

Design and Industry Department RTP Criteria – PROMOTION AND TENURE

(rev. Ricardo Gomes, December 14th, 2007)

Approved by the Provost January 2009

EXPECTATIONS FOR CANDIDATES FOR TENURE AND/OR PROMOTION

The following includes excerpts from the faculty manual and the criteria for promotion as agreed upon by the Design and Industry (DAI) Department RTP Committee. It is suggested that the candidate read the current academic 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.

Documentation:

The faculty member being reviewed is responsible for the preparation and submission of an up-to-date curriculum vitae and all supplementary materials that they wish to have considered prior to the date the file is closed as stipulated by University policy. (publications, external reviews of work, course materials, etc.) An index of all materials submitted shall be prepared by the faculty member and submitted with the materials. The RTP Committee and Department Chair provide assistance and examples of materials, as needed.

Tenure and Promotion Criteria:

The criteria for tenure and promotion are (a) teaching performance, (b) professional achievement and growth, and (c) contributions to campus and community. The faculty member may request to make a presentation to the DAI Department RTP Committee addressing any/all of the above criteria.

Candidates for promotion shall be evaluated on all criteria. To merit tenure and/or promotion, a candidate must demonstrate that they meet ALL three (3) criteria in the DAI department requirements and/or achievement goals (expectations).

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 vitae and all other materials intended for review by the date indicated by the Chair of the Department RTP Committee. The candidate for tenure shall submit all documentation materials in a form that is coherent and fully indexed.

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

Teaching Performance:

The DAI Department regards peer reviews of teaching to be central to any judgment of a faculty member's teaching effectiveness. Assessment of teaching performance must be based on evidence obtained systematically from students and colleagues as well as from the candidate. The RTP Committee will have the responsibility for scheduling and conducting peer reviews at least once a semester for each probationary faculty member. In such evaluations, members of the RTP Committee and other senior faculty members will visit classes taught by probationary faculty and provide written comments concerning the quality of teaching using the department peer evaluation form.

Probationary faculty may also support their case for teaching effectiveness by submitting in their WPAF class syllabi, evidence of their contributions as an advisor, information about the use or development of innovative teaching methods, class activities, and course delivery methods, and course proposals or other curriculum development materials. Letters and e-mails from students that reflect on teaching effectiveness may also be submitted in the WPAF.

Probationary faculty members are required by the department to obtain student teaching evaluations in all their classes each semester, with the exception of supervisory courses. (e.g. DAI 575, 576, 852, 899). The evaluations will be administered by the department office, instructors should not be present while students are conducting class evaluations. Tenured full professors may choose to undergo student evaluation in one class per semester. All other faculty will be evaluated in all classes.

Copies of all written student comments and numerical evaluations using the University-approved form must be submitted in the WPAF. The policy of the DAI Department is that numerical student evaluations must be considered in the context of peer reviews and other non-numerical evidence of teaching effectiveness such as written student comments on teaching effectiveness questionnaires.

The DAI Department 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. The candidate's overall mean teaching scores should meet the department criteria by performing in the outstanding/good rating range (between 1.0 and 2.0) and will be evaluated in relation to the department mean scores for full time faculty over the same period.

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; 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, service, 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 DAI Department 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 National Association of Art and Design Schools (NASAD) and/or, the National Association of Industrial Technology (NAIT), the RTP committee will consider the following forms of scholarly productivity: single and joint author books, journal articles, essays and substantial entries in design, technology and industry trade shows, exhibitions and museum catalogues, articles in published conference proceedings, and unpublished manuscripts, whether or not under the contract with a publisher. Electronic format publications may 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 RTP Committee may obtain such evaluations after reaching agreement with the candidate about the appropriateness of the referees. The 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 RTP Committee expects to see a pattern of activities extending over time that reveal a professionally engaged and committed design, technology and industry educator working at a level appropriate to a university professor. Evidence of creative and/or professional works (design, inventions or creative works; technology development; industry and/or user-centered consultancy, collaboratives and/or research; digital media productions; literary works; competitions, exhibitions or productions) may be submitted to the department RTP 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: design, technical, or industry journals; conference/exhibition catalogs, published critical reviews, and letters from non-university professionals within the field.

Industry-sponsored collaboratives; symposia; workshops; competitions; exhibitions; video, web-based design, digital media productions, productions, etc.: The RTP Committee expects the candidate to demonstrate evidence of academic, professional and community outreach of said work(s) on the local, state, national and international level. A distinction will be made between juried/competitive/open competitions; exhibitions, or invitational symposiums, panels, workshops, or presentations of creative works. The RTP Committee will assess the significance of the design, industry and/or technology applications of the faculty's work based upon the academic, or professional standards and/or references from professional peers, associations, or venues. Reviews of all works must be included in the candidate's documentation. Creative works considered non-traditional (e.g. confidential research; professional consultancy; exploratory research and/or conceptual interactive events etc.) will be evaluated using documented letters of reference and may well require an outside referee, or professional expert. Works in progress and non-disclosed 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 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:

There are two categories of service: (a) service to the university; and (b) service to the community.

The DAI Department considers service through university non-teaching activities to be the most important criterion under the broader heading of service. This criterion is primarily fulfilled by service on department, college, and university-wide committees. It can also be fulfilled by activities in support of student organizations, planning or sponsoring events with educational value, or through membership on university commissions, planning groups, or governance organizations.

Service to professional groups is also viewed by the department as important. Probationary faculty are encouraged to establish associations and/or memberships with professional organizations relative to enhancing their disciplinary academic, professional and community development.

Probationary faculty can serve the broader community by making their professional expertise available to professional and/or public community groups, non-government and governmental agencies.

Faculty activities related to community service learning may be addressed in the categories of teaching effectiveness and professional achievement and growth, especially as they relate to curriculum development, scholarship publications and mentorship of students.

Contributions to Campus and Community 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 RTP Committee will include in its report assessment of the nature and quality of candidate's work in these activities. Assessment is to be obtained by interviews and letters from colleagues and students working in the same capacity as the candidate.

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 RTP committee and documented thoroughly by letters of reference from a professional in the field working directly with the candidate. If the department RTP 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 Societies or Other Professional Activities: Professional association and leadership must be at a level which demonstrates accomplishment or recognition within the relevant field. Evidence of professional association and 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. Community involvement that both applies professional expertise and results in professional innovations may qualify as professional achievement and growth. The RTP Committee will critically evaluate professional consulting. Professional letters of reference fully documenting professional leadership will be required.

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 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