Promotion & Tenure Guidelines
UWG Department of Art

Faculty Handbook
Overarching requirements for the promotion and tenure of art colleagues as stated in the UWG Faculty Handbook are already clearly defined and these procedures do not differ from those that apply to the University’s faculty at-large. This document provides examples of specific criteria for art faculty and further explains and expands the definitions, as they are applicable to Art Faculty within the areas of Art Education, Art History, Design, and/or Studio disciplines. (See UWG Faculty Handbook Section 103- Procedures and Criteria for Promotion and Tenure)

Definition of Tenure
As noted in the University Faculty Handbook, the awarding of tenure is a serious and significant step for both the faculty member and the Department of Art and it is not awarded merely on the basis of:
- Time in service
- A colleague’s minimal effectiveness
- Completion of a probationary period of service (regardless of faculty academic rank held, is by itself insufficient to guarantee the success of a candidate for tenure)

To be eligible for consideration for tenure, a candidate must not only meet the required period of service and the specified minimum criteria, but must also show a history of evaluations that merit the award of tenure.
Tenure is awarded to individual faculty members upon evidence of the capacity and likelihood for continued intellectual, scholarly, and professional vitality and a sense of responsibility and dedication to make the continuing exemplary performance of duties a reasonable expectation; and upon evidence of maintenance of proper professional ethics. (See UWG Faculty Handbook section 109 Academic Freedom, Responsibility, and Professional Ethics.) Protected from arbitrary dismissal and from transient political and ideological currents, the individual faculty member assumes a responsibility to make a continuing effort to achieve the expectations upon which the award of tenure was based.

Tenure at the University of West Georgia should be regarded as a most valuable achievement, signifying a long-term commitment of resources by the University of West Georgia, which is matched by the sincere commitment by the faculty member to continue professional growth and intellectual, scholarly, and creative achievement. Only assistant professors, associate professors, and professors who are normally employed full-time by the institution are eligible for tenure. Faculty members with the rank of Instructor, Lecturer, or Senior Lecturer or with adjunct appointments shall not acquire tenure.
- Tenure may be awarded upon recommendation by the President and approval by the Board of Regents upon completion of a probationary period of at least five years of full-time service at the rank of Assistant Professor or higher
- The maximum time that may be served at the rank of assistant professor or above without the award of tenure shall be seven years
- The maximum time that may be served in the combination of full-time instructional appointments as instructor or professorial ranks without the award of tenure shall be ten years
- The maximum period of time that may be served at the rank of full-time instructor shall be seven years

Specific Minimum Criteria for the Award of Tenure
- Teaching: Same as criteria for promotion to Associate Professor
- Service to the Institution: Same as criteria for promotion to Associate Professor
- Academic Achievement: Same as criteria for promotion to Associate Professor
- Professional Growth and Development: Same as criteria for promotion to Associate Professor
Tenure is awarded to individual faculty members upon evidence of the capacity and likelihood for continued intellectual, scholarly, creative, and professional vitality; upon evidence of the ability and willingness to perform assigned duties; upon evidence of a sense of responsibility and dedication to make the continuing exemplary performance of duties a reasonable expectation; and upon evidence of maintenance of proper professional ethics. (from UWG Fac. Handbook)

**Definition of Promotion**

The granting of promotion in rank by the university recognizes the significance of a faculty member's contribution to the institution and his/her enhanced value as a scholar-teacher. Because of this, promotion must be accompanied by a salary increase. If in times of extreme financial crisis such salary increases are suspended, the institution must retroactively apply such promotion increases to individuals who did not receive them at the time of promotion.

Four criteria are prescribed by Board of Regents Policies, 8.3.6:

- Superior teaching
- Outstanding service to the institution
- Academic achievement
- Professional growth and development

According to Regents' Policies, noteworthy achievement should be expected in at least two areas. At the University of West Georgia, one of those “noteworthy” areas must be teaching. The Department of Art defines “noteworthy” as “recognizable” and “significant.”

For employment or promotion to Associate Professor or Professor, one must have demonstrated at least some substantive and documentable achievement in all four areas.

All faculty members at the University of West Georgia, however, are expected to participate actively in the intellectual and creative life of their discipline and their profession. This may take the form of professional development activities, which involve the practical application of existing knowledge or the creation of new knowledge. Each faculty member is expected to have a professional development agenda, to make progress annually in addressing it, and to maintain proper professional ethics.

**At the University of West Georgia:**

- An Assistant Professor shall normally not be considered for promotion to Associate Professor until after four years within the rank of Assistant Professor (a faculty member’s receipt of tenure in rank shall not preclude his or her future consideration for promotion).
- An Associate Professor shall normally not be considered for promotion to Professor after five years within the rank Associate Professor.
- A Lecturer may serve in rank six years. Reappointment after six consecutive years of service will be permitted only if the lecturer has demonstrated exceptional teaching ability and extraordinary value to the institution. Lecturers who have served for a period of at least six years at the University of West Georgia may be considered for promotion to Senior Lecturer if they have met criteria for Senior Lecturer.

Promotion within the Department of Art is based on the above and is further expanded by accounting a colleague's areas of achievement by the accrual of a set of points. These points are based on the level of recognition or the significance of the contributions in colleagues' achievements to the institution and their field. These are coupled with supporting evidence that a faculty member is increasing their stature and contributions within their selected field.

Eligible colleagues who wish to be considered for promotion and tenure must submit their completed dossier before the first day of classes during the Fall semester in which they are requesting promotion and/or tenure.

Eligible colleagues who are submitting their Dossier for post tenure year review must submit their completed dossier before the first day of classes during the Fall semester in which they are to undergo review.

Eligible colleagues who are submitting their Dossier for third year review must submit their completed dossier before the first day of classes during the spring semester in which they are to undergo review.
UWG Department of Art Criteria for promotion and tenure

In addition to the above faculty within the Department of Art must meet the listed criteria below. In all cases the criteria for each colleague will be assessed relative to the departmental assignment of responsibility.

Teaching and Advising
Candidates may demonstrate excellence in teaching and advising by providing strong evidence of the following:
- Peer or colleague observation and evaluations of classroom instruction effectiveness, which indicates a high level of clarity, knowledge of the subject matter, organization, vitality, approachability, and sensitivity
- Syllabi, examinations, and other handouts for assigned courses, which reflect appropriate content, support the curricular framework of the department, and show evidence of revision and innovation over time
- Student evaluations that place the candidate at least in the upper fifth percentile
- Awards for teaching excellence issued by a recognized body or professional organization
- Testimonials from current or former students revealing the candidate to have a strong interest in the welfare, progress and retention of our students
- Evidence of plan development to address area of improvement regarding the above and progress made toward meeting said goals as seen improvements to any of the above
- Evidence of diligent and generally error-free student advising

Research, Scholarly, and Creative Activities
Candidates must provide evidence of external recognition of research, scholarship and creative work performed, regardless of means (see section below for expanded definitions of research, scholarship and creative works)

These may come in a variety of forms; however, candidates should consider “peer” reviewed to mean that jurors, evaluators, selectors, publicist, curators, review boards, and the like, are professionally “on the same plane” or above the given candidate. See below for examples of activities:
- Competitive or invitational exhibitions at regional, national or international institutions, i.e., museums, galleries, individual or corporate collections, etc. (international, national, regional, local are not defined in terms of the geographic location but in terms of the pool or “audience” of potential applicants)
- Publication of research or studio/design works within books (from appropriate publishers), national journals, book and exhibition reviews, catalog essays, encyclopedia articles, and/or book chapters
- Commissioned works or longer projects for individual or corporate clients
- Lectures and/or workshops presented at universities or at regional, national or international meetings.
- Participation in regional, national, international and professional organizations
- Grants secured from regional, national or professional organizations, which support or enhance individual or department standing
- Awards for creative and/or scholarly works issued by national or professional organizations
- Written documentation from peers at off-campus institutions regarding the quality of the candidate’s research or creative work
- Peer review evaluation as outlined in the department's outside evaluation guidelines

Service
Candidates must provide evidence of dedication and commitment to the University, College, Department and greater community as measured by participation and productivity in:
- University committees
- College committees
- Department of Art committees
- Professional organizations
- Discipline-related community service, which contributes to the overall mission of the department and university as a whole
- Lectures/presentations to local museums and schools, membership in local arts and civic organizations, etc.

Imperatives
The candidate should show a clear commitment and dedication to the betterment and continued progression of the Department of Art, College of Art and Humanities, University of West Georgia and the greater West Georgia Community. Candidates must interact well with students and faculty colleagues alike, and must serve as role models for their profession to our students and as effective ambassadors for the University.
When submitting dossiers for Promotion and Tenure, it is up to the particular faculty member to prove why an item should be included in a certain category. With this in mind, colleagues are encouraged to track ratios of acceptances versus entries, juror names, invitational letters and such to serve as evidence as to why an activity falls within a certain category, etc. This information will serve as evidence within the submitted dossier.

Definitions for significance of Research:
*Significant/Recognized/Notable* can each be defined as, but are not limited to, evidence such as peer review, juror, location, venue, and the number of acceptances versus entries, at the international, national, regional, or local levels. Wherein international, national, regional, local by definition are not in terms of the geographic location but in terms of the pool or “audience” of potential applicants. Example: A “national” pool of applicants for a given activity would be more competitive than a “regional” or “local” pool.

Definitions for Non-Tenure Track Faculty:
All full time faculty within the department fall under this category; however, only Lecturers may be promoted. Regardless the department strongly encourages all faculty colleagues to be engaged in the continuation of their professional development within their respective fields.

Promotion of Non-Tenure Track Faculty:
Includes an MFA and MA Degree or exceptional comparable professional experience. Promotion shall be based on the UWG Faculty Handbook section 103.0302.1 recognition of demonstrated competency in teaching and service, and, in the area of creativity, activity on a national level.

1. Teaching. Demonstration of excellence in teaching with evidence from sources listed above and in section 103.0302.5.1
2. Service to the Institution. Demonstration of effectiveness as shown by successful, collegial service on departmental, college/school-wide, institutional or system-wide committees and with evidence from additional sources listed above and in section 103.0302.5.2
3. Academic Achievement. Graduate degree in discipline
4. Professional Growth and Development. Demonstration of professional development in the candidate’s discipline with evidence from the sources listed above and in section 103.0302.6.

Regardless: A non-tenure track faculty member should be working to further their artistic practices and professional activities at a regional /state and national levels. The quality and types of achievements are listed above and will remain the same for all art colleagues.

Promotional Expectations for Tenured, Tenure-Track and Lecturers faculty, Within Studio, Art History, and Art Education areas:

**Professional Expectations for Research Track:** (50% Teaching/25% Research/25% Service):
- **Associate Professors:** A total of 24 points since the last promotion starting to show evidence of increasing stature within the field
- **Full Professors:** A total of 24 points since the last promotion demonstrating strong evidence of increasing stature within the field to include at 35-45% of activities in Tier I

**Professional Expectations for Teaching Track:** (75% Teaching/10% Research/15% Service):
- **Associate Professors:** A total of 16 points starting to show evidence of increasing stature within the field since the last promotion
- **Full Professors:** A total of 33 points demonstrating strong evidence of increasing stature within field since the last promotion

**Professional Expectations for Lecturers:** (75% Teaching/15% Research/10% Service):
- **Senior Lecturer:** A total of 24 points with at least 35-45% of accomplishments in Tier II
Art Faculty Research Guidelines

Tier I. SIGNIFICANT (3 points)

Significant can be defined as very important or a high level of achievement within the field and can further be defined to include national and international pool of applicants, participants, juror credentials, exhibition or publication venue and/or peer reviews. Suggestions are as follows but not limited too:

- Invitational Exhibition
- Juried Exhibition
- Group Exhibition
- Solo Exhibition
- Commission
- Conference Presentation
- Workshops
- Visiting/guest artist presentations
- Major Grants for personal or institutional development
- Client based projects
- Performance
- Installation
- Review of one’s work appearing in a newspaper
- Major role in national or international organization within one’s field
- Gallery representation
- Scholarly book
- Refereed international and/or national journal.
- Catalogs by prestigious institution
- Major contributions to significant scholarly book
- Major contributions to significant editing project
- Presentation such as keynote address or significant competitive panel at a national professional meeting in your discipline
- Newspaper article published in a national newspaper-
- Curating at a prestigious museum
- Other significant accomplishments

Tier II. RECOGNIZED (2 points)

Recognized can be defined as important or strong level of achievement within the field and can further be defined to include regional and national pool of applicants, participants, juror credentials, exhibition or publication venue and/or peer reviews. Suggestions are as follows but not limited too:

- Invitational Exhibition
- Juried Exhibition
- Solo Exhibition
- Group Exhibition
• Commission
• Publication
• Conference Presentation
• Workshops
• Visiting/guest artist presentations
• Regional Grants for personal or institutional development
• Client based projects
• Performance
• Installation
• Review of one’s work appearing in newspaper
• Major role in regional organization within one’s field
• Gallery Representation
• Other recognized accomplishments
• Refereed regional and/or national journal
• Catalog for a regional museum/gallery
• Contribution to recognized scholarly book
• Contribution to recognized editing project
• Presentation such as keynote address or recognized competitive panel at a regional professional meeting in your discipline. Such as the Southeastern College Art Association Conference.
• Article published in a regional newspaper
• Curating at a regional museum/gallery

Tier III. NOTABLE (1 point)

Notable is defined as worthy of note or notice or to have a mentionable important of achievement within the field and can further be defined to include local and regional pool of applicants, participants, juror credentials, exhibition or publication venue and/or peer reviews. Suggestions are as follows but not limited too:

• Invitational Exhibition
• Juried Exhibition
• Solo Exhibition
• Group Exhibition
• Commission
• Publication
• Conference Presentation
• Review of one’s work appearing in a newspaper
• Visiting/guest artist presentations
• Local Grants for personal or institutional development
• Client based projects
• Performance
• Installation
• Major role in local organization within ones field
• Gallery Representation
• Other significant accomplishments
- Presentation at local meeting
- Editing
- Journalistic article
- Referred local and/or regional journal
- Catalog for local museum and/or gallery
- Contributions to notable scholarly book
- Major contributions to notable editing project
- Presentation such as keynote address or notable competitive panel at a local professional meeting in your discipline
- Article published in a local newspaper
- Curating at a local museum/gallery

The department reserves the right to award additional credit for select activities when warranted

Department of Art Dossier Advice
Regarding Tenure and Promotion, always check the faculty handbook that is available online at westga.edu. Refer to section 103 for Procedures and Criteria for Promotion and Tenure. The information below is not to replace section 103 but to help supplement it as you prepare and organize your dossier for your third year review and promotion and tenure material.

http://www.westga.edu/assetsDept/vpaa/FacultyHandbook11December2012%281%29.pdf

Departmental dossiers are prepared using the outline below:

A. Personal Information
   a. Cover Letter
   b. Self Evaluation of Teaching Methods Form
   c. CV
   d. Letters of Recommendation
   e. Department Yearly Evaluations
   f. Third Year Review Info
   g. Any additional info: Personal Website, Letters of Recommendation from past students (no current students), etc

B. Teaching
   a. Teaching Summary/Teaching philosophy
   b. Examples of syllabi
   c. Positive letters/emails from current students-"thank you's" etc.
   d. Examples of student work (or include on CD/DVD as part of portfolio)
   e. Any other positive material that reflects on your teaching-Field trips, student achievements, etc.
   f. Class/Teaching evaluations from tenured faculty
   g. Plans to address student evaluations

C. Service
   a. Service Summary
   b. UWG Committee Work
   c. COAH Committee Work
   d. Departmental Committee Work
   e. (Provide evidence for each—printouts, listings, email etc)

D. Professional Development
   a. Personal Development Summary
b. Personal Work/Papers Written/Exhibitions/Commissions

c. Juror Work, etc.

d. Conference Participation, etc.

Advice for preparing your dossier:
- Organization is important—Tabs, summaries, and page numbers are important. (Although some studio dossiers do not have page numbers.)
- The material you submit is a chance to sell yourself—“here I am as a teacher...” Essentially it is you marketing yourself.
- Have a summary of accomplishments for each section.
- When writing summaries, use departmental language—“This accomplishment is tied to this expectation.”
- List guest speakers, field trips, or any other off campus activity.
- For student work, it’s good to have before and after images (if possible)
- Service is how you communicate with groups outside your department. Why are you on a specific committee? What value did you bring to the committee?