Department of: School of Media Arts

Year: 2015

1) Department Chair:

Signature

Date: 11/23/2015

2) Dean:

Signature

Date: 11/30/15

3) Chair, UM Unit Standards Committee:

Signature

Date: 8/23/16

4) Provost and Vice President for Academic Affairs:

Signature

Date: 7/11/17
SCHOOL OF MEDIA ARTS

UNIT STANDARDS AND PROCEDURES FOR FACULTY EVALUATION AND ADVANCEMENT

2009
Revised 2015
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GENERAL STATEMENT

Mission
The mission of the School of Media Arts is to educate students in the diverse skills needed to find their voice as digital artists and filmmakers, allowing them to take their eventual place as leaders in this rapidly changing world. The skills involved take the artist from conception to completion of projects, both individual and collaborative in nature. Creative and critical thinking, articulation of ideas, study of history and theory, research into software and new forms of expression are stressed. Technical training is viewed as essential to success, but always with the understanding that core ideas and story are the center of technical choices. Finally, Media Arts stresses the importance of ethical practices in relation to the creation of work and commitment to our responsibility to the broader culture.

Degree Offerings
The Media Arts Department has degree programs on both the graduate and undergraduate levels and offers the only B.A., B.F.A. and M.F.A. degrees in Media Arts in the State of Montana. The graduate program incorporates a wide range of practices including digital filmmaking, screenwriting, animation and motion design and interactive arts. The undergraduate program has specializations in digital filmmaking, integrated digital media and sonic arts, and offers a fully online B.A. degree. The school also has a comprehensive minor program and offers a number of general education and elective summer and winter session classes that provide students both on and off campus and professionals the opportunity to enhance their educational experience through artistic expression in the media arts environment.

Instructional Workload
As per CBA 6.210 deans are responsible for assigning faculty-teaching workload, subject to the approval of the Provost, giving consideration to the recommendation of the school director. The normal teaching load for tenured and tenure track faculty in the School of Media Arts is 12 credit hours of core classes or its equivalent per semester and the teaching load of the director is at the discretion of the dean. In addition, all faculty members are expected to be active in research/creative activity and assume outreach and service responsibilities to the department, university and state.

Terminal Degree
All faculty members at the rank of Assistant Professor or higher must have an earned Ph.D or M.F.A or equivalent professional experience. If equivalency cannot be established, the candidate cannot be hired at, or promoted to a rank above instructor. Equivalency is defined as a faculty member who holds a Bachelors degree and has established significant professional status in one of the arts associated with the Media Arts and who has a continued, well-established national reputation for excellence in his/her professional work.

Duties of the School of Media Arts Director
The school director shall be appointed and evaluated in a manner consistent with the role of chairperson as outlined in CBA16.200, 16.210 and 16.240. The duties of the director
are outlined in CBA 16.220. They include responsibility for budget, curriculum, personnel matters, facilities, outreach, student issues, departmental concerns, etc., which are all subject to the authority of the dean. Evaluation of the director shall take place in the course of the normal faculty evaluation period.

**CRITERIA FOR FACULTY ADVANCEMENT**

This statement focuses primarily upon the procedures and standards for evaluation of the faculty of the School of Media Arts and assures the context of the current Collective Bargaining Agreement (CBA), especially Articles 9 and 10. For full details of the university evaluation procedures faculty should study the CBA sections 10.200 through 10.340.

Full-time faculty are evaluated on the basis of their assigned duties and any terms specified in the letter of appointment. The CBA and the Unit Standards defines the expectations for teaching, research/creative activity, and service, and will be used by the Faculty Evaluation Committee as the basis for assessing annual productivity and may be used to assess progress toward tenure and promotion. All promotions are based on evidence of continuing significant contributions to this institution by the applicant and are not considered to be the automatic consequence of years in rank.

**Non-Tenurable Appointments**

This section applies to those holding non-tenurable appointments who are included in the bargaining unit as defined in CBA Section 3.100. Non-tenurable appointments include lecturers, adjunct faculty at any rank, and visiting faculty at any rank. The faculty member must present evidence of significant contributions as a teacher and demonstrated potential value to the profession and the University.

**Assistant Professor**

An Assistant Professor should hold the appropriate terminal degree from an accredited institution or equivalent experience. At this level, the faculty member must present evidence of professional growth as a teacher, demonstrated potential value to the profession and the University through contributions in research/creative activity; and service to the school, institution and local and professional community.

**Assistant Professor to Associate Professor**

An Associate Professor must have all qualifications for the previous rank, and an established record of professional growth as a teacher, acceptance as a senior member of the faculty through mature work in research, scholarship, or creative activity; service to the institution, profession, and society, including the citizens of Montana, and recognition from regional and/or national professional organizations. The faculty member must serve for a minimum period of four years as an Assistant Professor before promotion to the rank of Associate Professor.

**Associate Professor to Full Professor**

A Professor must have all qualifications for the previous rank and present evidence of attainment of full professional maturity and leadership as evidenced by significant continuing contributions as a teacher, a clear demonstration of active service to the institution, profession, and community, including the citizens of Montana, and
continuing national and/or international recognition in the faculty member's discipline and research/creative area. External reviews of research/creative activity are also required as part of the evidence required substantiating appropriate peer review and public recognition as outlined in CBA 10.110d (See Appendix B). A minimum of five years in the rank of Associate Professor is required before promotion to the rank of Professor.

CRITERIA FOR TENURE
Recommendation for continuous tenure in the Media Arts Program will be based on the following (See CBA 9.310 - 9.340):

1. Possession of a terminal degree or its equivalent in the faculty member’s area of expertise.
2. Completion of five years in academic rank, at least three of which must be at the University of Montana, before application for tenure.
3. The applicant should hold the minimum academic rank of associate professor, although faculty may apply for tenure and promotion to associate professor simultaneously.
4. Continued evidence of teaching effectiveness in the faculty member’s area of professional expertise.
5. Demonstrated accomplishments and prospects for professional growth, activity in creative work, and/or research, and/or involvement in professional societies, and/or receipt of grants, contract, fellowships, and other awards.
6. External review is required to demonstrate peer-review of creative work or publications (See Appendix B).
7. Record of continuing service to the faculty, school, and local and professional community.

CRITERIA FOR SALARY DETERMINATION
(See CBA, section 10.110)

1. **Merit Award**: Above normal performance in at least two of the three areas—teaching, creative work/research, and public service; or normal performance in at least two areas and outstanding performance or special recognition in at least one of these areas. The burden of bringing forward evidence of teaching effectiveness, research/creative work, or public service activities rests on the faculty member.

2. **Normal Increment**: The performance of the majority of faculty members will generally be evaluated as normal. A faculty member will be expected to grow in value to the institution and will be rewarded with a normal increment to their salary.

3. **Less-than-Normal Increment**: A recommendation for less-than-normal may be given to a faculty member who consistently refuses to work in accord with department and/or university policies, is irresponsible in his/her teaching duties, or habitually lacks fitness to perform the duties expected of his/her position. Three less-than-normal
recommendations will lead to a tenure review. See Article 17.000 of the CBA.

It is understood that the absence of performance in any one or two of the areas of teaching, research or creative work, and public service does not justify a less-than-normal increment, if the quantity of performance in the remaining area or areas is proportional to the FTE of the appointment, and if the quality of performance in the remaining area or areas is at least normal, and if the individual has assigned duties solely in the remaining area or areas.

Note: The director(s) and/or dean may recommend to the provost any percentage of salary adjustment of a normal increment awarded in a given year that they determine as appropriate when a less-than-normal is awarded.

THE EVALUATION PROCESS
General Timetable for Evaluation Process

September 15: Election of the Faculty Evaluation Committee (FEC). The FEC will elect a 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).

October 15: Student Evaluation Committee (SEC) reports are due to the FEC. All IPRs are due in the department office.

November 15: FEC reports due to the school director.

December 15: Director’s evaluation is due to the Dean of the CVPA.

February 15: Dean’s evaluation is due to the Provost

The Student Evaluation Committee
The role of the Student Evaluation Committee is to provide meaningful feedback to the professor and the School regarding the quality of instruction provided by the teacher. It’s responsibility is to render a statement of evaluation, based on the review of the evaluation forms submitted by the faculty member and any other solicited materials from students who have participated in the faculty member’s classes during the period under review. The SEC shall neither review the IPR or other documentation prepared by the faculty member for assessment nor have any responsibility for the application of unit standards. Although student evaluations do not play a direct role in determining faculty advancement, they do collectively support or detract from such requests for action.

It is the policy of the School of Media Arts to request evaluations of faculty performance by students. In order to ensure freedom of expression, SEC members shall be assured of 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 will be the responsibility of the program director to maintain this policy.
Consistent with section 10.220 of the CBA, a Student Evaluation Committee shall consist of at least three (3) but no more than seven (7) students who represent all areas of the School, both undergraduate and graduate. They shall be selected by the department during the fall semester and shall be officially in place for the academic year in which their appointment takes place.

The SEC will also include a faculty observer who shall be chosen from among the tenured or tenure track members of the unit. This faculty observer may not be the school director. They may be from another school or department within the University if the faculty as a whole agrees that this would be useful. The faculty observer will participate in SEC meetings but have no voting privileges in committee business. Their purpose should be to answer questions and aid the committee’s process.

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

• A list containing the names of each faculty member to be evaluated.
• All school evaluation forms submitted by students and collected by the program administration for the period under evaluation. The faculty members may only be evaluated on the basis of classes they teach in the area of Media Arts.
• Photocopies of pages from that section of the current CBA dealing with the responsibilities and expectations of the SEC.
The Individual Performance Record (IPR)
The Individual Performance Record (IPR) represents the faculty member’s documentation or evidence of performance required by applicable sections of the Collective Bargaining Agreement (CBA) and the School of Media Arts Unit Standards. When compiling the IPR the faculty member should consult the submission guidelines of the document entitled College of Visual and Performing Arts Guidelines for Faculty Evaluation Process which will be updated and distributed to the Media Arts faculty on an annual basis (See Article CBA 10.210).

Faculty Evaluation Committee (FEC)
By consensus of the unit, the Faculty Evaluation Committee (FEC) of the School of Media Arts will be comprised of the Media Arts faculty of the whole (minus the director) and a student observer. The student observer will be chosen by the FEC at the beginning of the fall semester (see CBA 10.230). The committee will evaluate the faculty member’s teaching, research/creative and service and will remain active through the evaluation cycle of the following fall semester. The FEC will elect a chair and may request a faculty member from outside the program to join this committee. The outside faculty committee member and the student observer would not have voting privileges but would otherwise be a full committee member.

A faculty member may not successfully attain tenure or promotion to Professor without undergoing the external review process. Faculty members in the program eligible for promotion, tenure, and/or merit will prepare and submit such requests to the FEC for evaluation by October 15. A faculty member being evaluated by the FEC will be required to recuse himself/herself during the discussion of his/her request.

The FEC of the School of Media Arts will review the performance of each faculty member in accordance with unit standards and the collective bargaining agreement. They will review each faculty member’s evaluation file and SEC report and may request documentation of other evidence from the faculty member being evaluated. The FEC may also receive or seek comment from any external source relevant to the evaluation. This review must cover all or part of the evaluation period. In addition, this external review must be relevant to the approved unit standards and the faculty member to whom the comment pertains must be afforded full opportunity to review and respond (See Appendix A and Appendix B).

After full deliberation the FEC chair will prepare a written evaluation and recommendation that reflects the committee’s discussion for each faculty member. Each faculty member will receive a copy of his/her evaluation and recommendation and may request a discussion of the evaluation with the FEC. The faculty member under review is afforded full opportunity to review and respond as outlined in 10.230.

Copies of the FEC final evaluation and recommendation for each faculty member will be signed by both the committee chair and faculty member and will be forwarded to the school director and the faculty member concerned by November 15. If the faculty member is in disagreement with the recommendation, he/she should refer to the CBA Guidelines outlined in 10.230.
School Director Responsibilities in the Evaluation Process

After review of the performance, the school director shall prepare and sign a written evaluation for each faculty member in the unit following the standards set forth in the CBA 10.240. This performance review will include the FEC report, the SEC report and periodic class visitations throughout the evaluation period.

CRITERIA AND STANDARDS FOR EVALUATION OF FACULTY ADVANCEMENT

Any recommendation for tenure, promotion, or merit will address the three major areas of faculty responsibilities: teaching, research/creative work and service. The responsibility for providing evidence and documentation that he/she has met the school’s unit standards for advancement and salary determination lies with the faculty member.

Teaching Effectiveness

Excellent teaching involves the imparting of knowledge, as well as the development of experiences that allow the demonstration of students’ skills through the process of creative production and articulate communication. It further involves the building and honing of the students’ artistic judgment and requires a broad commitment to the students’ growth as critical, innovative thinkers, both within their particular disciplines, and in the broader cultural context. This includes both specific curriculum in Media Arts and the broader principles of general education courses offered at the University of Montana. The School of Media Arts faculty has the responsibility to be knowledgeable, perceptive and caring as they serve as teachers, role models and mentors. They are expected to set high standards of artistic excellence, scholastic rigor and discipline and to provide an ongoing inspiration and challenge for their students.

The following matrix delineates FEC expectations as to what constitutes normal and outstanding teaching:

<table>
<thead>
<tr>
<th>NORMAL Faculty Members will:</th>
<th>OUTSTANDING Meets expectations listed under Normal, plus significant activity in one or more of the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Create clear and well-constructed syllabi which are submitted in compliance with the unit guidelines attached to this document. (See Guideline for Submission of Course Syllabi in College Handbook)</td>
<td>• Designing, developing and implementing a new course and/or program that significantly enhances opportunities for student learning</td>
</tr>
<tr>
<td>• Provide clear learning outcomes, criteria and on-going assessment for the development of each individual student</td>
<td></td>
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<tr>
<td>• Teach effectively through methodologies appropriate to the given class</td>
<td></td>
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</tbody>
</table>

- 9 -
• Provide evaluative evidence of teaching effectiveness: student evaluations, faculty evaluations, and peer evaluation
• 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.

| • Awards or recognition for teaching at the collegiate, regional or national levels |
| • Expand into new subject areas |
| • Supervising student work outside of course expectations such as screenings, projects, independent research, and competitions |

• Re-evaluate and update courses using scholarship, technology and/or other relevant data.
• Maintain regular office hours or be accessible to students by appointment
• Engage in collaborative efforts with colleagues within the school that enhance teaching

| • Use innovative technology in effective ways. Expand abilities in the use of appropriate software programs. Create new instructional materials for publication and/or curriculum development |
| • Meet with students in addition to regular hours |
| • Engage in collaborative efforts outside of the school: e.g., guest lectures, demonstrations, and performances |

Be active and present for their own students’ online presentations screenings, projects.

| • Give significant extra time to the preparation and promotion of student screenings and online presentations |

• Participate regularly in the assessment of their student’s work, whether screened or online
• Participate in the continuous review and assessment of students, faculty members, and programs within the school

| • Participate regularly in the assessment of student work within the entire school, whether screened or online |
| • Participate in the creation of new programs within the school |

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

**ADVISING STANDARDS- All Normal Expectations**

| • Be knowledgeable of media arts degree and general education requirements |
| • Advise students responsibly |
| • Meet with advisees each semester to guide in selection of classes to meet degree requirements |
• Maintain a file for each advisee which includes an updated curriculum sheet
• File a copy of the curriculum sheet in the department office
• Assist advisee in career guidance

• Advise students with sensitivity to their special needs
• Serve as mentor for other faculty advisers
• Be available to students and colleagues for consultation, informed advice or collaborative projects regarding advising
• Write student recommendations when requested

Research / Creative Activity
Each faculty member is expected to maintain and further his/her own personal growth in their own discipline and to engage in the exchange of ideas with colleagues, both within the school and college, and reaching into the broader cultural environment. Faculty members have a responsibility to themselves and to each other to participate in creative production, self-assessment and to be actively involved in scholarly growth and innovative thinking.

The evaluation of these activities will be affected by the stature of publications, venues of presentation, nature of materials published, significance of the professional papers, workshops, panels, and significance to the work of furthering the advancement of the School of Media Arts as deemed appropriate by the FEC. These criteria will be reviewed every two years by the faculty.

RESEARCH ACTIVITY

<table>
<thead>
<tr>
<th>NORMAL</th>
<th>OUTSTANDING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty member meets the following applicable expectations:</td>
<td>Meets expectations listed under Normal, plus significant activity in one or more of the following:</td>
</tr>
<tr>
<td>• Present research and/or lectures at conferences or film festivals, at the local or state level</td>
<td>• Present peer-reviewed or invited research, media, or lectures at conferences or film festivals, at the regional, national, or international level</td>
</tr>
<tr>
<td>• Publish reviews, articles, papers, in local or state publications</td>
<td>• Publish reviews, articles, papers in regional, national, or international publications</td>
</tr>
<tr>
<td>• Continue research into the artistic and academic applications of new technologies including production equipment, hardware and software</td>
<td>• Documented contribution to the development, exhibition, publication, presentation, or exploration of new technologies such as production equipment, hardware and software</td>
</tr>
<tr>
<td>• Procure grants or commissions within the University</td>
<td>• Procure grants or commissions outside the University</td>
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</tbody>
</table>
CREATIVE ACTIVITY

<table>
<thead>
<tr>
<th>NORMAL</th>
<th>OUTSTANDING</th>
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</thead>
<tbody>
<tr>
<td>Faculty member meets the following applicable expectations:</td>
<td>Meets expectations listed under Normal, plus significant activity in one or more of the following at the regional, national, or international levels:</td>
</tr>
<tr>
<td>• Premier a new work (film, television or integrated media project) locally.</td>
<td>• Premier a new work (film, television or integrated media project) at the regional, national or international level.</td>
</tr>
<tr>
<td>• Maintain and improve production, performance and creative activity through rehearsals, research, and continuing education in solo and/or collaborative projects.</td>
<td>• Significantly improve production, performance and creative activity in solo and/or collaborative projects.</td>
</tr>
<tr>
<td>• Receive positive peer-evaluation of creative projects by UM colleagues and/or community members</td>
<td>• Receive positive peer-evaluation of creative projects through published reviews.</td>
</tr>
<tr>
<td>• Receive invitations to appear at local and state schools and/or organizations as guest artist</td>
<td>• Receive invitations to appear at regional, national or international events as a guest artist.</td>
</tr>
<tr>
<td>• Apply and/or receive an award or grant from UM (internal)</td>
<td>• Receipt of an external award, grant or fellowship at the regional, national or international level. Finalist in, or winner of a regional, national or international competition. Recipient of a competitive University award.</td>
</tr>
</tbody>
</table>

Service
The School of Media Arts faculty recognizes the obligation to serve in their professional capacities as contributing members of their diverse communities. They are expected to further the goals and objectives of their school, college, and university and participate in outreach and recruiting activities that promote the role of the arts in society. The burden of bringing forward evidence of service activities rests with the faculty member. The evaluation of the quality of the service efforts rendered by a faculty member should be made by the FEC as to its significance. In a manner consistent with CBA 6.200, criteria for evaluation of such service will be based on the following perceptions of significant contributions in the areas of the arts, education and general citizenship:
<table>
<thead>
<tr>
<th>SERVICE STANDARDS</th>
<th>NORMAL</th>
<th>OUTSTANDING</th>
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<tr>
<td><strong>Faculty members will:</strong></td>
<td><strong>Meets expectations listed under Normal, plus significant activity in one or more of the following:</strong></td>
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<tr>
<td>• Regularly attend scheduled school meetings</td>
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<td>• Serve and participate in a minimum of two school-wide committees per year</td>
<td>• Chair significant school, college, and university committees</td>
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<tr>
<td>• Serve on a University or campus-wide committee and/or perform other university service</td>
<td>• Significant service on departmental, school, and university committees</td>
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<tr>
<td>• Participate in local and state adjudication and review at the K-12 and college levels.</td>
<td>• Adjudication at the regional, national or international level</td>
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<tr>
<td>• Represent the school in community and educational outreach</td>
<td>• Serve as a liaison to community, university, state, and regional institutions. Serve on committees at the national or international level</td>
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<tr>
<td>• Maintain memberships and participate in appropriate professional local, state, and national organizations</td>
<td>• Leadership position in a regional or national professional organization appropriate to one's discipline</td>
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</tr>
<tr>
<td>• Provide the state and region with educational outreach as clinicians, guest lecturers or in other teaching, judging or consulting capacities</td>
<td>• Receiving invitations to guest lecture/give clinics/master classes at national or international venues</td>
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<tr>
<td>• Regularly attending Media Arts sponsored events</td>
<td>• Serve in a leadership role for School of Media Arts events.</td>
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<tr>
<td>• Participate in recruitment, retention, persistence, and completion of quality students</td>
<td>• Significant success in the area of recruitment and retention of outstanding students</td>
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<tr>
<td>• Participate in school and university assessment and accreditation activities</td>
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<tr>
<td>• Provide leadership in organization of academic and professional conferences on campus</td>
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<tr>
<td>• Participate in preparations and management of school website gallery</td>
<td>• Leadership in preparations and management of school website and website gallery</td>
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<tr>
<td>• Assist and advise colleagues in areas of personal expertise</td>
<td>• Actively mentor new faculty</td>
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<tr>
<td>• Maintain current curriculum vitae</td>
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APPENDIX A: EXTERNAL TEACHING EVALUATION

Teaching Evaluation by an external reviewer

Evaluation by Direct Observation
The two basic areas to be assessed in teaching are competency in subject area and pedagogy. The assessment should include the following:

1. Competency in their field of expertise.
2. Choice of material.
3. Sense of order (priority of material) and general organizational abilities.
4. Ability to create an environment receptive to learning and creative thinking for the students.
5. Fairness and thoroughness in examination and evaluation of his/her students.
6. Continued development of the faculty member in their subject area.
7. Ability to collaborate with colleagues in teaching and curriculum development.
8. Ability to teach in varied formats: by model, in the lab, through collaborative process of production, in lecture, in large/small groups.
9. Ability to advise and counsel students in professional development, academic progress and creative projects.
10. Appropriate communication skills.

Evaluation by Observation of Student Development
Observation of the development and continued success of students who have worked with the faculty member under review can also identify effective teaching.

Specific improvements in the creative work on a conceptual, and production level, as well as on the skills level associated with a given class, when observed in the student(s) who have been in contact with the faculty member should also be used as evidence of his/her teaching effectiveness.

Evaluation by Review of Alumni
A list of alumni and those who have worked with the faculty member under review, along with a factual statement of what these past students are presently doing in or directly related to the faculty member’s area of teaching specialization, can likewise be used as evidence of teaching effectiveness if appropriate. Such a list need not be limited to the faculty member’s teaching experience solely with The University of Montana, but should be limited to areas of expertise that are taught under the School of Media Arts.

Observation of Teaching Effectiveness in Creative Works
It should be clearly noted that the production of work for public display, whether in performance, exhibition, showing, or online is considered an integral part of the teaching and training process. Consequently, faculty involvement in these areas will be evaluated for its specific teaching contribution. The faculty in Media Arts should use the process of production and/or exhibiting of his/her artistic work to integrate and relate the various skills and principles developed in class settings.
Observation of Teaching Effectiveness through Mentorship and Advisement

It is an expectation that faculty members in the School of Media Arts will be assigned to mentor students involved in specific projects or assignments. Effective teaching in this area involves actively assisting the student in the creative process pertinent to their particular assignment. This could include, but is not limited to, preliminary discussion and analysis of the work to be produced and monitoring the ongoing process through to the realization of the product. This will involve attendance at conceptual meetings, reading draft versions of narrative materials, rehearsals (when appropriate), advisement on production elements and scheduling and other one-on-one consultations. Ongoing assessment of the student’s work is an essential part of the mentoring relationship.

APPENDIX B:
CREATIVE/RESEARCH EVALUATION/EXTERNAL REVIEW

The purpose of external peer evaluations is to provide an independent unbiased evaluation of the faculty member’s scholarly/artistic accomplishment in their discipline. The faculty member is encouraged, additionally, to include support letters from colleagues and collaborators in their documentation.

The Faculty Evaluation Committee will solicit an external review of faculty members requesting tenure or promotion to the rank of Professor. The faculty member will submit only their materials in the area of Research/Creative Activity for external review. The following process will occur:

Between March 15 and April 15 of the spring semester before final submission of materials, the faculty member preparing for tenure or promotion to the rank of full professor will submit to the School Director a list of three to five names of tenured professors at other institutions or distinguished professionals who work in their discipline. The list may include reviewers familiar with the faculty member’s work, but not former teachers or students of the faculty member, UM faculty, co-authors, and regular performance collaborators. The School Director, in consultation with the Faculty Evaluation Committee, will select one of the reviewers along with an academic/professional not listed by the faculty member. The faculty member will be informed of the names of both reviewers. The faculty member will prepare a packet for each reviewer, including a curriculum vitae, description of teaching load, and a representative sample of materials to be submitted supporting research and creative activity. The school will send the materials to the external reviewers with the following letter:
Template Letter to External Scholarship Reviewers

Date

Dear:

Thank you for your willingness to help us as a peer reviewer of the publication/media/performance art/software/films/etc. of the faculty member. Enclosed is scholarly/creative material, a description of the candidate’s teaching load, and a curriculum vita of the faculty member, which will serve as the basis for your review. The faculty member has applied for tenure/promotion to the rank of Professor. In order that you understand your part in this process, I offer a brief explanation of our promotion procedure.

It is the responsibility of the candidate to assemble an Individual’s Performance Record (IPR), which documents accomplishment in three basic areas: Teaching, Scholarly/Creative Activity, and Service. This IPR is the basis for an evaluation, which is conducted by the Faculty Evaluation Committee, School Director, Dean of the College of Visual and Performing Arts, Provost, and Board of Regents. The Faculty Evaluation Committee is soliciting your review. The faculty member will read your evaluation and have the opportunity to provide a written response or clarification to the Faculty Evaluation Committee.

Your assessment should include:
   a. A statement describing your relationship to the faculty member
   b. An objective and specific evaluation of the book/articles/films/software/media/etc. enclosed
   c. A written opinion of their quality
   d. A statement relating to the quality and quantity of the faculty member’s scholarly/creative work, within the context of his/her teaching load

We request your response by September 1. In addition, we ask that you include a brief curriculum vita with your written evaluation.

Once again, I thank you for your willingness to serve in this capacity.

Sincerely,

Name, Director
School of Media Arts
The School Director will forward the material to the chair of the Faculty Evaluation Committee. The Faculty Evaluation Committee Chair will submit the letters to the faculty member within five days of receipt. The faculty member shall have 10 days to prepare a written response. All solicited materials and responses will become part of the evaluation record as per CBA 10.230.