

# DEPARTMENT OF ART

## **Unit Standards and Procedures for Faculty Advancement June 7, 2007**

(Unanimously approved by the Department of Art Tenure and  
Tenure-Track Faculty on campus April 25, 2007)

### **GENERAL STATEMENT**

This statement focuses primarily on the procedures and standards for evaluation of the Faculty in the Department of Art and assures compliance with the Collective Bargaining Agreement (CBA), especially Articles 9 and 10. Faculty should consult the CBA for full details of the University evaluation procedures (Student Evaluation Committee, Faculty Evaluation Committee, Chair's Review, Dean's Review, Provost and Vice President for Academic Affairs' Review, appeals procedures, routing procedures and deadlines).

### **Mission**

The mission of the Department of Art is to provide a comprehensive instructional program in the visual arts that will develop professional artists, art historians and critics, art educators, and an informed public. Visual images are a powerful means of communication, and the Department of Art strives to set a high standard of literacy in this dominant cultural language. Central to this mission are opportunities to create original works, critically analyze artworks and images past and present, and research the history of art and the contexts in which art is produced. Through these processes our students develop critical and creative thinking skills, cultivate an informed aesthetic, and obtain the ability to make judgments about artworks and images.

### **Degree Offerings**

The Department of Art offers professional and liberal arts education in the visual arts at the undergraduate and graduate level. Our goal is to provide comprehensive and integrated instruction in Art Studio, and Art History/Criticism. Course work in the Bachelor of Fine Arts and the Master of Fine Arts degree programs strives to render intensive professional training for students interested in a career in the field of art. Students pursuing a liberal arts education with an emphasis in the visual arts are served by our Bachelor of Arts and Master of Arts degrees. Academic minors in Art Studio and Art History/Criticism are also available to students. Teaching endorsement is offered as an option for students seeking to teach in public and private schools K-12.

### **Teaching Loads**

The normal faculty teaching load is three courses, which are commonly nine credit hours per semester, or twelve contact hours per semester in Art Studio teaching and nine contact hours in non-studio teaching. Additionally, all faculty members are expected to take an active interest in working with graduate students and show a willingness to serve on thesis committees. In addition, all faculty members are expected to be active in Research/Creative Activity and Service responsibilities to the Department of Art, The University of Montana, community, and profession.

## **Terminal Degree**

All faculty in the unit must hold the appropriate terminal degree to qualify for advancement. Appropriate terminal degrees are defined as:

- a. Art History/Art Criticism: Ph.D.
- b. Art Education: Ph.D., Ed.D. (non-studio), or M.F.A. in Art (studio)
- c. Art Studio Areas: M.F.A. in Art or in a specific studio area
- d. Art Gallery Director: M.F.A. in Art (studio) or Ph.D. or Ed.D. (non-studio)
- e. Department Chair: must have the appropriate terminal degree listed above for a faculty appointment

## **CRITERIA FOR FACULTY ADVANCEMENT** (CBA 10.110)

Full-time faculty should be evaluated on the basis of their assigned duties. The CBA and the Unit Standards define the expectations for Teaching, Research/Creative Activity, and Service, will be used by the committee as the basis for assessing annual productivity, and will be used to assess progress toward Tenure and Promotion.

Faculty should consider these criteria as guidelines for activities. These are the minimum standards required to achieve a Normal Increment. Simply fulfilling the minimum criteria does not guarantee Promotion or Tenure if there has not been a wide range of consistent and high-quality achievements sustained throughout the entire evaluation period. For Promotion, Tenure and/or Merit, the faculty member must significantly exceed these minimum standards.

Faculty in Art Studio areas shall possess a terminal degree and provide evidence of promising potential through creative works, exhibitions, successful teaching experience, and service. Art History and Criticism faculty or other non-studio faculty shall possess a terminal degree and provide evidence of promising potential through publications, successful teaching experience, and service.

### **Promotion and/or Appointment to Associate Professor**

Faculty in Art Studio areas shall provide evidence of an active record of Research/Creative Activities (defined as demonstrating a consistent record of Research/Creative Activities), demonstrated growth in both quantity and quality of exhibitions on the local, state and regional levels, and professional recognition. In the area of Teaching there should be evidence of successful undergraduate and graduate teaching experience, and Service. Faculty in Art History and Criticism shall provide evidence of an active research record (defined as demonstrating a consistent record of Research), demonstrated growth in both quantity and quality of publications and/or papers on the local, state, and regional levels, and professional recognition, and/or presentation of research papers in refereed journals or before professional organizations. In the area of Teaching, there should be evidence of successful undergraduate and graduate level teaching experience and Service.

### **Promotion and/or Appointment to Professor**

Faculty in Art Studio areas shall provide evidence of an established active exhibition record (defined as demonstrating a consistent record of Research/Creative Activity), exhibitions, demonstrated growth in both quantity and quality of exhibitions on both the regional and national levels, and professional recognition. In the area of Teaching there should be evidence of

successful undergraduate and graduate teaching experience, and Service. Faculty in Art History and Criticism shall provide evidence of an established active publication record (defined as demonstrating a consistent record of Research/Creative Activity), and demonstrated growth in both quantity and quality of research on both the regional and national levels, and/or presentation of research papers in refereed journals or before professional organizations, professional recognition, and established successful teaching experience and Service.

In all applications for Promotion, performance in Teaching, Research/Creative Activity and Service are important and essential as set forth in Article 6.200 of the CBA. For Promotion to Professor, a faculty member must have achieved the level necessary as defined in the CBA and Unit Standards in Teaching competence, Research /Creative Activity, and Service. No faculty member may be promoted to Professor on the basis of Teaching and Service alone.

### **Criteria for Tenure (CBA 9.310)**

Recommendation for continuous Tenure in the Department of Art will be based on possession of a terminal degree as defined by the Unit Standards. The faculty member will: complete five years in academic rank, at least three of which must be at The University of Montana, before application for Tenure; achieve the minimum academic rank of Associate Professor; provide evidence of Excellent Teaching Effectiveness in the faculty member's area of professional expertise; demonstrate accomplishments and prospects for professional growth activity in Research/Creative Activity; and produce evidence of recognized Service. A probationary faculty member is, in effect, evaluated for Tenure and contract renewal each year during the fall evaluation period. The probationary faculty member should study CBA 9.000 carefully.

### **Third Year Pre-Tenure Review (Required)**

After three years of service, the probationary faculty member will present to the Faculty Evaluation Committee (FEC) documentation of their performance in the areas of teaching, research and service, to be evaluated in an informal Tenure Review. The FEC will prepare a letter of review for the candidate regarding his/her documentation. This letter will accompany the customary annual evaluation and clearly advise the faculty member on their mid-Tenure documentation and, if it is deemed necessary, make recommendations on a course of action toward satisfactory attainment of continuous Tenure. This letter of review will be made available to the candidate and a copy be forwarded to the Chair, with a second copy placed in the faculty member's file in the department office. A satisfactory pre-Tenure Review in no way guarantees the applicant Tenure. This review process is not required of new appointments at the Associate or Professor rank who have three or more years of prior experience applied towards Tenure, as stated in their letter of hire. Faculty undergoing a pre-Tenure Review must submit three years of documentation to the FEC. The official FEC report will still only address the specific year(s) being evaluated for that particular FEC cycle.

The purpose of the Pre-Tenure Review is to:

- a. assist the candidate in preparation for Tenure application.
- b. visit the candidate's classes to review his/her teaching.
- c. review the overall performance of the Tenure applicant for his/her first three years within the department.

Before finalization of the report, the Tenure applicant will be given the opportunity to correct errors, add information, or request changes in the report. On completion of the review, the FEC

will furnish copies of a written report to the faculty member and the Department Chair. A copy also must be placed in the faculty member's file in the Department of Art office.

Procedures shall follow CBA 10.230 for:

- a. class observation and/or evaluation of student work.
- b. review of the faculty member's Research/Creative Activity.
- c. review of the faculty member's Service.

Effective teaching experience shall be determined through examination of the faculty member following criteria similar to those designated on the department's student evaluation form under "Evaluation of Instructor." In addition, the faculty member may submit other relevant information (syllabi, course assignments, etc.). In cases where there are deficiencies in faculty performance as interpreted by the FEC, these will be communicated to the faculty member in writing so that corrective steps may be taken by the faculty member prior to the next review. This will be done in the spirit of constructive criticism in order to maintain departmental excellence. In cases where a faculty member has shown an unwillingness or incapacity to correct deficiencies within a specified time period, the FEC may request a departmental review of the faculty member's performance to be concluded with a written report and recommendation for further action.

**Fifth Year Pre-Tenure Review (Optional)**

If a member of the unit is seeking Tenure, he or she may choose to initiate a pre-Tenure review in the prior year. To do so, he or she must submit in writing a request to the Chair by October 15 of the preceding year. The pre-Tenure Review is designed to assist the faculty member in assessing his/her strengths and identifying areas of concern. A satisfactory pre-Tenure Review in no way guarantees the applicant Tenure.

Excerpts from the CBA which apply to fifth year Pre-Tenure Review include:

- The Tenure Application (CBA 9.320)
- Limitations of Tenure Awards (CBA 9.330)
- Failure to Attain Tenure (CBA 9.340)

**THE EVALUATION PROCESS**

**General Timetable for Evaluation Process (CBA 10.200)**

September 15	Election of the FEC in accordance with the Unit Standard criteria for selection (see above). The FEC will elect a committee chair. The committee chair will select a student representative to the FEC. All faculty members must indicate whether they need to be evaluated and specify what type of action, if any, they are seeking (Normal, Merit, Tenure or Promotion). Those applying for special action may not be elected to the FEC. A list of all members up for review and the action they are requesting will be provided to the full faculty.
October 15	SEC Reports are due to the FEC. All IPRs are due in the Department Office (see Faculty Submission Deadlines below).
November 15	FEC Reports are due in the Department Chair's Office.
December 15	Chair's Review is due in the School of Fine Arts Dean's Office.

February 15	Dean's Review is due in the Provost's Office.
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Note of Exception: first-, second-, and third-year probationary appointments must follow the Probationary Review and Evaluation Process and timetable outlined in Appendix A.

Tenured professors are reviewed triennially for "Normal salary increments" in accordance with CBA 10.340. Tenured Associate Professors are reviewed biennially for "Normal salary increments" in accordance with CBA 10.340.

**Individual Performance Record (IPR)**

The Individual Performance Record represents the faculty member's complete documentation or evidence of performance required by applicable sections of the CBA and the Department of Art Unit Standards. The faculty member's IPR should conform to the submission guidelines located in the Unit Standards and CBA 10.210.

**Faculty Evaluation Submission Deadlines and Requirements**

All completed IPRs (the complete packet with two copies and original documentation) are due in the Art Office by October 15. In the event this date falls on a weekend or holiday, all IPRs will be due by 4:00 p.m. the next business day. All faculty are required to follow the format as described in the IPR/Itemized Activities instructions, Categories and Definitions section of the Department of Art Unit Standards. Faculty failing to follow the specified directions and format for submission of their materials will be required to re-submit them using the proper format within two days of the deadline. Failure to meet the 48-hour extended deadline will result in a report of non-support if pursuing special action, or no report being done by the FEC. In any event, failure to submit in the proper format or failure to submit materials by the deadline the first time will also be noted on the FEC report. Faculty members are not allowed to add additional, unsolicited materials to their files after the October 15 deadline.

**The Student Evaluation Committee (SEC)**

The role of the Student Evaluation Committee is to provide meaningful feedback to the faculty member and the department regarding the quality of instruction provided by the teacher. The Student Evaluation Committee does not respond to any "requests for action or advancement by a faculty member." The SEC's task is to evaluate a faculty member's abilities regarding teaching and to assess the quality of instruction offered based on student evaluations. Although student evaluations do not play a direct role in determining faculty advancement, they collectively support or detract from such requests for action.

It is the policy of the Department of Art to request evaluations of faculty performance by students. In order to ensure freedom of expression, SEC members shall be guaranteed the anonymity of their input without fear of faculty reprisal. No student may be penalized, harassed, approached or denied fair treatment as a result of participation on the SEC. It is the responsibility of the Department of Art to maintain this policy.

Consistent with CBA 10.220, the "Student Evaluation Committee (SEC) shall consist of at least three (3) but no more than seven (7) students who are majors and/or graduate students in the respective unit." These members shall be appointed by the department. The department will solicit recommendations for student members from the faculty and make every effort to appoint students to the SEC who represent different areas of study within the Department. At least one

graduate student must serve on the committee. Members of the SEC will elect a committee chair from their membership.

The SEC also includes in its membership a faculty observer elected by the full faculty by September 15. He or she shall enjoy all rights of full participation and access to information, except voting. Student evaluations shall be submitted by October 15 each year to the Administrative Associate of the Department of Art. No faculty member can serve for more than two consecutive years, after which time they are ineligible to serve until all other members of the unit have served. This assures a proper rotation of all faculty members.

In order to assist members of the SEC in the successful completion of faculty evaluations, the faculty representative will provide a list of guidelines and responsibilities at the first meeting. This will include, but not be limited to, the following:

- a. a list containing the names of faculty members to be evaluated.
- b. all departmental evaluation forms submitted by students and collected by the department Administrative Associate for the period under evaluation.
- c. photocopies of pages from the section of the CBA dealing with the responsibilities and expectations of the SEC.

The SEC shall neither review the documentation in the Individual Performance Record (IPR) prepared by the faculty member, nor have any responsibility for application of Unit Standards. According to CBA 10.220 “The committee shall review course evaluations and may seek or receive relevant evidence from students who have taken courses from or have been advisees of the faculty member being evaluated.”

### **Guidelines for Writing SEC Reports**

Reports will be typed in 10 point Arial font and cover the same areas and questions, use numbers, and list specifics in consistent terms for all faculty members. All faculty members will be referred to by their formal title in the reports, i.e.: Assistant Professor Smith, Associate Professor Smith, or Professor Smith. Reports should include:

- a. Opening Statement: The SEC report will list courses evaluated. Faculty members may only submit evaluations from their regularly-assigned courses.
- b. Summary of Course Evaluation Forms: The SEC report will include a statement defining “Summary Rating System” and include the faculty member’s rating. It will use the Summary Rating System for all faculty members. Statement to be used: The “Summary Rating System” is the average of “good” to “excellent” responses for questions 1-3 on the Department of Art’s Scantron forms. Students will add up all the numbers for those three columns for questions 1-3 and then divide by three to obtain the Summary Rating.

Example:

	Excellent	Very Good	Good	Fair	Poor	Very Poor
Question #1	32%	32%	10%			
Question #2	29%	31%	25%	10%	5%	
Question #3	60%	20%				
Total only those from the excellent, V.	121	83	35	=239 divided by 3 = 79.6		
	Summary Rating is then 79.6 positive					

Good & good.				responses.
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The SEC may not average out individual years and or submit multiple Summary Ratings, and they may not average out lower- versus upper-division courses or graduate courses. All SEC reports will contain only one Summary Rating for a particular faculty member. If a faculty member is submitting ICS forms for several years, the SEC will average out all years to achieve one over-all Summary Rating for that faculty member.

- a. Summary of Student Hand-Written Comments: The SEC report will reflect over-all trends and proportionally represent the written comments submitted by students (i.e. if a faculty member receives a majority of positive comments, and only one or two negative comments on their evaluations, the SEC report will reflect this and not overly emphasize the minority comments).
- b. Summary Statement (See the Sample SEC Report in Appendix C.)

### **Faculty Evaluation Committee (FEC)**

Recommendations for Promotion, Merit, or Tenure will be initiated by the Unit Faculty. The FEC will have the responsibility, when considering a nomination for advancement, to make a comparative evaluation with the department faculty as a whole. Other faculty members who are of equal or superior standing with the nominee recommended for Promotion or Merit will also be considered for advancement within the guidelines of the contract.

Faculty members may nominate themselves for action or may be nominated by a colleague. The faculty member accepting that nomination has the responsibility for developing the file that will carry that information to the FEC and subsequent reviewers. The information in the file must follow the guidelines in the CBA and the Unit Standards for the various kinds of advancement. The FEC may, if deadlines permit, request a meeting with the nominator and/or the nominee in order to clarify the case and develop the necessary documentation. The FEC is charged with the responsibility for making its questions clear, and for assisting all parties in assuring the clearest review of the file. In all cases, all FEC reports are required to be submitted to the Chair by November 15.

The Department acknowledges that Creative Activity ranks equally with Research and scholarly production (CBA 6.210). Consequently, Creative Activity and Research will receive equal consideration for Promotion, Tenure and Merit, will be rewarded equally, and are evaluated the same way. In the Art Studio areas (Ceramics, Drawing, Painting, Photography, Printmaking, and Sculpture), consideration will be given to creative works, exhibitions, performances and lectures. In the non-studio areas (Art History/Art Criticism, Art Education, Art Gallery), consideration will be given to critical reviews and articles published through scholarly journals and other appropriate media. Each faculty member is responsible for documenting his or her own activities and submitting materials by the evaluation schedule deadlines.

Activities will be documented by the faculty member for the FEC through catalogs, announcements, reviews, letters of reference, evidence of works placed in permanent collections and/or published, scholarly works, and other appropriate documents. The faculty member is encouraged to thoroughly document the significance of accomplishments to assist the FEC in making an accurate assessment of the contribution. This can be done through the applicant's Cover Letter or Achievement Summary (see samples, Appendix C). The FEC shall determine through this documentation the value and stature of each member's contribution to

the subject of art (i.e. the relative importance of exhibitions in major museums, galleries, or other venues; nature of contributions in art critical fields; publications, and/or awards; etc.) as documented by the faculty member.

In the case where a faculty member has no significant Research/Creative Activity and does not meet minimum Department Unit Standards within the evaluation period, this lack of activity will yield a Less-Than-Normal evaluation in this review area. For extenuating circumstances, the individual faculty member may submit a summary rationale with evidence of unsuccessful acceptance to exhibitions, galleries/museums, publications, journals, conferences and/or paper presentations, which must be provided as proof that attempts were made to have their Research/Creative Activities exhibited and/or published. This evidence can include rejection letters from exhibitions, galleries, or publishers and will be provided to the FEC and the Chair, but will not go forward with the IPR. However, in such instances the FEC and Chair's evaluations need to comment on the lack of Research/Creative Activity and make recommendations for improvement prior to the next evaluation period. Presenting evidence of a normal amount of Research/Creative Activities and rejection notices from exhibitions or publishers within a given evaluation period does not equate an Above Normal evaluation.

### **Membership of the Faculty Evaluation Committee**

The FEC shall be comprised of a minimum of three full-time Tenured or Tenure-Track faculty and one student representative (non-voting member). Two of the three faculty members must be Tenured, with the remaining faculty member being a Tenure-Track faculty member or Tenured. No adjunct faculty member may serve on the FEC. No probationary faculty member may Chair the FEC.

### **Selection of the Faculty Evaluation Committee**

The membership of FEC will be elected annually by the full-time, Tenured/Tenure-Track faculty of the Department of Art. Adjuncts are ineligible to serve. If elected, a faculty member MUST serve and cannot decline, except for medical or catastrophic emergencies. For continuity, the Chair of the FEC will automatically be a member of the next year's FEC unless he or she is applying for action, in which case one of the other members must then serve. The other two members are ineligible for the FEC until all members of the unit have served. This assures a proper rotation of the Unit Faculty to serve on the committee. In cases where conflicts may arise due to sabbaticals, leave of absence, and other actions, the FEC should strive for the following priorities:

- a. If possible, no faculty member applying for action (Merit, Tenure, Promotion) may serve on the FEC.
- b. Tenured or Tenure-Track members of the unit must serve on the FEC on a rotational basis.
- c. No member may serve more than two consecutive years. After the second year, they must take at least one year off.
- d. The FEC shall strive for gender equity.
- e. The Unit Faculty will elect a student representative who will serve on the committee as a non-voting member.

### **Roles and Responsibilities of the FEC**

The Department Administrative Associate will provide a list to the FEC of those members who submitted incomplete or late materials. The FEC will review all materials for completeness and

the proper format. In cases of incomplete or non-conforming materials, the chair of the FEC will alert the faculty member to the problems in writing, and he or she will have two days to re-submit after notification. All members of the FEC are required to read all submitted files and are responsible for the completeness and accuracy of all reports as well as consistency between reports. The FEC will not consider additional unsolicited materials submitted after the deadline.

### **Guidelines for Writing FEC Reports**

Reports will be typed in 10 point Arial font and include only those items and activities that were completed within the evaluation period (September 1 - August 31). Reports will not list upcoming exhibitions, publications, or lectures, as these items can be listed on future IPRs. "Completed" is defined as an exhibition that opened during the evaluation period or a publication that was published within the evaluation period. If an item or activity was listed as part of a successful advancement application, it cannot be used again, even if some of the actual date falls within the new evaluation period.

Reports will cover the same areas, use total numbers, and list specifics in consistent terms for all faculty members. All members will be referred to by their formal title in the reports, i.e.: Assistant Professor Smith, Associate Professor Smith, or Professor Smith.

Faculty should consider these criteria as guidelines for the activities, not as a checklist. These are the minimum standards required to achieve a Normal Increment. Simply fulfilling the minimum criteria does not guarantee Tenure or Promotion if there has not been a wide range of consistent and high-quality achievements sustained throughout the entire evaluation period. For Promotion, Tenure or Merit, the faculty member must significantly exceed these minimum standards.

The FEC shall determine through this documentation the value and stature of each member's contribution to the subject of art (i.e., the relative importance of exhibitions in major museums, galleries, or other venues; nature of contributions in art critical fields; publications, and/ or awards) as documented by the faculty member. Reports should include:

- a. Opening Statement: This statement outlines the FEC's recommendation (Less-Than-Normal, Normal, Merit, Tenure, Promotion based on area/s). Terms: (Excellent, Above Normal, Normal, Less-Than-Normal). If documentation was submitted late, the statement should state when it was received and should mention if it was not prepared properly.
- b. Teaching: This section refers to the SEC report, includes the Summary Rating System, and outlines activities. It includes: total numbers of regular courses taught and notes if syllabi are present and conform to Department guidelines. It lists thesis committees, graduate independent studies, and internship students (only students officially registered), and includes the total number and types of committees when applicable. It notes the number of assigned advisees (as opposed to informal advisees) provided by the Department Administrative Associate and includes any additional teaching activities (see the Additional Teaching section of the DIAF form).
- c. Research/Creative Activity: This section includes: total number of publications/exhibitions; titles; locations; jurors, editors, other significant artists in the exhibition, if documented; and whether local, regional, national or international, juried, invitational, etc. It includes only those items completed during the evaluation period and does not

include upcoming activities. It lists any additional activities (see Categories section of the IPR/Itemized Activities form).

- d. Service: This section includes: total number of committees; list of the committees by name; indication as to whether service is to the department and/or university; additional service, etc.; and if faculty/member is a chair of the committee. It includes any additional service activities (see the Additional Service section of the IPR/Itemized Activities form).
- e. Summary: This section re-states the FEC's recommendation using the following terms: Strongly Support, Highly Support, and/or Support, based on the area(s) of Teaching, Research/Creative Activity, and Service. See Sample FEC report in Appendix C.

Should a faculty member be judged Less-Than-Normal in one or more areas, the FEC will make recommendations for improvement in writing. If a faculty member will be pursuing Tenure or Promotion in the next few years, the FEC should make note of areas to be further developed (i.e.: Teaching, Research/Creative Activities and/or Service).

Evaluation periods:

Fall 2007-	Sept 1	Oct	Nov	Dec				
Spring 2008	Jan	Feb	Mar	April	May	June	July	Aug 31

**EVALUATION CRITERIA**

**Teaching**

The prime requisites of any effective teacher are intellectual competence, integrity, independence, a spirit of scholarly inquiry, a dedication to improving methods, respect for differences and diversity, and above all, the ability to stimulate and cultivate the intellectual interests and creative potential of students. The following types of information are required when the faculty member is being considered for Promotion and Tenure and will be considered in the evaluation process as evidence of Teaching Effectiveness:

- a. As per CBA 10.220, each faculty member must have at least one course evaluated each semester they have taught and provide the results to the SEC. Faculty must evaluate one of the standard teaching load courses. Faculty may not exclusively evaluate Independent Study or Graduate Research courses. Tenure-track faculty members who are reviewed on a biennial or triennial basis must submit course evaluations for all the intervening years from the last submission of their IPR.
- b. As per CBA 6.200, faculty members must provide an electronic copy of their current syllabus for each course they teach to the Dean of the School of Fine Arts within thirty days of the start of each semester. The syllabi should conform to the Guideline for Submission of Course Syllabi (Appendix D) of the Unit Standards.

**TEACHING STANDARDS**

NORMAL- (Required Annual Activities):
Create clear and well-constructed syllabi which are submitted in compliance with the unit and School of Fine Arts guidelines attached to this document with clear grading procedures (see Guideline for Submission of Course Syllabi - Appendix D)

Demonstrate basic knowledge of guidelines and content required for professional degrees by the National Association of Schools of Art and Design (NASAD) and other accrediting agencies, and incorporate these outcomes into syllabi and courses
Provide course evaluations
Re-evaluate and update courses using scholarship, technology, and/or other relevant data
Maintain regular office hours as determined by the CBA and/or be accessible to students by appointment
Be knowledgeable and demonstrate continued growth in the subject area
Foster a classroom environment consistent with The University of Montana's policy on cultural diversity, respect for differences, and academic fairness
Maintain an appropriate classroom environment, provide for a safe and healthy classroom
Perform assigned duties as outlined in area meetings
Maintain Bachelor of Fine Arts (BFA) spaces, graduate spaces, resource centers, studios, and other facilities; order supplies

NORMAL- (Sample Additional Applicable Categories Not required):
Availability to mentor BFA students
Work with graduate students and willingness to serve on thesis committees
Work with colleagues in a collegial manner
Facilitate valid discipline related learning experiences outside the traditional learning environment: visiting artist, scholars, tours, field trips, festivals
Attend openings on campus at Department of Art exhibition venues

Failure to participate in the above required activities can be a basis for a Less-Than-Normal in Teaching.

To make a case for Excellent in the area of Teaching, the faculty member must meet expectations listed under Normal, plus provide evidence of significant additional activity in one or more of the activities. (See Appendix B, IPR/Itemized Activities Form Categories and Definitions for a list of additional categories.)

Evaluation Procedures shall follow CBA 10.220:

It is the responsibility of each faculty member to distribute evaluation forms to a minimum of one regularly scheduled class, every semester during the end of the semester. A student will collect the evaluations and seal them in a single envelope in front of the class. The appointed student(s) will then deliver the sealed envelope containing these evaluations to the department Administrative Associate. Evaluations will be available to faculty for review the following semester once all student comments have been transcribed. Faculty may choose to evaluate all of their courses if they so desire.

### **Advising**

Each faculty member is expected to have a deep interest in students' progress and welfare as outlined in the CBA 6.200 and in the Advising Standards below.

## ADVISING STANDARDS

NORMAL- (Required Annual Activities):
Be knowledgeable of art degree and General Education requirements
Advise students responsibly
Meet with advisees each semester to guide in selection of classes to meet degree requirements, including offering expanded office hours with posted sign-up for students during scheduled department-wide pre-advising periods and adhering to all University-wide privacy requirements
Assist advisee in career guidance
Serve as a mentor to other faculty advisers
Be available to students and colleagues for consultation, informed advice, or collaborative projects regarding advising
Provide student reference letters as appropriate

### **Research/Creative Activity**

Full-time faculty members in the Department of Art are expected to engage in a continuing program of Research/Creative Activity. Each faculty member is encouraged to thoroughly document the significance of their accomplishment(s) to assist the FEC in making an accurate assessment of the contribution. This can be included in the applicant's cover letter. The significance of the work will be determined by taking into consideration:

- a. the prestige and visibility of the exhibition, publication, and/or presentation and
- b. the forum (local, regional, national, international) of the exhibition, publication and/or presentation.

The significance attached to each item should parallel the extent and quality of the peer review it reflects. For example, solo exhibitions or national exhibitions may be weighed more heavily than local or regional venues (although the faculty acknowledges there are local and regional exceptions i.e.: The Missoula Art Museum and The Holter Museum of Art), and publications in refereed journals may be weighed more heavily than those in non-refereed journals. In addition, papers and presentations delivered at national or international events and meetings may be weighed more heavily than those at local or regional events and/or meetings.

Furthermore, the number and quality of exhibitions/or publications in juried and/or refereed national venues is indicative of the level of a productive Research/Creative Activity, while the absence or near absence of such is evidence of ineffectiveness. The Department of Art recognizes the importance of developing Research/Creative Activity on both the local, regional and national levels, and that regional and/or national significance is not strictly defined by proximity to Missoula, but rather by the prominence of the activity within the area of expertise and the geographic range of the participants.

Research/Creative Activity includes only those items and activities that were completed within the evaluation period (Sept 1-August 31). Faculty members are not to include upcoming exhibitions, publications, lectures, etc. These items can be listed on future IPRs. "Completed" is defined as an exhibition that opened during the evaluation period or a publication that was published within the evaluation period. If an activity was listed as part of a successful advancement recommendation, it cannot be reused, even if some of the actual date falls within the new evaluation period. However, if applying for Promotion or Tenure, faculty must still

include all the required years as stated in the CBA. In the case of a Merit, once an item or activity has been used for a successful Merit application, it cannot be used again in full or in part for a subsequent Merit request, even if part of the actual activity falls within the new evaluation period.

## RESEARCH/CREATIVE ACTIVITY STANDARDS

NORMAL- (Required Annual Activities):
All Art Studio faculty are <u>required</u> to participate in the Department of Art faculty exhibition. Non-studio faculty are <u>required</u> to present a public lecture on their research in conjunction with the faculty exhibition. This is a minimum of two within a two-year period if following an annual schedule or a minimum of one within a two-year period if following a bi-annual schedule
In addition to the above requirement, all faculty are <u>required</u> to have at least three professional off-campus exhibitions, publications, and/or lectures/presentations within a two-year period. This can be in any combination

NORMAL- (Sample Additional Applicable Categories--Not required):
Solo or two-person exhibition at the local, regional, or national level (invitational/juried)
Group exhibition at the local, regional, or national level (invitational/juried)
Acquisition of artwork by a collection
Participation/representation in a professional gallery
Participation in art auctions
National Print Portfolios
Performance in a professional venue
Refereed publication in a journal, book or paper
Papers presented at professional meetings, conferences, and/or symposia
Presentations at seminars, conferences and/or symposia
Participation on panels, commentator on papers, discussant
Publication of a book
Presentation of a public lecture
Presentation of a workshop for a professional organization, conference or as a visiting artist
Inclusion of Creative Research/Creative Activity in a critical review and/or catalog
Receive a project grant from the NEA or other professional organization
Conduct curatorial projects
Jury an exhibition

Failure to participate in the required activities cited above can be a basis for a Less-Than-Normal in Research/Creative Activity. To make a case for Excellent in the area of Research/Creative Activity, a faculty member must meet the expectations listed under Normal, plus provide evidence of significant additional activity in one or more of the activities (see Appendix B, IPR/Itemized Activities Form Categories and Definitions for a list of additional categories).

## Service

All faculty members in the Department of Art are required to engage in service to their profession, their department, the university, the state, and the region in a manner consistent with CBA 6.200 and the Service Standards outlined below. The faculty member is responsible for bringing forward evidence of service activities.

### SERVICE STANDARDS

NORMAL (Required Annual Activities):
Effectively participate in all regularly scheduled faculty meetings, special events, meetings and openings designated as "all faculty"
Effectively participate in semi-annual BFA reviews
Effectively participate in annual Graduate Application Reviews, Scholarship and TA Reviews
Effectively participate in annual Graduate Pre-Candidacy Reviews
Serve and effectively participate on a minimum of two Department or University committees per year, or one of each

NORMAL- (Sample additional applicable categories--Not required):
Represent the department in community and educational outreach
Serve on community boards, committees, and other public service activities
Maintain memberships and participate in professional local, state, and national arts-related organizations appropriate to one's discipline
Make a bona fide effort to attend exhibitions and visiting artist lectures on campus
Participate in department and university assessment and accreditation activities
Assist and advise colleagues in areas of personal expertise and actively mentor new faculty
Maintain current biography and photograph on department website
Maintain current curriculum vitae

Failure to participate in the required activities cited above may be a basis for a Less-Than-Normal the area in Service.

To make a case for Excellent in the area of Service, a faculty member must meet the expectations listed under Normal, plus provide evidence of significant additional activity in one or more of the activities (see Appendix B, IPR/Itemized Activities Form Categories and Definitions for a list of additional activities).

### **ADDITIONAL STATEMENTS**

#### **Teaching Area Responsibilities and Duties**

Definitions:

Unit Faculty: Includes the entire faculty, including members of all areas: Art Education, Art History/Criticism, Ceramics, Drawing, Painting, Printmaking, Photography, Sculpture and Gallery Director and Department Chair.

Area Faculty: Includes those faculty members with a minimum of a 1/3 teaching assignment within the given discipline. Individual areas are Art Education, Art History/Criticism, Ceramics, Drawing, Painting, Printmaking, Photography, Sculpture, and Gallery.

Art Studio Faculty: Includes those faculty members teaching in all studio areas: Ceramics, Drawing, Painting, Printmaking, Photography, and Sculpture, along with Art Education (if MFA), and the Gallery Director (if MFA), and Department Chair (if MFA).

Art History/Criticism Faculty: Includes those faculty members teaching in Art History and/or Criticism along with Art Education (if Ph.D., or Ed. D.), and the Gallery Director (if Ph.D., Ed. D.), and Department Chair (if Ph.D, Ed. D.).

### **Basic Requirements and Duties of the Area Faculty**

All faculty members are required to complete the Teaching/Research/Creative Activity/Service standards as defined above. Additional clarifications of the duties by area include:

Art Studio Faculty (Ceramics, Drawing, Painting, Printmaking, Photography, and Sculpture) Maintaining classroom studios, BFA spaces, graduate spaces, woodshops, ordering supplies, etc.; working in a collegial manner; maintaining an appropriate classroom environment; performing assigned duties as specified by area meetings; and working with undergraduate and graduate students in the Department.

Art History/Criticism Faculty Maintaining Resource Center; working in a collegial manner; maintaining an appropriate classroom environment; performing assigned duties as specified during area meetings; and working with undergraduate and graduate students in the Department.

Art Education Faculty Includes maintaining an appropriate classroom environment/resource room and supply room; working with undergraduate and graduate students in the Department and the School of Education; consulting with colleagues in the School of Education in advising, policy and student teaching and field placements; and working in a collegial manner. The department categorizes these activities as part of the art educator's teaching load.

Art Gallery Director (Faculty) Responsible for organizing and/or curating exhibitions in the Gallery of Visual Arts (GVA). Additional extended teaching duties include: BFA, MFA and juried student exhibitions. The duties also include advertising; promotional duties; gallery tours both on and off campus; coordinating the visiting artist program; participating in the Montana Museum and Art Gallery Association (MAGDA); and working with other campus, community, and statewide galleries and museums. The Gallery Director teaches one regular course per semester; works in a collegial manner; maintains an appropriate classroom environment; performs assigned duties as specified by area meetings; and works with undergraduate and graduate students in the department. The department categorizes these activities as part of gallery director's teaching load.

Art Department Chair (Faculty) The Department of Art Chair will be appointed and evaluated in a manner consistent with CBA 16.200, 16.210 and 16.240. The duties of the Chair are outlined in CBA 16.220. The teaching

load of the Department Chair depends on administrative assignments which may include the department budget, curriculum, personnel matters, facilities, outreach, student issues, and other concerns. These responsibilities are subject to the authority of the Dean of the School of Fine Arts.

### **Evaluation of the Chair**

A new Department of Art Chair is required to go through formal written evaluation at the end of the first year of service. The Chair will provide a full summary of his/her actions and achievements to the Dean. The Faculty will respond to the evaluation requested by the Dean and may also meet with the Dean directly to discuss the evaluation. A formal written evaluation will be provided to the Chair by the Dean.

The Chair is evaluated by the Faculty and the Dean on a triennial schedule. The FEC evaluates the Chair during its regular faculty evaluation process, following the schedule established by the CBA and the Unit Standards. One paragraph of the FEC Report will specifically address the performance of the duties of the Chair.

### **Area Self-Governance Procedures**

The Area Faculty will meet a minimum of one time each semester to discuss and assess programmatic needs and issues, including assignment of duties for each member of the area. Meetings are to be documented with minutes that are distributed to all faculty members including the Department Chair.

In the event that a faculty member fails to complete area assignments, a letter outlining deficiencies and corrective actions will be sent to the faculty member and copied to the Department Chair by the Area Faculty. If no action, or if insufficient action, is taken by the faculty member, he or she risks a Less-Than-Normal assessment from the FEC during the regular faculty evaluation process.

### **Area Coordinators**

Area Coordinators will be determined by the Area Faculty. In the event that the area faculty cannot determine an area coordinator, one will be appointed by the Department Chair. These positions will rotate among the Area Faculty members every two years.

### **Duties and Obligations of the Area Coordinator**

The Area Coordinator serves as the primary contact person for the area; calls Area Faculty meetings; takes and distributes minutes for meetings; works with Area Faculty to develop, define and distribute area duties. Discussion involving equipment, (ordering equipment/ supplies), space, (re-designation of use), or organization of the studio area, (re-designing classroom etc.), is done in full consultation with the Area Faculty. In the case where Area Faculty cannot come to a consensus, the Department Chair will act as arbitrator.

### **Duties and Obligations of the Area Faculty**

Area Faculty members assist in making policies and decisions regarding equipment, area monies, space, scheduling, etc. Area Faculty likewise make policies or decisions regarding equipment, area monies, space, etc., which must go through the Area Coordinator and full area.

Area Faculty will submit all equipment requests, teaching assignments, to the Area Coordinator prior to full discussion with the Area and/or Unit Faculty.

### **Committee Assignments**

All Unit Faculty are expected and required to serve on a minimum of two Department or University-wide committees, or one of each. The Department office staff will provide a list of the Faculty's committee assignments each fall semester. As new committees are formed, faculty with fewer assignments may be assigned committee duties by the Chair. Committees will set up an alternating meeting schedule to accommodate all members of the committee equally. If a faculty member fails to adequately fulfill committee duties, either by habitually missing meetings and/or deadlines, or not effectively participating in the functions of the committee, this failure may be the basis for a Less-Than-Normal evaluation in the area of Service.

## Appendix A

### **GUIDELINES FOR FACULTY EVALUATION PREPARATION** (Notes and Clarifications)

#### **Evaluation Period**

For the 2005-2009 CBA, the period of review for purposes of faculty evaluation for Promotion, Tenure, and Merit consideration will be the previous academic year(s). That is, the review period will be from September 1 to August 31, including the academic year and relevant summer sessions(s). The effective date for an action granted from this evaluation period will be the following academic year.

#### **Who Must Be Evaluated?**

Every member of the bargaining unit must be evaluated, including faculty with appointments that are half-time or greater on academic appointment in the rank of Instructor, Assistant Professor, Associate Professor, and Professor. Non-tenurable faculty who are .5 FTE or greater for two or more successive semesters, excluding summer, must be evaluated. Assistant Professors must be evaluated every year until Promotion is achieved. Tenured Associate Professors are evaluated every two years. (Section 10.340 CBA). Tenured Full Professors are evaluated every third year. Tenured Full and Associate Professors who are evaluated this year must prepare an IPR for the period since materials were prepared for their last evaluation (normally two or three years respectively for this year's cycle) or, if seeking a Merit increment, since materials were prepared for the last granted Merit or Promotion. The proposal for Promotion or Tenure should include a Cover Letter along with a summary of all years covered in the performance period, not just individual copies of previous years' IPRs. Individual years' IPRs may be included in supplemental documentation, preferably in a separate document. The above evaluation schedule for Tenured Full and Associate Professors is contingent upon the following conditions:

- a. the faculty member is seeking a Normal increase.
- b. the faculty member has not received a Less-Than-Normal increase in the past three years.
- c. the FEC does not wish to initiate consideration for other than a Normal recommendation.

#### **Who Is Exempt?**

Members of the bargaining unit who are in their first year of service at The University of Montana or who are on a terminal year contract are exempt. These individuals are not required to prepare or submit an IPR. Tenured Associate Professors are evaluated every two years. For example, in 2007 Associate Professors with last names starting with M to Z were evaluated, so A through L, if seeking Normal increases, were exempt. Tenured Full Professors are evaluated every three years. In 2007, those Full Professors with last names starting with A to H were evaluated, and I through Z, if seeking Normal increases, were exempt. Full and Associate Professors on Sabbatical assignment or Leave-Without-Pay will be exempt from evaluation if the following three conditions are met:

- a. the faculty member is seeking a Normal increase.
- b. the faculty member has not received a Less-Than-Normal increase in the past three years.
- c. the FEC does not wish to initiate consideration for other than a Normal recommendation.

Exempt Tenured Full and Associate Professors must submit an exemption form to the FEC no later than October 15. Those exempt from evaluation will not normally be evaluated until their alphabetical group is required to undergo the evaluation process, except when the Department Chair, the Dean and/or the Provost agree to require a performance review during any year(s) of the cycle.

### **Performance Period and Criteria**

Promotions: An individual seeking Promotion must submit documentation for all years in service in the current rank, or since the documentation was prepared for the last Promotion.

Promotion to Associate Professor: Requires four or more years of full-time service in rank as Assistant Professor prior to the date of Promotion, except in unusual circumstances. Applications may be made during fourth year in rank. The applicant must possess a terminal degree in the appropriate discipline. The character of the service in rank as Assistant Professor shall be such that there is a clear demonstration of professional growth and an increasingly valuable contribution to the University (paraphrased from CBA 10.110).

Promotion to Professor: Requires five or more years of full-time service in rank as Associate Professor prior to the date of promotion, except in unusual circumstances. Applications may be made during the fifth year in rank. The applicant must possess a terminal degree in the appropriate discipline. The character of the service in rank as Associate Professor shall be such that there is a clear demonstration of professional growth and an increasingly valuable contribution to the University. No faculty member may be promoted to Full Professor on the basis of Teaching and Service alone. Scholarship shall be demonstrated by scholarly publication and/or appropriate public recognition for creative works (in the disciplines of Art, Drama/Dance, Media Arts and Music) (paraphrased from CBA 10.110: 1c & d).

Tenure: An individual seeking Tenure must submit documentation for the entire probationary period, including credited prior service. Tenure may be applied for after an appointee has accumulated five years credit toward Tenure (in the sixth year of credited employment). The applicant must have the appropriate terminal degree for the discipline and should hold the minimum academic rank of Associate Professor, although faculty may apply for Tenure and promotion to Associate Professor simultaneously (see CBA pages 26 and 27 for additional details). Any probationary faculty member who has not attained Tenure at The University of Montana by the completion of his or her seventh year of credited employment will be given notice and placed on a one-year, non-renewable contract. In no case may a faculty member serve in a probationary position beyond the eighth year of creditable service (CBA 9.340).

Merit: Requires documentation for the period of time since the last granted Merit Award, Tenure or Promotion, or the last three years, whichever is shorter. These are highly competitive university-wide awards. According to the CBA, individuals applying for Merit must provide evidence of Above Normal performance in at least two of the three areas: Teaching, Research/Creative Activity, and Service; or excellent performance or special recognition in at least one of these areas, and Normal performance in the remaining area or areas of assigned duties. In the case of Merit, once an item or activity has been used for a successful Merit request, Tenure or Promotion, it cannot be used again in full or in part for a subsequent Merit request, even if part of the actual activity falls within the new evaluation period.

Normal:

Requires documentation for previous year(s) as appropriate (see CBA 10.340 for Evaluation Schedule of Tenured and Tenure-Track faculty).

Tenured Full Professors:

Submit three years documentation in their evaluation year or go back to the last full evaluation.

Tenured Associate Professors:

Submit two years documentation in their evaluation year or go back to the last full evaluation.

Exempt Tenured Full and Associate Professors:

Submit an Exemption Form to the FEC no later than October 15.

Non-Tenured Faculty:

Submit one year documentation.

Less-Than-Normal:

Requires documentation for previous year.

Non-tenurable faculty (adjunct, visiting, research, and/or clinical) in the Bargaining Unit:

Evaluated up to the Dean's level annually. Non-tenurable evaluations do not go forward to the Provost's Office.

## Appendix B

### FORMS, DEFINITIONS AND CATEGORIES

#### Individual Performance Record (IPR) Checklist

<p>Individual Performance Record (IPR).</p> <p>Items 1-11 comprise the IPR.</p>	1	Faculty Evaluation Record (FER)	Form available at Provost's website: <a href="http://www.umt.edu/provost">http://www.umt.edu/provost</a>
	2	Cover Letter	Form available at Department website: <a href="http://www.umt.edu/art/">http://www.umt.edu/art/</a> Stating action requested: Normal, Merit, Tenure, and/or Promotion. Based on which area(s): (Teaching, Research, Service) Terms: Excellent, Above Normal or Normal. Can include narratives. Form available at Department website: <a href="http://www.umt.edu/art/">http://www.umt.edu/art/</a>
	3	Table of Contents	Form available at Department website: <a href="http://www.umt.edu/art">http://www.umt.edu/art</a>
	4	IPR/Itemized Activities Form	Itemize activities in list format. May include narratives. Include page references to documentation. All years of evaluation will be itemized in a single IPR in accordance with the Department Unit Standards. See form on Department website. A completed sample is also on the Department website for reference.
	5	Summary of Achievements (cumulative) Required only if going for Merit, Tenure, and/or Promotion. Typically not to exceed three pages.	Summary of most significant achievements for all years of the evaluation period. DO NOT include narratives here. Include page references to documentation. Form available on the Department website.
	6	Curriculum Vitae	
	7	Critical supporting evidence	-See below for proper submission format of materials
	8	Student Evaluations (Scantrons) & Course Syllabi	Include syllabi only for courses that were evaluated by students, and for which you have included transcribed comments and Scantron results in your documentation
	9	Previous SEC, FEC, DEAN, PROVOST evaluations (required only if going for Merit, Tenure, Promotion and including more than one year).	Previous years' evaluation forms (including copies of the SEC, FEC, Chair's, Dean's and Provost's recommendations) covering the performance period are required for faculty requesting Merit, Promotion or Tenure. Previous evaluations should be submitted in reverse chronological order (present to past) and appended to the back of the IPR, with the most recent year first. These forms do not need to be color-coded.
	1	Signature Page	Faculty member signs final page

**WHEN SUBMITTING IPR WITH CRITICAL EVIDENCE:**

**DO:**

- use binder clips (the IPR is the primary self-contained document of critical evidence, and will be photocopied by the Provost's office to provide multiple copies for reviewers.)
- use 8 1/2"x 11" paper ONLY. Do not include hole punched papers.
- include one original copy, (designate it as the original), along with two additional Xeroxed copies of all documentation.

**DO NOT:**

- put IPR with critical evidence in notebooks, separate folders, envelopes or plastic sleeves.
- staple or clip materials within each packet.
- copy materials back to back.
- have oversized sheets (8 1/2"x 11" only). Large articles or publications go under supplemental or can be Xeroxed and reduced.
- tape cards to larger sheets. (must be Xeroxed)

<b>Supplemental Documentation</b>	12	Supplemental Documentation	This section can contain original documents, full catalogs, books, articles etc.
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**WHEN SUBMITTING CORROBORATING SUPPORTIVE MATERIALS:**

Large amounts of corroborating supportive materials may be put in boxes, binders or envelopes as necessary.

**FACULTY EVALUATION RECORD \***  
**FOR ACTION EFFECTIVE ACADEMIC YEAR \_\_\_\_\_**

<p><b>A.</b></p> <hr/> <p>LAST NAME      FIRST NAME      M.I.</p> <hr/> <p>PRESENT ACADEMIC RANK</p> <hr/> <p>ACADEMIC UNIT      COLLEGE/SCHOOL</p> <hr/> <p><b>PRESENT APPOINTMENT:</b>          PROBATIONARY <input type="checkbox"/> ACADEMIC YEAR <input type="checkbox"/>          TENURED <input type="checkbox"/>          NON-TENURABLE <input type="checkbox"/> FISCAL YEAR <input type="checkbox"/></p>	<p><b>B. ATTACHED DOCUMENTATION &amp; RECOMMENDATIONS SUPPORT (place appropriate checks after each):</b></p> <table style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"></th> <th style="text-align: center;">Faculty Member</th> <th style="text-align: center;">FEC</th> <th style="text-align: center;">Chair</th> <th style="text-align: center;">Dean</th> </tr> </thead> <tbody> <tr> <td><b>SALARY CHANGE:</b></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>MERIT</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>NORMAL</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>LESS-THAN-NORMAL PROMOTION</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>NON-PROMOTION</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>CONTINUOUS TENURE</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>NON-RETENTION</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table>		Faculty Member	FEC	Chair	Dean	<b>SALARY CHANGE:</b>					MERIT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NORMAL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	LESS-THAN-NORMAL PROMOTION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NON-PROMOTION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CONTINUOUS TENURE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NON-RETENTION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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**C. ACADEMIC YEAR(S) BECAME EFFECTIVE:**

Promotion to Assistant Professor: \_\_\_\_\_ Continuous Tenure: \_\_\_\_\_  
 Promotion to Associate Professor: \_\_\_\_\_ List All Merit Awards: \_\_\_\_\_  
 Promotion to Full Professor: \_\_\_\_\_

**D. PROBATIONARY SERVICE CREDITED TOWARD TENURE** (tenure applications only – see CBA 9.2400):

Years/Fraction at UM as of the **END OF PAST ACADEMIC YEAR:** \_\_\_\_\_  
 Years/Fraction Granted (up to three years maximum) for  
 Previous Service at Other Institutions: \_\_\_\_\_ Institution(s) \_\_\_\_\_  
 Total Credited Years as of the **END OF PAST ACADEMIC YEAR:** \_\_\_\_\_

**E. FUNDING:** REQUIRE STATE FUNDING   
 Implementation of Promotion  Merit  Recommendation Will: BE FUNDED BY SOFT MONEY

**F. NON-RETENTION:**  
 In the event of Non-Renewal of Contract, date by which Appointee must be notified: \_\_\_\_\_

**G. APPENDED ARE:**

Faculty Member's Individual Performance Record	<input type="checkbox"/>	
Student Evaluation Committee's Evaluation	<input type="checkbox"/>	Not Available <input type="checkbox"/>
Faculty Evaluation Committee's Recommendation	<input type="checkbox"/>	
Department Chairperson's Recommendation	<input type="checkbox"/>	
Dean's Evaluation and Recommendation	<input type="checkbox"/>	
Dean's Action on Informal Appeal	<input type="checkbox"/>	Not Applicable <input type="checkbox"/>
Appeals Committee's Statement	<input type="checkbox"/>	Not Applicable <input type="checkbox"/>

**NOTE: EACH DEPARTMENT COMPLETES A, B, C, D, AND F. DEAN COMPLETES E. ALL FORWARDING ACTIONS REQUIRE CHECKS IN APPROPRIATE BOXES IN B AND G.**

\* Applies only to faculty members in the collective bargaining unit.

**NAME**

Rank (Assistant/Associate/Full Professor)  
Department of Art  
The University of Montana

**Application for (Normal/Merit/Tenure/Promotion to \_\_\_\_\_)**  
Evaluation Period September 1, YEAR/S -August 31, YEAR/S

Name

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Curriculum Vitae	15-20
Complete Critical Faculty Evaluation Documentation	21-51
Course Evaluation Forms (ICS Forms)	52-57
Student Evaluation Committee Report (SEC) Year/s.	Attached
Previous SEC, FEC, DEAN, and PROVOST evaluations for Year/s	Attached
Signature Page	

IPR as outlined in CBA 10.210

IPRs are required to be typed in 10 point Arial typeface

**A. TEACHING**

1. Courses Taught
2. Undergraduate/Graduate Advising
3. Evaluation of Teaching Activity
4. Graduate Teaching
5. Other Teaching Activities

**B. RESEARCH/CREATIVE ACTIVITY**

1. Exhibitions and/or Publications
2. Participation in Panels, Workshops, and/or Lectures
3. Professional Recognition
4. Other Evidence of Research/Creative Activity

**C. SERVICE**

1. Departmental Service
2. University Service
3. Professional Service
4. Public Service

**D. ADDITIONAL INFORMATION**

(see IPR checklist)

1. Curriculum Vitae
2. Documentation of Activities Cited Above
3. Course Evaluations (Scantrons)
4. Course Syllabi
5. Signature Page

## IPR Categories and Definitions

Include only those items and/or activities that were completed within the evaluation period (Sept 1-August 31). "Completed" is defined as those exhibitions that have opened within the evaluation period or those publications that have been published within the evaluation period. Do not list upcoming exhibitions, publications, lectures, etc. These items will be listed on future IPRs. If an activity was listed as part of a successful advancement recommendation, it cannot be used again, even if the actual date falls within the new evaluation period. However, if applying for Promotion or Tenure, include all the required years as stated in the CBA. In the case of a Merit, once an item or activity has been used for a successful Merit request, it cannot be used again in full or in part for a subsequent Merit request, even if part of the actual activity falls within the new evaluation period.

It is understood that there may be additional activities that are not included in this list, and that there are always special circumstances. In such instances, it is the responsibility of the faculty member to write a rationale, stating the significance of their submission, and include appropriate documentation to support it. The faculty member is encouraged to thoroughly document the significance of accomplishment to assist the FEC in making an accurate assessment of the contribution. This can be done through the applicant's Cover Letter or IPR/Itemized Activities form. The FEC shall determine through this documentation the value and stature of each member's contribution to the subject of art.

See IPR sample location in Appendix C for proper format and citation of documentation.

### A. TEACHING

#### 1. Courses Taught

A) Regularly Assigned Courses Taught (FTE):

Semester    Course Name/Number    Credits Enrollment    Contact Hrs.

List the regularly assigned undergraduate and graduate course load per academic year. Obtain official enrollment numbers from Cyberbear. List the courses in this format.

B) Additional Courses Taught (FTE): (Independent Study/Internships)

Semester    Course Name/Number    Credits Enrollment    Contact Hrs.

List all additional undergraduate courses taught during the 2-semester academic year. Obtain official enrollment numbers from Cyberbear. Examples might be Independent Studies and Internships. Do not list graduate courses (list under Teaching, Section 4, Graduate Teaching). List the courses in this format.

#### 2. Undergraduate/Graduate Advising

List the number of assigned undergraduate advisees during the review period. Obtain official advisee list from both advising periods from the Art Department office staff. List only formal advising duties. Do not list informal advising activities.

Art Education: list all additional formal advising to include transcript evaluation for education certification and preparation for application for student teaching and advising for the School of Education.

Graduate Advising: List graduate students advised in the program or as Graduate Advisor.

### 3. Evaluation of Teaching Activity

As per the CBA, 10.220, each faculty member must have at least one course evaluated each semester they teach and provide the results to the Student Evaluation Committee (SEC). Tenure-track faculty members who are reviewed on a biennial or triennial basis must submit student evaluations for all the intervening years from the last submission of their IPR.

The summary of the Scantrons and the transcribed written comments from these evaluated courses will be collated and included with this IPR. Note the appendix and page numbers from the IPR where these summary sheets are located.

The faculty member must submit syllabi for each of their regularly assigned courses during the academic year along with the IPR. The faculty member will list the appendix and page numbers from the IPR where these syllabi are located.

Note: additional course information including course descriptions and new course development is not listed here, but in Section 5, Other Teaching Activities.

### 4. Graduate Teaching

List all official graduate 500-level courses and Increment courses (Increment is defined as those 300 and 400 level courses that graduate students complete for graduate credit) provided during the review period beyond those listed above in Section 1. Obtain official enrollment numbers from Cyberbear. (Graduate seminars, Graduate Critique and TA Practicum are listed under Section A. part 1)

List the courses in this format:

A) 500-level Graduate Courses

Semester      Course Name/Number      Credits Enrollment      Contact Hrs.

B) List all "Increment" 300-level and 400-level level courses provided during the review period beyond those listed above in Section 1.

Semester      Course Name/Number      Credits Enrollment      Contact Hrs.

Graduate Committees:

List the graduate committee participation during the review period. Designate participation as either Chair or Member. List the courses in this format:

Chair and/or member      Student's Name      Department      Area  
   Degree Sought      Semester

List all formal/organized graduate mentoring experiences provided during the review period. Examples: accompanied graduate students on a trip or to a conference; organized an exchange of work or visit of graduate students between educational institutions; organized an exhibition of graduate students work (note if on or off campus). Do not include informal meetings with graduate students.

## 5. Other Teaching Activities

### Lectures (on campus only):

List lectures performed on campus, either within the Department or other departments, and/or galleries (lectures for non-arts related organizations go under Service, lectures for professional arts-related events go under Research).

New Course Development (or major changes to an existing course).

### Visiting Artists:

Hosted: those artists for whom a successful proposal was written.

Assisted: those artists who visited courses.

Do not include artists with whom you merely attended meals or receptions.

### Student Exhibitions and/or Activities:

List here any formal student events organized by the faculty member. Do not list events the students organized themselves.

### Area Duties:

List here any special duties performed in relation to the classroom. This can include major renovations of space, management of resource centers, studios etc.

Courses Taught (FTE): (Winter Session, Summer Session, Continuing Education, and/or Study Abroad)

List any courses taught during Winter Session, Summer Sessions, Continuing Education or any national or international study courses led for credit during the review period (list non-credit courses under Section 5, Other Teaching Activities). Obtain official enrollment numbers from Cyberbear. List the courses in this format:

Semester      Course Name/Number      Credits Enrollment      Contact Hrs.

### Teaching-related Grants, Honors, and/or Awards:

To include: Mini-sabbaticals and/or similar grants/awards.

Community honors and/or service awards are listed under Service; grants, honors, and/or awards related to your research/creative activity are listed under Research).

### BFA Mentors:

List those students mentored or co-mentored. List students' names, area, and year.

### Work-study/Technician Supervision:

### Area Coordinator Duties:

### Department of Art Chair Duties:

### Art Gallery Director Duties:

List exhibitions organized, promotional activities, tour groups, etc. as determined under Basic Requirements and Duties of the Area Faculty.

### Art Education Duties:

List pre-service training for students, etc. as determined under Basic Requirements and Duties of the Area Faculty.

## **B. RESEARCH AND CREATIVE ACTIVITY**

Include only those activities that were completed within the evaluation period. Do not list upcoming exhibitions, publications, lectures, etc. These items will be listed on future IPRs. Completed is defined as those exhibitions that have opened within the evaluation period or those publications that have been published within the evaluation period.

### **1. Exhibitions and/or Publications**

All faculty members will list their exhibitions and/or publications in accordance with the list of terms, definitions and format as outlined in the Department of Art Unit Standards.

It is understood that significance and legitimacy of an exhibition is based in part on its location. It is also understood that wherein faculty may exhibit at coffee shops, self-sponsored galleries, alternative spaces, etc., these venues are not of the rigor demanded by Research/Creative Activity standards. Furthermore, if a faculty member is only exhibiting at these types of venues, it could be justification for a Less-Than-Normal in the area of Research/Creative Activity.

All exhibitions must include the following information:

- a. Title of Exhibition,
- b. Name of Gallery
- c. Name of Institution (if applicable)
- d. City, State and Month/Year of Exhibition.

The faculty member must indicate whether the show is a solo, small group or group, and whether the show is international, national, regional, local, art auction, faculty, juried (in which case jurors and their titles will be listed), and/or invitational (in which case the name and title of person who issued the invitation will be listed).

(Example of an entry for a national group exhibition: National Group Exhibition “Minnesota Print Biennial”, Katherine Nash Gallery, The University of Minnesota, Minneapolis, MN. Jurors: Peg Smith, Curator, Walker Art Center, Bob Smith, Director, Tamarind Institute. August, 2004.)

### **List of Terms & Definitions: Exhibitions**

#### Professional:

Professional exhibitions are held at professional arts venues, such as museums, professional galleries, university galleries, or college galleries, and do not include coffee shops, self sponsored spaces, etc.

Professional publications include those articles and/or essays published in refereed journals and books by professional publishers and/or editors, and not items published for local newspapers (such as Montana Kaimin or The Missoulian), community groups, high schools, and similar organizations (all of which are to be listed under Section C-Service). Lectures refer to studio or non-studio faculty presentations delivered to professional arts organizations such as the College Art Association (CAA) or in other university or college venues, museums, etc., and shall not include those delivered to non-professional groups such as high schools, community groups and similar organizations.

#### Solo:

An individual exhibition wherein only one person exhibits their work.

Two person:

An exhibition wherein only two artists exhibit their work.

Small Group:

An exhibition wherein three to five people exhibit their work.

Group:

An exhibition that includes six or more people.

Local:

An exhibition that is held within a 100 mile radius of Missoula, Montana.

Regional:

An exhibition that is held beyond the 100 mile radius of Missoula or in the adjoining states of Idaho, Wyoming, South Dakota, North Dakota. (Regional does not include Canada)

National:

An exhibition that is held in a state not listed above, including all those outside of Montana and non-contiguous states. It may also include a "national juried or invitational exhibition held locally or regionally, such as "ANA" exhibitions at the Holter Museum of Art. National significance is not strictly defined by proximity to Missoula, but rather by the prominence of the activity within the area of expertise and the geographic range of the participants.

International:

An exhibition held outside of the United States, including Canada.

Invitational:

An exhibition and/or publication in which an unsolicited invitation was received (as opposed to an exhibition in which slides/images or letters of introduction were submitted by the faculty member). Documentation must include the title of exhibition, gallery name, full title of venue, dates of the exhibit, name of person who issued the invitation and their title.

Juried:

An exhibition that is juried by a visual arts professional, has a published call for entries, and a blind selection process. Information must be included to specify if the Juried Show is regional, national, or international.

Juried Art Auction:

An exhibition that includes the auctioning of art, is held at a fine arts venue only, and has been juried by a fine arts professional. (Non-juried auctions or auctions held at non-arts related venues can be listed under C3.)

Faculty Exhibition:

An exhibition in which all faculty participate, as part of their departmental duties. All work exhibited in the faculty exhibition should have been completed as recently as the previous 24 months (see Research/Creative Activity Standards).

Professional Gallery Representation:

Representation in a reputable professional gallery, having a full time director, a permanent space, inventory, and a contract/agreement with the artist.

National Print Portfolios:

Print portfolios organized and presented on the national level

Self-Sponsored Spaces:

Those venues in which the participant assumes all or the majority of financial costs, and/or those venues with no established or consistent space such as vanity spaces.

Alternative Spaces:

The faculty recognizes that there are legitimate alternative spaces, such as PS1, non-profit venues, renting a warehouse for an installation, etc., but it may be up to the faculty to write a rationale as to why an alternative space should be considered a legitimate art venue. It is the responsibility of the FEC and Department Chair to determine the legitimacy of the venue.

**List of Terms & Definitions: Publications**

Articles, books, and/or publications written by the faculty member (articles about Research/Creative Activity are included in Section B. 3). All professional publications should be listed in chronological order, including title of papers, articles, or books and all authors. A copy of the title page of all publications listed must be attached. With regard to local, regional, national, international, invitational, etc., the definition guidelines above must be used.

Publications must contain the title of the article, paper, or book, location, publisher, year, page numbers (if applicable) and letter of acceptance (see samples on Department website).

**Additional clarifications for articles**

Articles written by faculty members (Research) shall be included in Section B. 1. (Exhibitions/Publications)

Articles about Research/Creative Activities shall be included in Section B. 3 (Professional Recognition)

Articles about Teaching shall be included in Section A. 5 (Other Teaching Activities)

Articles about Service shall be included in Section C. 4 (Other Public Service)

Refereed Publications: (published only)

A publication typically refereed by a professional publisher or editor. The title of article, paper, or book, location, publisher, year, page numbers (if applicable), and letter of acceptance must all be listed. Indications must be included to specify whether the publication is international, national, regional, local, or a university-wide. (This category does not include non-professional articles, such as Letters to the Editor in the Missoulian).

Non-Refereed Publications: (published only)

May include professional catalogues to which the faculty member was invited to contribute.

Papers presented at meetings, seminars, symposia, conferences, panels, etc.:  
Include title, authors, occasion, place, and date.

Books Published:

Include title, location, publisher, and year.

Exhibition Text:

Text written for an exhibition which was not published, such as a text that was included on the walls as part of the exhibition. This does not include reviews of faculty member's exhibitions or exhibition catalogs (see B4).

Other:

May include non-published articles/reviews, such as publisher reviews that are not published, and textbook reviews.

## **2. Participation on Panels, Workshops, Lectures**

Public Lectures Presented:

A lecture presented off campus for art-related organizations and/or museums, or as a visiting artist. (Lectures for community groups can be included under Service; On-Campus lectures can be included under Teaching).

Faculty Research Lecture:

Non-studio faculty members are required to present a public lecture on their research in conjunction with the faculty exhibition.

Professional Workshops Presented:

A workshop presented off campus for art-related organizations and/or museums, or as a visiting artist.

Professional Panels Presented:

A panel presented off campus for art-related organizations and/or museums, or as a visiting artist.

Professional Workshops, Lectures, Conferences attended:

An event hosted by a professional organization such as CAA, Southern Graphics Council (SGC), National Council on Education for the Ceramics Arts (NCECA), etc. (Does not include those held on campus or for community groups and/or organizations).

## **3. Professional Recognition**

Collections:

Collections that acquired faculty member's work within the evaluation period. This includes museum and university collections, but does not include private collections unless they are well-established. Documentation of the acquisition must be provided.

Publications:

Articles/reviews written about a faculty member and/or his or her work. (Articles/reviews written by faculty members are to be included in section B.1.) The title of the article, name of journal or publication, dates, issue, and page numbers (if applicable), are to be listed, based on the terms and definitions below:

Critical Review:

Article wherein faculty member's exhibition and/or publication is reviewed by an arts professional

Reviews of Exhibitions:

Review of a faculty member's exhibition; demonstrates the significance of exhibition, (whether the artist's name is mentioned or not)

Feature:

Article specifically about the faculty member, but not necessarily a critical review of his/her professional activities

Mention:

Article about an exhibition and/or publication, wherein the faculty member is mentioned, but his/her work is not reviewed

Announcement:

Brief paragraph or picture in newspaper or magazine, advertising a faculty member's exhibition or article. (This does not include exhibition cards which are included with exhibition materials).

Catalogs:

Catalogs for exhibitions which included a faculty member's work, (not including exhibition cards). Catalog text written by a faculty member will be listed under Research publications section B2.

Project Grants and Honors:

Research-related Projects, Grants and Honors are to be included in this section. (Grants and Honors related to teaching will be listed under A5. Those related to Service will be listed under Section C). A specification must be made as to whether the grant and/or honor is University-wide, state-wide, national, or international. The specific type of award or honor must be listed.

Grants Submitted:

Complete details must indicate whether or not the grant is pending funding.

**4. Other evidence of Research/Creative Activity not listed elsewhere**

Curatorial projects:

Curatorial activities such as organizing an exhibition or assisting another professional peer to organize an exhibit. The level of participation must be noted, and documentation detailing the venue(s) for the exhibit must be provided. The participating artists, the curatorial statement or 'premise,' and dates of exhibition(s) must all be listed, and a specification must be made as to whether the exhibit was local, regional, national or international. (For definitions of local, regional, national, and international, see section #1 above).

Juror:

Participation as a juror for an exhibit. Documentation such as a letter of invitation to be a juror must be provided, as well as details concerning the venue(s) for the exhibit, list of participating artists, the curatorial statement or 'premise,' and dates of exhibition(s) must all be listed, and a specification must be made as to whether the exhibition was local, regional, national or international exhibit. (For definitions of local, regional, national, and international, see section 1 above).

## **C. SERVICE**

List only those activities which occurred during the evaluation period. Committees that did not meet during the evaluation period, or committees you were appointed to after August 31 and prior to October 15 are not listed, as these items will be listed under the following year's evaluation.

### **1. Departmental Service**

All faculty are required to attend, and effectively participate in, the annual BFA Portfolio Reviews, Graduate Application Reviews, Scholarship and Teaching Assistant (TA) Reviews, Graduate Pre-candidacy reviews, faculty meetings, and special events or meetings designated as "all faculty" as determined by the Department Chair in consultation with the faculty. Failure to participate in the above activities can be a basis for a Less-Than-Normal in Service or Teaching.

All faculty members must maintain an appropriate classroom environment, provide for a safe and healthy classroom, perform assigned duties as determined in area meetings, work with undergraduate students, and mentor BFA students and graduate students within the department.

List all official department committees and task forces on which the faculty member served during the evaluation period. Do not list committees that did not meet during the evaluation period. This includes such committees as FEC, SEC (advisor), Search Committees, Curriculum Committee, etc. School of Fine Arts committees should be listed as departmental service, not as University-wide committees.

List the name of the committee, stating as serving as member or Chair, dates of service on the committee, and list other members of the committee in parentheses. Example: Unit Standards Committee, member, Fall 2006 - Spring 2007, (Bailey, Chacón, Dove, Papanek-Miller).

This category may also be used for citing non-contractual duties performed above and beyond regular contractual responsibilities. List other special service and/or volunteer activities in the Department such as:

- a. lecturing to or conducting a workshop for another class in the Department (lectures for other courses in the Department)
- b. organizing a retirement party or department social/scholarship luncheon
- c. sponsoring a student group such as the Artist Collective or an event within the Department
- d. organizing a fundraising effort within the Department
- e. speaking with prospective students and their families

Written evidence of a scheduled event or a thank you letter should be provided as evidence of this activity.

### **2. University Service**

List all University-wide committees and task forces on which the faculty member served during the evaluation period. Do not list committees that did not meet during the evaluation period. These must be committees or organizations officially recognized by the Faculty Senate and/or the University Administration.

List the name of the committee, state if serving as a member or Chair, and list the Chair of the committee in parenthesis. This section includes such committees as: Faculty Senate, ASCRC, UC Gallery Selection Committee, etc.

List other special and/or volunteer service to the University such as:

- a. lecturing to or conducting a workshop for another class on campus outside of the Department of Art.
- b. hosting the visit of an international student.
- c. volunteering at a career fair or prospective student fair.
- d. raising money for the UM Foundation.

Written evidence of a scheduled event or a thank you letter should be provided as evidence of this activity.

### **3. Professional Service**

List all regional, national, and international professional societies or organizations of which the faculty member is a member. Make sure to note the length of service or membership. Note if serving in a position, i.e. Chair, subcommittee member or special project involvement in the review period. (i.e. President of CAA). Do not list attendance or participation in conferences and meetings here, but rather include those activities in Section B.2.

### **4. Public Service**

List all volunteer community organizations, committees, boards, task forces, and philanthropic groups in which the faculty member served during the review period. Distinguish between those that make use of professional skills and those that are non- professional. For example, serving on the Historic Preservation Commission, a church arts task force, the city arts council, etc. are professional community service. Serving on 4-H, Boy Scouts of America, Little League, etc., are non-professional. Make sure to note if the faculty member chaired the organization in the review period. Do not include organizations that did not meet during the review period.

List all lectures, workshops, in-service training, outreach efforts conducted in the review period. Written evidence of a scheduled event or a thank you letter should be provided as evidence of this activity.

## Appendix C

### Student Evaluation and Faculty Evaluation Forms

Samples of the following documents may be found on the Department of Art website at [www.umt.edu/art](http://www.umt.edu/art):

Student Evaluation Letter

Faculty Evaluation Letter

Cover Letter for Normal

Cover Letter for Merit

IPR/Itemized Activities form

Summary of Achievements

## Appendix D

### Guidelines for Submission of Course Syllabi

A copy of the syllabus (A SINGLE DOCUMENT) for each course offered by the Department of Art must be submitted electronically using Microsoft word to the Art Administrative Associate, prior to the contractual deadline each semester.

Term Offered (e.g., Spring Semester 2007)

#### Course Information

- Department name
- Course number
- Letter designation, if the course fulfills a General Education Distributional Requirements
- Section number
- Course title (as shown in the University Catalog)
- Number of credits  
Example: Art 123A, Section 3, Drawing Fundamentals, 3 credits
- Pre-requisite(s) – as listed in the course description found in the University Catalog

#### Instructor Information

- Name
- Contact information – Include the university email and office phone number
- Regularly scheduled office hours and location

#### Class Meetings

- Times
- Day(s)
- Location(s)

#### Text(s) and Materials

- Required
- Optional

#### Course Description

As shown in published University Catalog. Be sure to indicate so, if the course fulfills a General Education Competency Requirement.

#### Course Objectives and Format

How will the course description be served? State course objectives and student requirements, and indicate whether the course will be taught in studio or lecture format.

#### Policies

- Grading and Assessment – please be specific.
- Attendance/Absence – please be specific.
- Students with Access/Special Needs  
Example:” Students with disabilities or special needs should see the instructor.”

Other Requirements or Expectations - including

- Assignment deadlines
- Exam Time
- Required meeting times beyond what is shown in the published Class Schedule for the term, per N.A.S.A.D. guidelines: 5 hours of studio “homework time” in addition to the scheduled class time for every 3-credit studio art course. This must be listed.
- Others – per Faculty input

The Chair recommends the following for inclusion in each Art Department course syllabus:

Building Hours: The use of Art studio space requires current enrollment in a specific studio course, as course fees are used for purchase of supplies. Those not currently enrolled will be asked to leave. Hours are 7 A.M.-11:00 P.M. daily.

Health and Safety (This is very important, as there could be major liability issues involved if policies are violated.):

- a. Materials, tools and equipment to be used must be specified.
- b. No creatures or children will be allowed in studios during class time or open studio times.
- c. No food or open beverage containers will be allowed in Art Department facilities when art-making is in progress. There should not be any food or beverages consumed in Art facilities, as faculty will be liable if injuries occur. When needed, breaks may be taken by students by simply stepping out of the studios.
- d. Studio Clean-up: Required!
- e. Pick-up of art work must take place prior to the scheduled exam day or the last class period. Pieces remaining after this time will be discarded. Art work also may not be left in the Art Office.

Announcements for Students:

The Student Art Collective – meeting times.

Events on campus: electronic bulletin board <http://umartdepartment.wordpress.com/>

The following information, required by the University, MUST be shown:

Academic Misconduct and the Student Conduct Code

All students must practice academic honesty. Academic misconduct is subject to an academic penalty by the course instructor and/or disciplinary sanction by the University. All students need to be familiar with the Student Conduct Code. The Code is available for review online at [www.umt.edu/SA/VPSA/Index.cfm/page/1321](http://www.umt.edu/SA/VPSA/Index.cfm/page/1321).

If work turned in for another course will not be accepted, please list this and the student penalties if it is done. In addition, the instructor may include a schedule of assignments and/or topics to be covered at specific class sessions.

If the class is offered on a Credit/No Credit basis, requirements are to be specifically defined. If “extra credit” is available, terms for achievement are to be clearly stated.