Department of: ____________________________

Year: ____________________________

1) Department Chair:

Signature ____________________________ Date: ____________________________

2) Dean:

Signature ____________________________ Date: ____________________________

3) Chair, UM Unit Standards Committee:

Signature ____________________________ Date: ____________________________

4) Provost and Vice President for Academic Affairs:

Signature ____________________________ Date: ____________________________
GENERAL STATEMENT

This statement focuses primarily on the procedures and standards for evaluation of the Faculty in the School 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, Director’s Review, Dean’s Review, Provost and Vice President for Academic Affairs’ Review, appeals procedures, routing procedures and deadlines).

Mission

The mission of the School of Art is to provide a comprehensive instructional program in the visual arts that will develop professional artists, art critics, art educators, art historians and an informed public. Visual images are a powerful means of communication, and the School 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.

Teaching Loads

The normal faculty teaching load is three courses per semester and work with graduate students. The School of Art Director and the Director of the Gallery Visual Arts have reduced teaching loads as agreed to in their contracts.

Terminal Degree

All faculty in the unit must hold the appropriate terminal degree to qualify for advancement (Promotion to Associate or Full Professor or the award of Tenure). Appropriate terminal degrees are defined as:

a. Art History/Art Criticism: Ph.D. in Art History or Art Criticism.

b. Art Education: Ed.D., Ph.D., or M.F.A. in Art.

c. Art Studio Divisions: M.F.A. in Art.

d. Art Gallery Director: Ed.D., Ph.D., or M.F.A. in Art.

e. School of Art Director: 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 Promotion and Tenure.

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.

All faculty must possess a terminal degree and provide evidence of promising potential through research/creative activities and provide evidence of successful teaching and service.

**Non-Tenurable Appointments (.5) See CBA 9.110**

**Tenure Application (CBA 9.310)**

A probationary appointee shall be eligible to make an application for tenure:
1. after the appointee has completed five (5) years of credited service (CBA 9.240) toward tenure, that is: during the sixth (6) year of credited employment.
2. the applicant must have the appropriate terminal degree for the discipline and unit in which tenure is to be awarded, and
3. the applicant should hold the minimum academic rank of associate professor, although faculty may apply for tenure and promotion to associate professor simultaneously. If a faculty member seeking promotion to associate professor and tenure simultaneously is not promoted, tenure will be denied as well. Under no circumstances may tenure be granted to an assistant professor.

Tenure shall not be awarded in absence of application by the eligible faculty and approval of tenure by the employer. Application for tenure must be in accordance with Unit Standards. No faculty member may apply for tenure more than twice. Faculty applying for tenure to Professor may choose to provide contact information to the Director for two individuals who are willing to write letters of review for the applicant. The Director will also solicit an additional three external letters of review from persons with relevant professional perspective and credentials, (i.e. those at peer institutions with equal or greater rank).

**Procedure for External Letters of Review for Tenure and Promotion to Full Professor Only**

Faculty applying for promotion to Professor may choose to provide contact information to the Director for two individuals who are willing to write letters of review for the applicant. The Director will also solicit an additional three external letters of review from persons with relevant professional perspective and credentials (i.e. those at peer institutions with equal or greater rank).

All letters of review will be solicited by September 1 and must be received by the Director by October 15 to be considered. Letters will be shared with the faculty applying for Tenure/Promotion. These letters will become part of the faculty’s evaluation materials and will be forwarded to the Dean and Provost.
Third Year Pre-Tenure Review (Unit Requirement)

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 Pre-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 his/her Pre-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 will be forwarded to the Director, with a second copy placed in the faculty member’s file in the School of Art 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 3 years of prior experience applied towards Tenure, as stated in their letter of hire. Faculty undergoing a Pre-Tenure Review must submit 3 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 teaching. (The FEC will be convened early for the purpose of doing a class visitation). Two members of the FEC will attend the faculty member’s class and each write a letter on their visitation. The faculty member up for review may select which class he or she wants the committee to visit.
   c. review the overall performance of the Tenure applicant for his/her first three years within the School of Art.

Before finalization of the report, the faculty member under Pre-Tenure review 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 School of Art Director. A copy also must be placed in the faculty member’s file in the School of Art office. The report will include:
   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 School of Art’s student evaluation form. In addition, the faculty member may submit other relevant information (syllabi, course assignments, etc.). In cases where there are deficiencies in faculty performance in relation to the Unit Standards/CBA (as interpreted by the FEC), these deficiencies 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 School of Art excellence. All observation and preparation relative to the Third Year Pre-Tenure Review recommendation will take place in the applicant’s 6th semester of credited teaching. The probationary faculty member will have the option of meeting with members of the Pre-Tenure Review Committee to discuss his/her report.

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 his/her fourth year. To do so, he or she must submit in writing a request to the Director by
October 15 of their fourth 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.

THE EVALUATION PROCESS

General Timetable for Evaluation Process (CBA 10.200)

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>September 15</td>
<td>Election of Student Evaluation Committee (SEC) in accordance with the CBA (10.220) Faculty members informally indicate at a faculty meeting whether they will be evaluated and specify what type of action.</td>
</tr>
<tr>
<td>October 15</td>
<td>SEC Reports are due to the FEC. All IPRs are due in the School of Art Office (see Faculty Submission Deadlines below).</td>
</tr>
<tr>
<td>First faculty meeting after October 15</td>
<td>Election of the FEC in accordance with the Unit Standard criteria for selection.</td>
</tr>
<tr>
<td>November 15</td>
<td>FEC Reports are due in the School of Art Director’s Office.</td>
</tr>
<tr>
<td>December 15</td>
<td>Director’s Review is due in the CVPA Dean’s Office.</td>
</tr>
<tr>
<td>February 15</td>
<td>Dean’s Review is due in the Provost’s Office.</td>
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</tbody>
</table>

Note of Exception: first-, second-, and third-year probationary appointments must follow the Probationary Review and Evaluation Process.

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 School of Art Unit Standards. Faculty members can find a sample suggested format in the SOA IPR Handbook located on the SOA Faculty Documents section on Moodle.

Faculty Evaluation Submission Deadlines and Requirements

All completed IPRs must be submitted by October 15. In the event this date falls on a weekend or holiday, all IPRs will be due by 5:00 p.m. the next business day. It is suggested faculty follow the format as described in the SOA Unit Standards Handbook. Failure to submit materials by the deadline the first time (Oct 15th) may be noted on the FEC report. Faculty members are not allowed to add additional, unsolicited materials to their files after the October 15 deadline.

Faculty Evaluation Committee (FEC)

Recommendations for Promotion, Merit, or Tenure will be initiated by the Unit Faculty. 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 IPR that will carry that information to the FEC and subsequent reviewers. The information in the IPR 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 IPR. FEC reports are required to be submitted to the Director by November 15.

The School of Art acknowledges that Creative activity ranks equally with Research and scholarly production. Consequently, Creative activity and Research will receive equal consideration for Promotion, Tenure, and Merit, will be rewarded equally, and are evaluated the same way. 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. 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 School of Art 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 Director, but will not go forward with the IPR. However, in such instances the FEC and Director’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. Additional extenuating circumstances may include illness, family emergencies, and personal hardship. In these instances, the faculty member must submit a letter to the FEC from the Director or Dean, allowing for an exception in their evaluation regarding their performance.

Membership of the Faculty Evaluation Committee

The FEC shall be comprised of a minimum of 3 full-time Tenured or Tenure-Track faculty and one student observer with all rights, save voting, who shall be appointed by the committee chairperson from among the majors and/or graduate students in the unit (CBA 10.230). 2 of the 3 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.
10.310 Conflicts of Interest
No person shall participate in his/her own evaluation; or that of any other person to whom he/she has a relationship by blood or marriage, or cohabitation, or with whom he/she is engaged in adversarial litigation or proceedings. No person shall participate in the evaluation of any person with whom he/she has joined in a business relationship or nature which would reasonably be presumed to preclude objective application of professional judgment.

EVALUATION CRITERIA

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 or merit, 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 the followings lists, and that there are always special circumstances. In ALL instances, it is the responsibility of the faculty member to write a rationale, stating the significance of their submission, and include supporting documentation for the activity. It is the responsibility of the faculty member to thoroughly document the significance of the accomplishment to assist the FEC in making an accurate assessment of the contribution. The FEC shall determine through this documentation the value and stature of each member’s contribution to the subject of art. The burden of bringing forward evidence rests with the faculty member.

Teaching

The primary 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. Faculty members are also required to participate in the General Education program of the curriculum. 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 1 course evaluated each semester he or she has taught and provide the results to the SEC by September 20. 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 CVPA within 30 days of the start of each semester.
### TEACHING STANDARDS

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<th>NORMAL-</th>
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<tr>
<td>Required Activities:</td>
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<tr>
<td>Create clear and well-constructed syllabi which are submitted in compliance with CVPA guidelines from the Dean’s Office.</td>
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<tr>
<td>Demonstrate basic knowledge of guidelines and content required for professional degrees by the National Association of Schools of Art and Design (NASAD) and incorporate these outcomes into syllabi and courses.</td>
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<tr>
<td>Provide student course evaluations.</td>
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<td>Re-evaluate and update courses using scholarship, technology, and/or other relevant data.</td>
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<td>Maintain regular office hours and/or be accessible to students by appointment.</td>
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<tr>
<td>Be knowledgeable and demonstrate continued growth in the subject area.</td>
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<td>Foster a classroom environment consistent with The University of Montana’s policy on cultural diversity, respect for differences, and academic fairness.</td>
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<tr>
<td>Maintain a professional classroom environment, provide for a safe and healthy classroom, which includes maintaining equipment, ordering supplies, inventories and related activities etc.</td>
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<tr>
<td>Perform assigned duties as outlined in division meetings.</td>
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<tr>
<td>Maintain all teaching related spaces, such as BFA and graduate studio spaces, studios, resource centers, gallery spaces, and/or other facilities.</td>
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<tr>
<td>Mentor BFA students.</td>
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<tr>
<td>Work with graduate students and serve on thesis committees.</td>
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<td>Work with colleagues with a respectful professional behavior.</td>
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</tbody>
</table>

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

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.

To make a case for Above Normal/Outstanding in the area of Teaching, a faculty member must meet the expectations for Normal, plus provide evidence of above normal or outstanding performance in one or more areas. **The following are possible examples:**

**ABOVE NORMAL**
Teach an existing course for the first time
Sponsor a visiting scholar/artist and/or organize a field experience

**OUTSTANDING**
Develop a new course
Sponsor a number of visiting scholars/artists and/or organize field experiences

Student Evaluation of Coursework 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 School of Art 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

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<tr>
<th>NORMAL-Required Activities:</th>
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<tbody>
<tr>
<td>Be knowledgeable of School of Art degrees and General Education requirements.</td>
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<tr>
<td>Advise students in a timely fashion during the academic year.</td>
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</table>

Research/Creative activity

Full-time faculty members in the School 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 or Achievements Summary. 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 e.g., 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. For Promotion, Tenure and/or Merit, the faculty member must significantly exceed minimum standards for normal.

Furthermore, the number and quality of exhibitions/or publications and venue is indicative of the level of a productive Research/Creative Activity, while the absence or near absence of such is evidence of less-than-normal. The School of Art recognizes both the importance of developing Research/Creative activity on both the local, regional, national and international levels, and that regional, national and international 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**

<table>
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<tr>
<th>NORMAL- Required Activities:</th>
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<tbody>
<tr>
<td>All faculty members are required to participate in the School of Art faculty exhibition and/or present a public lecture on their research in conjunction with the faculty exhibition with the exception of sabbatical or leave.</td>
</tr>
<tr>
<td>In addition to the above requirement, all faculty members are required to have at least three professional off-campus exhibitions, publications, and/or lectures/presentations within a two-year period on either the local, regional, national or international level. This can be in any combination.</td>
</tr>
</tbody>
</table>

Failure to participate in the required activities cited above may be a basis for a Less-Than-Normal in the area of Research/Creative 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 time under review.

To make a case for Above Normal/Outstanding in the area of Research, a faculty member must meet the expectations listed under Normal, plus provide evidence of above normal or outstanding performance in one or more of the activities. **The following are possible examples:**

**ABOVE NORMAL**  
Solo or group exhibition or publication at the local, regional, or national level (invitational/juried/peer-reviewed).  
Presentation, workshop, lecture, or paper presented at professional meetings, conferences, or as a visiting artist/scholar.

**OUTSTANDING**  
Solo or group exhibition or publication at the national or international level (invitational/juried/peer-reviewed).  
Presentation, workshop, lecture, or paper presented at national or international professional meetings, conferences, or as a visiting/scholar.

**Service**  
All faculty members in the School of Art are required to engage in service to their profession, the School of Art, 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 presenting evidence of service activities.
SERVICE STANDARDS

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<th>NORMAL</th>
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<tr>
<td>Required Activities:</td>
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<tr>
<td>Participate in regularly scheduled faculty meetings and BFA and Graduate Pre-Candidacy reviews and other activities deemed for all faculty members by the Director.</td>
</tr>
<tr>
<td>Participate on a minimum of two School of Art or University committees per year in any combination.</td>
</tr>
</tbody>
</table>

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

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.

To make a case for Above Normal/Outstanding in the area of Service, a faculty member must meet the expectations listed under Normal, plus provide evidence of above normal or outstanding performance in one or more of the activities. The following are possible examples:

**ABOVE NORMAL**
Chair of a School of Art or University committee.
Serve on a local board.

**OUTSTANDING**
Chair a significant School of Art or University committee.
Serve on state-wide or national boards.