

Department of Art and Design Promotion and Tenure Guidelines

Introduction

Departmental review of faculty members will be conducted as required by Middle Tennessee University Policies 204 (Tenure) and 205 (Promotion). However, since MTSU Policies do not specify expectations for teaching, creative activity/research, or service relating specifically to Art and Design faculty, this document will address department standards for assessing performance and progress toward Promotion and Tenure. It will also outline the responsibilities of Promotion and Tenure (P&T) Committee members, the department chairperson, and Promotion and/or Tenure Candidates (P&T Candidates) in the Department of Art and Design. These standards and responsibilities have been identified by the faculty and have been approved by the Department Chair, College Dean, University Provost, and President. Commonly utilized academic criteria and evaluative guidelines are included for the four areas in the Department of Art and Design: Art Education, Art History, Graphic Design, and Studio Art. Candidates are not restricted to these examples of documentation and some criteria may not apply to every candidate.

Composition, Eligibility, and Election of P&T Committee

In compliance with MTSU Policy 204, the P&T Committee will be elected by secret ballot of the tenure track and tenured full-time members of the Art and Design faculty, excluding the department chair, at the conclusion of the Spring semester. The P&T Committee shall consist of five full-time tenured members within the Art and Design faculty. The five full-time tenured members of the Art and Design faculty receiving the highest number of votes in the election shall serve on the committee.

Purpose and Responsibilities of the Department P&T Committee

All P&T Committee members are required to participate in the evaluation of promotion and tenure files, sign the promotion and tenure documentation that moves forward, and if asked, conduct a classroom observation and peer review. The purposes of the P&T Committee are to:

- Meet with Tenure-Track faculty undergoing 1st through 5th-year review and the Department Chair at the beginning of the Fall semester to discuss and explain department guidelines and standards.
- Elect a committee member to conduct a classroom observation and complete a peer review of the candidate's teaching.
- Uphold department standards for Teaching, Research/Creative Activity, and Service.
- Conduct a thorough review of all documents submitted by candidates for promotion and/or tenure.
- Conduct a comprehensive evaluation of candidates going up for third-year pre-tenure review.
- Meet with fellow committee members to discuss and evaluate contract renewal of tenure track faculty. The committee will vote to recommend contract renewal or non-renewal for tenure track faculty up until their 6th year.
- Review promotion and/or tenure application dossiers and supporting materials, including letters from external evaluators. Vote for or against granting the faculty member promotion and/or tenure.
- Draft a letter from the committee to the department chairperson discussing the committee's evaluation and determination regarding candidates' progress toward promotion and/or tenure, which includes the numerical vote per College policy.
- Provide copies of the letters of recommendation to the faculty member under review via the university's faculty software of record.

Election and Responsibilities of Department Representative serving on the College of Liberal Arts Promotion and Tenure Committee

As needed, Department of Art and Design tenured and tenure-track faculty will elect, by majority vote, a tenured faculty member (excluding the department chairperson), to be the departmental representative to the College of Liberal Arts Promotion and Tenure Committee. The representative will serve a three-year term. If the representative is unable to complete the three-year term, the same procedures will be followed to select a replacement to begin a new three-year term.

Responsibilities of Department Chairperson

The department chairperson's promotion and tenure obligations are to:

- Call for election of department P&T committee during the first department meeting of the year.
- Meet with candidates undergoing their 1st through 5th review and P&T Committee at the start of the academic year to inform candidates of policy and procedures.
- Establish a mentoring network for candidates at the start of their first year.
- Review and evaluate documentation and materials submitted by the candidates.
- Make an independent recommendation to the Dean of the College of Liberal Arts regarding contract renewal or non-renewal for years one, two, four, and five. The pre-tenure review will take the place the renewal during year three.
- Advise candidates on areas of strength and weakness following the review process.
- Distinguish between contract renewals and Promotion and Tenure reviews and observe their specific requirements.
- Provide copies of internal review letters to the candidate and the chair of the P&T Committee.
- Include copies of the P&T evaluation letter in the faculty's personnel file.
- Provide original letter to the College of Liberal Arts Dean, as part of the candidate's file, and upload all relevant department letters to the faculty software of record by the date specified in the Provost's annual faculty assessment calendar.

Candidate Responsibilities

Candidates for promotion and/or tenure are responsible for reviewing the Department of Art and Design's Promotion and Tenure Guidelines and for being cognizant of the standards detailed within. They must thoroughly review and act in compliance with University, College, and Department Promotion and Tenure Policies and Procedures. Candidates must show evidence of high quality professional performance in Teaching and continuing direct participation in Research/Scholarship/Creative Activity and Service. Candidates must show evidence of high quality professional productivity in Research/Scholarship/Creative Activity and quality professional productivity in Service. Candidates are also responsible for thoroughly documenting all supporting materials used to substantiate achievements in Teaching, Research/Scholarship/Creative Activity, and Service in the university's faculty software of record.

Teaching, Service, and Research/Scholarship/Creative Activity are defined in University policy as follows:

A. Teaching. Teaching includes strategies by which information is imparted so that others may learn, and may include, but is not limited to, a variety of techniques including instruction, student advising and/or mentoring, and development of course materials, courseware, and innovative approaches to instruction.

B. Research/Scholarship/Creative Activity. Research/scholarship/creative activity encompasses the studious inquiry, examination, or discovery that contributes to disciplinary and interdisciplinary bodies of knowledge and is disseminated to an appropriate audience. Research/scholarship/creative activity may include, but is not limited to, disciplinary and interdisciplinary activities that focus on the boundaries of knowledge, field-based scholarship, creative activities (i.e., film making, performances, or other artistic creations), research in teaching and learning, and seeking grants to support such activities.

C. Service. Service encompasses a faculty member's activities in three (3) areas: University service, professional service, and public service.

1. University service refers to work other than teaching and research/scholarship/ creative activity done at the department, college, and/or University level. Participation in University service is expected of every faculty member. University service includes, but is not limited to, participation on department, college and University committees. Some faculty members may accept more extensive citizenship functions, such as a leadership role in the Faculty Senate, membership on a specially appointed task force, advisor to a University-wide student organization, and/or membership on a University search committee.

2. Professional service refers to the work done for organizations germane to one's discipline or to the teaching profession generally. Service to the profession includes, but is not limited to, association leadership, journal editorships, articles and grant proposal review, guest lecturing on other campuses, and other appropriate activities. While it is difficult to define the exact nature of significant professional service, clearly more is required than organizational membership and attendance; examples of significant service would be that done by an officer of a professional organization or a member of the editorial staff of a journal.

3. Public service is the University's outreach to the community and society at large, with major emphasis on the application of knowledge for the solution of problems with which society is confronted. Public service primarily involves sharing professional expertise and should directly support the goals and mission of the University.

Candidates are responsible for ensuring that their activities align with and meet department standards. Documentation of their achievements in all three areas, as outlined by policy, must be submitted in accordance with the timeline set by the institution and reflected in the annual faculty assessment calendar. Pre-tenure reviews take place during the candidate's third year towards a tenure track position. Note this review may come sooner, if the candidate entered the institution with credit towards tenure. The Tenure or Promotion and Tenure reviews takes place during the candidate's sixth probationary year as defined by the University.

Third-Year Pre-Tenure Review of Tenure Track Faculty

The department recognizes the importance of a third-year pre-tenure review and will conduct the review in the same manner as a sixth-year faculty member going up for tenure. Candidates will submit all documents outlined in MTSU Policy and will provide supplementary evidence of activities. Candidates are also responsible for thoroughly documenting all supporting materials used to substantiate achievements in Teaching, Research/Scholarship/Creative Activity, and Service in the university's faculty software of record. Pre-tenure files will be reviewed by the department P&T Committee, the department chairperson, the college P&T committee, and the Dean of the College of Liberal Arts.

Promotion and Tenure Criteria

Candidates should indicate the scope and significance of their activities by identifying if the activities received recognition at an international, national, regional, or local scale. The department broadly defines the recognition as follows:

- **International** - presentation, exhibition, published design, award, publication, recognition from or geared toward a market or audience outside of the United States. International recognition has the highest level of merit.
- **National** - presentation, exhibition, published design, award, publication, recognition from or geared toward a market or audience within the United States, beyond the regional area. National recognition has a higher level of merit than regional recognition.
- **Regional** - presentation, exhibition, published design, award, or publication, recognition from or geared toward a market or audience within the Southeast, beyond the local area. Regional recognition has a higher level of merit than local recognition.
- **Local** - presentation, exhibition, published design, award, or publication, recognition from or geared toward a market or audience within Middle Tennessee geographical region. Local recognition has the lowest level of merit.

Teaching

Teaching includes strategies by which information is imparted so that others may learn, and may include, but is not limited to, a variety of techniques including instruction, student advising and/or mentoring development of course materials, courseware, and innovative approaches to instruction. The Department of Art and Design is committed to maintaining the highest standards of teaching throughout all its programs. Candidates for Promotion and Tenure must demonstrate and provide evidence of mastery of subject area and excellence in teaching. The successful candidate is expected to demonstrate competency in the following:

- Knowledge of subject matter
- Staying abreast of advancements in the discipline
- Evidence of continued growth and engagement in the discipline
- Curriculum and/or new course development
- Development of appropriate learning objectives
- Quality organization and presentation of course material
- Strong communication skills
- Programmatic and course assessment
- Innovation in teaching methods, use of instructional materials, and technology
- Ability to work with a diverse student population
- Supervision of specialized instructional activities (student research /creative activity, Service learning, thesis/dissertation direction, internships, student teaching, etc.)
- Student mentorship and advising
- Honors received and recognition for teaching

Documentation of teaching

The department employs the university student evaluation instrument as a measure of faculty competency in teaching. The P&T Committee will conduct an annual classroom observation of tenure track faculty and will draft a peer review for their file. Tenured faculty will be observed once every three years, or upon request.

Additional documents demonstrating teaching competency:

- Course syllabi
- Teaching Awards
- Advanced Art Problem Courses/Independent Study Course
- Mentorship of Student Research beyond the classroom
- Supervision of Honors Thesis
- Serving as a reader on Thesis and or dissertation committees
- Organizing and/or Participating in pedagogy workshops
- Guest lectures, demonstrations, or workshops
- Student awards, publications, juried exhibitions
- Achievements of alumni
- Letters from distinguished peers
- Curation of student exhibitions
- Participation in collaborative, interdisciplinary projects, programs, and courses
- Grant funding for teaching proposals
- Development of educational aids

Service

Service encompasses a faculty member's activities in three (3) areas: University service, professional service, and public service.

The successful candidate in the Department of Art and Design is expected to participate in service at the department, college, and university level. Professional and public service on the local, regional and national levels are also to be commended. Elected service (position or role involving an election) is more significant than volunteer service. Ongoing/continuing service may be more significant than periodic/temporary service. Presentations and exhibitions that take place on the MTSU campus are considered public or institutional service. Examples of Service include but are not restricted to the following:

- Participation in committees at the Department, College, and University Levels
- Recruitment activities
- Organization and curation of student and/or professional exhibitions in the department's galleries
- Leadership of a professional association, board, council, or organization
- Membership and service to professional associations and organizations in the field
- Membership to advisory council(s) or board(s)
- Service as a consultant in areas of the candidate's expertise for non-profit arts organizations, educational institutions or government entities
- Involvement with student chapters of professional organizations or student organizations
- Student advising
- Hosting and organizing visiting artist events
- Presentations/workshops to local community groups or educational entities
- Participation in faculty exhibitions at MTSU or in MTSU affiliated galleries
- Jurying exhibitions/competitions/publications
- Organizing conferences/symposia
- Lab/studio management
- Manuscript reviewer
- Peer reviewer/class observations
- Publication of relevant art education material through school systems, community partners, and professional organizations

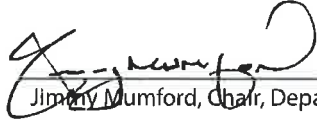
Research/Creative Activities

Research/scholarship/creative activity encompasses the studious inquiry, examination, or discovery that contributes to disciplinary and interdisciplinary bodies of knowledge and is disseminated to an appropriate audience. Research/scholarship/creative activity may include, but is not limited to, disciplinary and interdisciplinary activities that focus on the boundaries of knowledge, field-based scholarship, creative activities (i.e., film-making, performances, or other artistic creations), research in teaching and learning, and seeking grants to support such activities. Successful candidates are expected to maintain active research/creative activity agendas that produce measurable results concurrent with their responsibilities in Service and Teaching. Quality, volume, and consistency of the candidates' scholarly contributions will be taken into account. Consideration is also given to the scope of recognition (international, national, regional, or local), degree of review (juried, peer reviewed, invited, open-call), and the audience reached/significance of broadcast (international, national, regional, or local) for research/creative activities.

Presentations

- Presentations (paper, lecture, panel, discussion, demonstration, etc) at professional or discipline specific conferences or events
- Presentations (paper, lecture, panel, discussion, demonstration, etc) at museums or educational institutions

Approver Section


Jimmy Mumford, Chair, Department of Art and Design
10/16/23
Date


Leah Tolbert Lyons, Dean, College of Liberal Arts
12/20/2023
Date


Mark Byrnes, Provost, Middle Tennessee State University
8/14/24
Date


Sidney McPhee, President, Middle Tennessee State University
8/14/2024
Date

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Memo

To: Dr. Leah Lyons, Dean, College of Liberal Arts
From: Jimmy Mumford, Chair, Department of Art and Design
RE: Update of Department of Art & Design P & T Guidelines
Date: October 16, 2023

A handwritten signature in black ink, appearing to be "J. Mumford", written over the "RE:" line of the memo header.

On Friday, September 29, 2023, the Tenure and Promotion Committee convened to discuss proposed revisions to the Department of Art and Design Promotion and Tenure Guidelines. Following a vote tally of 5 in favor and 0 against, the committee unanimously decided to remove two specific sentences from the guidelines.

Under the 'Responsibilities of the Department Chairperson,' the committee has recommended the removal of the sentence which states, 'During the candidates' 5th year, secure a minimum of three letters from external evaluators in the discipline for candidates going up for Promotion and Tenure, in advance of their review. These letters will be included in the documentation provided to the committees and the dean.'

Under 'Documentation of Teaching,' the committee has proposed the removal of the sentence which states, 'Note that tenured faculty planning to apply for promotion to Full Professor should request peer reviews for the two years prior to their document submission.'

I endorse the committee's recommendation to remove these two sentences from the Department of Art and Design Promotion and Tenure Guidelines.

Department of Art and Design

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September 29, 2023

Memo to: Jimmy Mumford, Chair, Department of Art & Design
From: Department Promotion and Tenure Committee
Subject: Update of Department of Art & Design P & T Guidelines

Please allow this letter to serve as official notice that the Department of Art & Design faculty unanimously voted to remove two sentences from the Department of Art and Design Promotion and Tenure Guidelines.

On Friday, September 29, 2023, the Tenure and Promotion Committee met with faculty to discuss removing two sentences from the Department of Art and Design Promotion and Tenure Guidelines. Jean Nagy, Committee Chair, read the recommendation to remove a sentence that still mentions External Evaluators, which the faculty voted last year to remove and to a remove sentence that states, "tenured faculty planning to apply for promotion to Full Professor should request peer reviews for the two years prior to their document submission."

Michael Baggarly motioned to adopt the recommendation and remove the External Evaluation. Dr. Nancy Kelker seconded the motion. The Department of Art and Design faculty voted unanimously to Remove the two sentences from the Department of Art and Design Promotion and Tenure Guidelines.

Following the vote of the faculty, the Tenure and Promotion Committee unanimously voted to remove the two sentences from the Department of Art and Design Promotion and Tenure Guidelines.

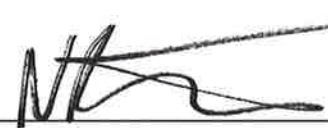
Sincerely,

The 2023-20224 Tenure and Promotion Committee


Jean Nagy, committee chair


Douglas Dabbs


Michael Baggarly


Nick Satinover


Laura E. Cochrane