, course portfolios, and other evidence of successful teaching.

SERVICE: high-quality performance as evidenced by the candidate's curriculum vitae, by letters attesting to service, and by other documentation of service within the university and beyond.

2. Promotion to Full Professor

Since promotion or appointment to the rank of associate professor, the candidate must have demonstrated excellent achievement in both scholarship, (i.e. national and international impact), and teaching, and high-quality achievement in service. The minimum criteria are as follows:

SCHOLARSHIP: excellent performance as evidenced by peer-reviewed scholarly, creative, or other relevant professional work, including, but not exclusive to: solo exhibitions, significant group exhibitions, screenings, performances, publications appearing in print or electronic media, lectures, conference presentations, interviews, workshops, collaborative research, community-engaged practice, citations or reviews of the candidate's creative or scholarly work, grants and awards. It is

recognized that the significance of scholarship activities and venues is to be defined and defended by the candidate and qualified by external reviewers.

TEACHING: excellent performance as documented by such evidence as peer evaluations, numerical and discursive student evaluations, testimonials from former students, syllabi and other course materials, teaching awards, samples of student work, course portfolios, materials relating to the direction of sustained research and writing by graduate and undergraduate students, and alumni, and other evidence of successful teaching.

SERVICE: high-quality performance as evidenced by the candidate's curriculum vitae, by letters attesting to service, and by other documentation of service within the university and beyond.

3. Promotion of Continuing-Track Faculty

The promotion of continuing-track faculty to the rank of assistant, associate, or full professor without tenure is based on the percentage assigned to teaching, scholarship, and service, and must be directly related to the candidate's workload assignment. The standards and expectations for the quality of work are the same for all faculty, tenure-track and continuing-track.

If the candidate's workload assignment includes scholarship, then the scholarship and teaching must be excellent. The candidate's service must be excellent or high-quality. If the candidate's workload assignment is made up entirely of teaching or of teaching and service (including program development and administration), the teaching and service must be excellent.

Excellence in teaching is assessed on the basis of a detailed teaching portfolio including such documentation as syllabi and other course materials; numerical and discursive student evaluations and testimonials from former students; peer evaluations; teaching grants and awards; samples of student work demonstrating how their performance has improved over the course of instruction; a statement explaining the candidate's instructional goals and methodologies and their impact on student learning; materials from workshops and other forms of instruction provided to faculty, staff, and teaching assistants in the Department of Art and Design and in other units of the university; materials from workshops and other forms of instruction provided to members of the public outside the university, including but not limited to elementary and secondary school teachers; and any other material that attests to the quality of the candidate's teaching or to its recognition in and beyond the university.

Promotion on the basis of excellent teaching also requires a demonstration of leadership and high visibility in the pedagogy of the relevant field. Demonstration of such achievement must include such evidence as participation in regional or national organizations, conference presentations, online or print publications, membership on assessment teams evaluating programs in other institutions, and other activities that demonstrate the candidate's contributions to the pedagogy of the relevant field beyond his or her own classroom teaching. Promotion to associate professor without tenure requires evidence of regional recognition in the candidate's pedagogical field.

Promotion to full professor without tenure requires evidence of national recognition in the candidate's pedagogical field.

Timetable for Departmental Promotion Procedures

15 March Deadline for written notification to the department chair of the candidate's intent to apply for promotion the following academic year. E-mail communication is sufficient for this purpose.

30 March Deadline for the candidate to select a chair for his/her P&T Committee. Deadline for the candidate to nominate a university faculty member outside of the department (if necessary).

10 April P&T Committee to appoint subcommittee.

30 April Deadline for candidate and subcommittee to submit list of external reviewers.

1 June Deadline for the candidate to supply curriculum vitae, research statement, and scholarly work for outside evaluators.

1 September Deadline for the candidate to submit a complete dossier. Deadline for the P&T Committee to secure and submit outside evaluations. The dossier should follow the format described in the Faculty Handbook.

1 October Deadline for a final vote by the department P&T Committee. The committee chair reports the vote in writing to the candidate as soon as possible after the meeting. If the candidate wishes to appeal, he/she must do so within five working days after being informed of the committee's decision. If no appeal, the committee's recommendations are due to the departmental chair.

10 October Deadline for a second vote and committee recommendations to departmental chair following the candidate's appeal, if any.

15 October Departmental recommendation and Chairperson's recommendation to the Dean of Arts & Sciences.

Approved February 2017