RTP Criteria – Art Department
TENURE & PROMOTION
Fall 2007

Approved by the Provost Sept 2008

The following includes excerpts from the Academic Senate policy and the criteria for promotion as agreed upon by the Art Department (H)RTP Committee. It is suggested that the candidate read an up-to-date Academic Senate policy carefully for further information. Please note that those applying for Tenure and Promotion simultaneously need only submit one letter and that the structure of criteria is outlined below. [For clarity and continuity it is understood that the Art Department views the RTP committee as advisory to the Hiring Committee(s) therefore listed in some places in the document as (H)RTP]

Promotion:

The faculty member being reviewed is responsible for the preparation and submission of a current curriculum vita and all materials he/she wishes to have considered prior to the date the file is closed. An index of all materials submitted shall be prepared by the faculty member and submitted with the materials.

The working Personnel Action File shall be considered complete with respect to documentation of performance for the current cycle of review on the date published in the Executive Calendar. After this date, the insertion of new material in the WPAF shall be limited to those items that became accessible only after this deadline and which the College Leave With Pay Committee has approved for inclusion.

The candidate is responsible for the identification of materials he/she wishes to be considered and for the submission of such materials as may be accessible to him/her. Promotions committees and administrators are responsible for identifying and providing materials relating to evaluation which are not provided by the candidate.

Faculty members who are eligible for review but decline to be considered must notify the department chair, department promotions committee, school dean, University Promotions Committee and Vice President for Academic Affairs in writing that they do not wish to be considered. Candidates for promotion may withdraw without prejudice from consideration at any level of review.

The following criteria for promotion are: (A) Teaching Effectiveness (B) Professional Achievement and Growth (C) Service to Campus and Community. The faculty member may request to make a presentation to the Art Department (H)RTP Committee addressing any/all of the above criteria. This presentation will be limited to 20 minutes and will be presented only to the (H)RTP Committee to ensure confidentiality.
Tenure:

The sixth year review shall be a comprehensive summative evaluation of the preceding six years of probations according to all criteria for tenure. The recommendation shall be for tenure or a terminal year appointment.

The tenure year review must include, at a minimum, cumulative information and evaluation dealing with all of the following areas with specific headings and entries indicating that these areas of evaluation have been considered.

The faculty member being reviewed is responsible for submitting an updated curriculum vita and all other materials intended for review by the date indicated by the Chair of the Department (H)RTP Committee. The candidate for tenure shall submit all documentation materials in a form that is coherent and fully indexed.

The following criteria for tenure are: (A) Teaching Effectiveness (B) Professional Achievement and Growth (C) Service to Campus and Community. The faculty member may request to make a presentation to the Art Department (H)RTP Committee addressing any/all of the above criteria. This presentation will be limited to 20 minutes and will be presented only to the (H)RTP Committee to ensure confidentiality.

Tenure and Promotion Criteria

The following criteria are to be employed at all levels of decision-making in respect to tenure and promotions.

The areas of criteria for tenure promotion are (a) teaching performance, (b) professional achievement and growth, and (c) contributions to campus and community. Candidates for tenure and promotion shall be evaluated on all criteria. For promotion, a candidate must demonstrate that they exceed department requirements all three areas. For tenure, a candidate must demonstrate that they meet department requirements in at least two areas and exceed art department requirements in one area. Primary emphasis is on teaching performance; candidates must exceed department ratings on this criterion. The department is also responsible for making clear its requirements for documenting the quality and relevance of the work accomplished. This shall be done in consultation with the candidate at time of hire and during the first year in rank.

Teaching Performance:

Assessment of teaching performance must be based on evidence obtained systematically from students and colleagues as well as from the candidate. The Art Department (H)RTP Committee will evaluate the candidate in each of the following areas concerning teaching performance.

Scholarly level of instruction: evidence of continuing study, attendance at professional conferences and workshops, currency of course materials, and course and curriculum development, whether disciplinary or interdisciplinary.
Commitment to high academic standards: evidence of written course requirements, evaluation procedures, and student performance.

Commitment to high pedagogic standards: evidence of continued critical examination of one’s teaching behavior, participation in instructional development seminars and workshops, innovations in teaching techniques, and currency in instructional theory and research.

Effectiveness in instructing students: demonstrated by evidence such as student ratings, comments, and letters and colleague observations.

Effectiveness in advising: evidence such as descriptions of the nature and extent of advising activities, student letters and interviews, and descriptions of thesis and special project advising.

Effectiveness in guiding and motivating students: demonstrated by evidence such as student ratings, comments, and letters with examples of feedback given to students (year end graduate review committee comments) and examples of willingness to confer with students.

Fair and appropriate application of evaluative standards of students: demonstrated by evidence such as student ratings, comments, and letters.

**Professional Achievement and Growth:**
Professional Achievement and Growth, disciplinary and interdisciplinary, may be exhibited in a variety of ways, including research, publications, clinics and workshops, presentations to professional societies, leadership in professional societies, development of new areas of expertise, attainment of new professional licenses or certification, creative work, curricular and/or programmatic innovation, unpublished manuscripts, or similar work in progress. The department may emphasize one category as more important than another within the framework of the department’s needs and service to the students, and this emphasis shall be considered in the evaluations.

The Art Department (H)RTP Committee considers the following first two categories as important and more heavily weighted, with the remaining categories as supplementary, and will evaluate the candidate accordingly.

Research and Publication: In accord with the recommendations of the College Art Association, the RTP committee will consider the following forms of scholarly productivity: single and joint author books, journal articles, essays and substantial entries in museum and exhibition catalogues, articles in published conference proceedings, and unpublished manuscripts, whether or not under the contract with a publisher. Electronic format publications will be considered equivalent to printed material provided they adhere to the standards expected of scholarly publications. Descriptions of publications, presentations to professional societies, research projects or unpublished manuscripts, or copies of said works, shall be included in the Working Personnel File. Electronic publications may be submitted on CD or DVD, as appropriate. Letters of scholarly evaluation or criticism must accompany unpublished manuscripts and/or works in progress. If such evaluations are not available the (H)RTP Committee may obtain such
evaluations after reaching agreement with the candidate about the appropriateness of the referees. The (H)RTP Committee will include in its report assessment of the quality of the candidate’s work.

**Creative Works:** Through documentation provided by the candidate the (H)RTP Committee expects to see a pattern of activities extending over time that reveal an engaged and committed artist working at a level appropriate to a university professor. Evidence of creative works (Art works, films, electronic media productions, literary or dramatic works, designs or inventions, exhibitions or performances) may be submitted to the department promotions committee in the following manner: critical reviews, printed color images, slides, videotape, DVD and CD-ROM. Extensive and evaluative documentations should be provided in the following forms: exhibition catalogs, published critical reviews, and letters from non-university professionals within the field.

**Exhibitions, video, films, web-based art, electronic media productions, performances, etc.:** The (H)RTP Committee expects the candidate to demonstrate evidence of public viewing of said work(s) on the local (greater San Francisco Bay Area) regional (Western United States) national and international level. A distinction will be made between juried/competitive/open exhibitions and curated, solo or invitational exhibitions of creative works, with importance place on the latter. The (H)RTP Committee will assess the significance of the exhibition venues. Reviews of all works must be included in the candidate’s documentation. Creative works considered non-traditional (e.g. large public art and/or installations and conceptual interactive events etc.) will be evaluated using documented letters of reference and may well require an outside referee. Works in progress and unexhibited completed work shall be considered only when evaluated thoroughly by a professional within the field.

**Curricular Innovations:** Curricular and/or programmatic innovations in the discipline, across disciplines, or for the benefit of General Education may qualify as professional achievement and growth. Such activities may include the development of original academic programs, new courses or course content, disciplinary and/or pedagogical approaches, applications of technology, etc. Development of new areas of instructional expertise may also be considered in this category. Procedures for securing referees and evaluations are those specified under Research and Publication. The (H)RTP Committee finds material in this category to be only in support of Creative Works and/or Research and Publication.

**Contributions to Campus and Community**
Activities included in this section should not be duplicated in other sections.

**Contributions to Campus:** The candidate demonstrates ethics and principles, and accepts responsibility for working effectively and collegially with colleagues to achieve department, college, and University goals. May include but are not limited to the following: administrative assignments (other than primary assignment), faculty governance, committee work, special advising assignments (e.g., General Education advising, Liberal Studies advising, Special Major advising, etc.) program development, sponsorship of student organizations, and direction of non-instructional activities and projects. Evidence supporting contributions may include: committee documents, letters from students and/or colleagues, project reports and a full description of the
nature and extent of work accomplished. The (H)RTP Committee will include in its report assessment of the nature and quality of candidate’s work in these activities. Assessment is be obtained by interviews and letters from colleagues and students working in the same capacity as the candidate.

Contributions to Community
Faculty members may use their academic expertise or University status to serve the community at the city, state, national, and/or international levels. Such contributions/service should benefit both the community and the University. Emphasis should be placed on those community activities in which the academic expertise of the faculty member is directly applied.

Descriptions of the contributions to the community shall be submitted to the department tenure committee and documented thoroughly by letters of reference from a professional in the field working directly with the candidate. If the department promotions committee determines that evaluation of these activities by outside experts is desirable, procedures for securing referees and evaluations are those specified under Research and Publication.

Professional Leadership: Leadership must be at a level that demonstrates accomplishment or recognition within the relevant field. Evidence of leadership may include elections to or offices held in professional societies; awards, honors, and other forms of formal recognition by professional societies; attainment of new licenses or certificates; conducting clinics, work-shops, and/or symposia; participation on editorial boards or as a referee; professional consulting. Community involvement that both applies professional expertise and results in professional innovations may qualify as professional achievement and growth. The (H)RTP Committee will critically evaluate professional consulting. Professional letters of reference fully documenting professional leadership will be required.

Professional Societies or Other Professional Activities: May include elections to or offices held in professional societies; awards, honors, and other forms of formal recognition by professional societies; attainment of new licenses or certificates; conducting clinics, workshops, and/or symposia; participation on editorial boards or as a referee; professional consulting. The HRT/P Committee will critically evaluate professional consulting, requiring fully documented and professional letters of reference.

The candidate for tenure and promotion shall submit all documentation materials in a form that is coherent, fully indexed, and in the order presented in the faculty manual. Each candidate must submit a letter addressed to the (H)RTP committee interpreting the relative significance of the documentation material submitted in each category per the faculty manual. The candidate should be aware of the relative significance of various kinds of documentation. This will better serve a thorough and complete evaluation of the candidate.