

## The Department of Visual Arts & Art History Guidelines for Tenure and Promotion:

### MISSION STATEMENT:

The Department of Visual Arts & Art History is dedicated to the advancement, practice and theoretical understanding of the visual arts. A central mission of the department is to enable students to understand art in the context of its rich historical heritage, incorporating the continuing changes, innovations and accomplishments made by creative artists and art historians.

The department seeks to prepare both undergraduate and graduate students for professional careers in the creation and interpretation of the visual arts. Deeply related to this focus is a commitment to elevate and sustain the study of art as both a necessary means of understanding and a dynamic expression of human experience and the ways in which it relates to an increasingly complex global society. To accomplish this goal, students must develop technical skills related to a variety of visual media, as well as a comprehension of the creative impulses and the spirit that motivate their development.

The faculty of the Department of Visual Arts & Art History, through their own significant research and creative activities, fosters the preservation of artistic legacies with an interest in tradition, originality, and innovation within artistic and research practice. These educational goals are enhanced by visiting lecturers, workshops, internships, conferences and exhibitions held at two University galleries, the Schmidt Center Gallery and the Ritter Gallery in Boca Raton and the Second Avenue Studio Gallery in Fort Lauderdale, as well as by special programs off campus and abroad.

### CRITERIA FOR PROMOTION AND TENURE:

Promotion and tenure within the Department of Visual Arts & Art History are consistent with the criteria and standards established by the Dorothy F. Schmidt College of Arts & Letters and the university level criteria of Florida Atlantic University. The standards of the department reflect not only the best practices of comparable academic institutions, but also those established by relevant national professional organizations. Attention to these criteria and standards is constant, and review and potential revision are performed regularly.

Candidates for tenure and promotion must assemble their application materials in accordance with college and university guidelines. Application materials must be forwarded to the department faculty promptly and in their final form. Application materials that are submitted to the department in incomplete form and/or without an appropriate amount of time allowed for departmental review may not be considered.

#### CRITERIA FOR EVALUATION:

The department affirms the importance of professional commitments to teaching, creative and scholarly activity, and service. It assumes that its faculty will strive for excellence in each category, while recognizing that only rarely will an individual attain equal distinction in all three. Overall excellence may be characterized by different degrees of achievement in each area of professional activity according to the guidelines established by the university for each academic rank. The department affirms that, while a baseline of accomplishment in each area must be achieved, overall excellence may be defined in a variety of ways, and there are multiple pathways to promotion. Candidates should include information in the application that provides context for individual professional accomplishments, while also illustrating the larger trajectory of career excellence. The department recognizes the importance of annual assignment, report and evaluation in the assessment of each faculty member's professional activity. While these documents focus on annual progress, the department acknowledges that multi-year reviews must reflect both the annual progress and cumulative progress of a candidate.

#### INSTRUCTION:

#### CRITERIA AND STANDARDS OF ACHIEVEMENT:

A teaching portfolio should reflect continued development of content and methodology in one's own area of expertise as well as fostering initiatives that advance and disseminate pedagogies. Student Perception of Teaching scores are accepted as an important means of evaluating the candidate's teaching abilities. These scores should be considered in the context of departmental and college means, as well as the appropriateness of standard SPOT score categories to the specifics of the individual course under consideration. These scores should also be considered in the context of whether each course is lower-division, upper-division, or graduate; whether or not each course is required; and whether each course is a new preparation for the candidate. The multi-year trajectory of a candidate's SPOT scores will also be considered. Peer reviews of teaching, conducted by senior colleagues, are also important measures of a candidate's teaching effectiveness. A candidate whose record indicates difficulty in teaching must document the steps that have been taken to address these difficulties, and the record must reflect, through student evaluations, peer evaluations and teaching enhancement activities, that improvement has occurred.

The support of undergraduate research is central to the mission of the Department of Visual Art and Art History. Faculty members are encouraged to seek out opportunities for engaging students in the formation and refinement of their original creative research.

#### ACTIVITIES AND INDICATORS OF EXCELLENCE:

The indicators of a faculty member's excellence in teaching may include, but are not limited to:

- Knowledge of subject matter, from both its traditional and contemporary perspectives

- Quality of course material as evidenced in syllabi, handouts and other relevant materials
- Ability to communicate subject matter in ways that engage and motivate students
- Development, guidance and support of original undergraduate creative research.
- Ability to mentor students effectively
- Guest lectures in other courses
- Integration of relevant and credible guest lectures in one's own courses
- Development and/or significant revision of courses and/or curriculum
- Collaborative interdisciplinary projects
- Successful grant funding for teaching proposals and/or other pedagogical activities
- Teaching awards and/or other honors
- Internship and directed independent study supervision
- Membership on thesis and dissertation committees
- Teaching enhancement activities
- Successful integration of teaching and research or teaching and service in ways that benefit students

#### RESEARCH:

#### CRITERIA AND STANDARDS OF ACHIEVEMENT:

##### Studio Art:

Studio artists are expected to establish and develop a professional identity through exhibition and/or publication of their work in credible regional, national and/or international venues. Candidates for tenure and/or promotion are encouraged to engage in a range of activities in support of the dissemination of their scholarly and creative activity. These may include prolific productivity, growth and evolution of the work, exploration of new structures and ideas,

indications that the work is responsive to current discourse, and development of continued and sustained projects over extended periods of time. Completed and continuing work is relevant in the assessment of a candidate's record. The question of an appropriate number of exhibitions/publications is difficult and dependent on the nature of the work, as well as the significance of each individual exhibition/publication venue. The department acknowledges the shifting landscape of contemporary visual arts, and the department affirms the fact that the nature of creative activity and scholarly excellence will change across time and context.

#### Art History:

Art historians are expected initially to establish and develop a professional identity and then to maintain an active role in their field through scholarly activity resulting in publication and/or other forms of research at regional, national and/or international levels. Candidates for tenure and/or promotion are encouraged to engage in a range of activities that support the dissemination of their work and engagement with historical issues and/or current discourse. The development not only of discrete projects of limited duration but also sustained projects over extended periods of time is encouraged. Completed and continuing work is relevant in the assessment of a candidate's record. Questions of scale and quantity in the evaluation of publications are dependent on the nature of the work, as well as the significance of each individual publication venue. The department acknowledges, given the multi-faceted character and disciplinary inter-relations of art history, as well as the shifting landscape particularly of contemporary visual arts, that the nature of creative activity and scholarly approach will change across time and context.

Community Engaged Research (CER): The Department of Visual Art and Art history also recognizes the impact of Community Engaged Research. CER is defined as collaboration with organizations, experts or any community partner outside the University. The intention of this collaboration includes contributions to the discipline, original creative research and/or for the benefit and well-being of the community. Activities may include (but are not limited to): public exhibitions of creative research, performances and lectures to audiences comprised of the community, participation in public art projects, conducting workshops, etc.

External Support: The active application for external funding for research is encouraged by the Department. External support may take the form of funding specifically for the completion of original creative research, travel to exhibitions/lectures, material or equipment donations, support for salary replacement or support of living expenses during residencies. It is also important to see application for grants – whether awarded or not – as a positive measure of research activity.

#### ACTIVITIES AND INDICATORS OF EXCELLENCE IN STUDIO ART:

Each faculty member is expected to create a coherent agenda of creative research encompassing activities that include but are not limited to:

- Active record of exhibitions, including peer-reviewed exhibitions (curated, juried, and invited), public or private commissions and client-based practice, professional competitions, and/or web-based peer-reviewed projects
- Quality of creative work as determined by respected indicators, including prestige of publication venues and/or awards and professional reputation of curators and/or reviewers
- Critical review of the faculty member's creative work in credible publications and/or by prominent critics
- Articles and/or reviews authored by the faculty member and published in peer-reviewed publications
- Articles and/or other publications relating to pedagogy
- Publication and/or professional projects that resemble those traditionally associated with the field of art history (as listed below)
- Presentation of a juried paper at a professional conference
- Invited public lecture and/or workshop at a museum, college, university, or other credible venue
- Chairing a session at a professional conference
- Organizing a professional panel discussion and/or public symposium
- Serving on the editorial board of a professional journal
- Creative work awards, residencies, fellowships and grant funding for creative research proposals. It is important to note that grant applications (successful or not) are also valuable markers of research activity.
- Curatorial and/or editorial projects that result in exhibitions and/or publications  
Invitations to serve as an exhibition consultant or curator
- Participation in workshops and/or courses to enhance professional knowledge

#### ACTIVITIES AND INDICATORS OF EXCELLENCE IN ART HISTORY:

Each faculty member is expected to create a coherent agenda of research and scholarly activity encompassing activities that include but are not limited to:

- Publication of scholarly books as an author or co-author (role to be defined clearly by faculty member at the time of evaluation) with reputable presses and with the quality of the work evaluated by editorial boards or reviewers in the field.
- Publication of scholarly work in peer-reviewed and nationally or internationally distributed journals.
- Publication as a contributor to a volume of collected scholarship.
- Publication of scholarly reviews either of existing publications or scholarly themes.
- Presentation of creative work as determined by respected indicators, including relevance and/or prestige of venue and/or awards and other professional recognition.
- Articles and/or other publications relating to pedagogy in peer-reviewed publications or other credible venues.
- Publication of chapters in edited collections, textbooks, catalogues (with museum catalogues, especially for major exhibitions, having more importance than a gallery catalogue or other, more ephemeral publication).
- Publication of entries in major reference books in the field, for example, dictionary and encyclopedia entries in art or architecture, or other teaching-related publications of demonstrable originality and value to the discipline.
- Publication in credible, on-line or other electronic publications of scholarly work that would fit the categories outlined above according to the same standards for peer review.
- Awards, residencies, fellowships and grant funding for research proposals. It is important to note that grant applications (successful or not) are also valuable markers of research activity.
- Critical review and/or response to the faculty member's books and/or creative work in credible publications and/or by prominent scholars or critics.
- Engagement in and completion of a research project focused on art work and/or other materials of cultural heritage or archival work at museums, libraries and other repositories of the same.

- Professional consulting in the area of one's discipline that results in similar publication and/or research outcome to independent research.
- Presentation of a juried paper at a professional conference.
- Invited public lecture and/or workshop at a museum, college, university, or other credible venue
- Chairing a session at a professional conference
- Organizing a professional panel discussion and/or public symposium
- Work as an editor and/or on the editorial board of a scholarly publication in the field of art history
- Awards, residencies, fellowships, and/or successful grant funding for research proposals
- Invitations to serve as an exhibition consultant or curator
- Participation in workshops and/or courses to enhance professional knowledge
- Invited or other regular testimony before legislative bodies, grant review panels or other organizations, when these activities relate directly to the candidate's scholarly area

Research in progress will warrant consideration for all candidates, especially in the case of extended, multi-year projects, including the presentation of manuscripts according to established college and university guidelines. Candidates for promotion and tenure and faculty in their regular, annual evaluation should state clearly any particular circumstances regarding the completion and/or distribution of a multi-year project or publication. In some situations, market forces impact a candidate's research agenda. Candidates should explain these circumstances where appropriate, and committees should take these market forces into consideration during their assessment of the application. The department also recognizes the changing nature of the arts and of academe, which continue to emphasize concrete publications, while relying increasingly on electronic venues for the dissemination and preservation of knowledge.

SERVICE:

CRITERIA FOR EVALUATION:

Service to the university and its students is an integral part of professional activity. Professional and public service are also measures of professional excellence. Affiliation with and activity in professional organizations and other networks of academicians and professionals is integral to professional growth.

#### ACTIVITIES AND INDICATORS OF EXCELLENCE:

Service activities may include, but are not limited to:

- Student advising, supervision of student organizations and/or student-organized exhibitions and/or publications
- Significant contributions to department, college, and university committees
- Assigned administrative responsibilities, to the extent that they are relevant for consideration under current college and university guidelines
- Active participation in professional organizations, including service on committees
- Election or appointment to office within a professional organization
- Service within the community, including city, county, or state committees or boards concerning activities related directly to the candidate's scholarly area
- Invitation to serve as an exhibition judge or juror
- Work as an editor and/or service on the editorial board of a scholarly publication in the field of art history

#### DEFINITIONS OF ACADEMIC RANK:

##### Assistant Professor:

For appointment or promotion to the rank of Assistant Professor a faculty member must hold the terminal degree in their field of knowledge and must demonstrate potential for excellence in all of the activities relating to instruction, research, and service.

##### Associate Professor:

An Associate Professor is expected to contribute more broadly to the department's instructional and service work than an Assistant Professor, while also continuing to cultivate an active and meaningful research agenda. The faculty member must continue to maintain overall professional excellence by making significant contributions to the life of the institution across the areas of instruction, research, and service.



#### Professor:

A Professor is expected to make the most significant contributions to the department's instructional and service work, including by assuming leadership roles in these areas, while also continuing to maintain an active and meaningful research agenda. The faculty member must continue to maintain overall professional excellence by making significant contributions to the life of the institution across the areas of instruction, research, and service.

#### THIRD YEAR REVIEW OF PROGRESS TOWARD TENURE:

At the beginning of the third year of a faculty member's employment as Assistant Professor, a committee consisting of those eligible to vote on tenure decisions (in accordance with college and university guidelines) will provide the faculty member with a clear evaluation of progress toward tenure. This evaluation will take into consideration the information supplied in the faculty member's annual evaluations, especially required progress toward tenure statements, as well as other's materials in the application. If the overall evaluation is less than satisfactory, the record should indicate what is required to correct the deficiency. The Chair will follow subsequent progress through the annual evaluation and other processes. Assigned mentors may also play an active role in facilitating and supporting the candidate's progress. The Chair may convene a meeting of the review committee at any time following the third-year review, should further evaluation be deemed useful.

#### MENTORING:

Assistant Professors are encouraged to work closely with their faculty mentor(s) and the Chair to establish a clear, cohesive, and rigorous professional agenda, including instruction, research, and service activities and goals. Planning that addresses both annual and multi-year progress is encouraged. Annual and multi-year professional activity plans and reports may be used to guide discussion of annual assignment, report and evaluation.

#### TENURE AND PROMOTION TO ASSOCIATE PROFESSOR:

For promotion to the rank of Associate Professor in the Department of Visual Arts & Art History, a faculty member must demonstrate a record of achievement appropriate to the life-long member of the academic community and evidence of a continued contribution to the relevant field(s) of knowledge with original work and quality teaching. They must have shown an overall record of above satisfactory or excellence across the areas of instruction, research, and service. Assessment of the candidate's overall record shall be based on the careful review of all elements of the application for tenure and promotion.

#### PROMOTION TO PROFESSOR:

Promotion to the rank of Professor is recognition of demonstrated achievement and distinction over the span of an individual's academic career. While distinction must be demonstrated in at least one dimension of the faculty role, the candidate must demonstrate commitment and competency in the others. Distinction shall be assessed in accordance with college and university

guidelines. There should be clear evidence of longstanding leadership, national recognition and/or substantial contributions both within and beyond the university. Achievement and distinction shall be defined in concert with these guidelines' definitions of excellence in instruction, research, and service. While the promotion decision involves the candidate's entire career, the candidate's record shall demonstrate significant additional achievement beyond that demonstrated at the time of promotion to Associate Professor. Among the professional activities undertaken since tenure and promotion to Associate Professor, shall be continued excellence in teaching, ongoing rigorous research accomplishments, and conscientious commitment to service activities. It is expected that the candidate will demonstrate leadership through example and action in all of these areas. The candidate's record should also indicate recognition as a distinguished member of the profession, including but not limited to election or appointment to high office in professional organizations, receipt of honors in the discipline, invitations to serve as external reviewer for promotion and tenure candidates, and other indicators of the candidates growing national and/or international profile. Applications for promotion to Professor must include at least three letters from external reviewers. These letters should be solicited from accomplished professionals who already hold the rank to which the candidate aspires. letters should be solicited in accordance with departmental, college, and university procedural guidelines. letters from collaborators, former teachers/advisors, and/or personal friends are never appropriate.

#### PROCEDURES:

#### VOTING RIGHTS:

Voting procedures in the department should unfold in a manner that is consistent with college and university guidelines, including the BOT /UFF collective bargaining agreement. Only in-unit tenured faculty members in the department may vote on cases of tenure and/or promotion. According to the individual candidacy, and in accordance with current college guidelines, only those faculty members that have achieved the rank applied for by the candidate may vote for tenure and/or promotion of the candidate. Only Full Professors vote on promotion to the rank of Full Professor. The appointment of representatives to the college promotion and tenure committee should favor faculty members that have already achieved the rank of Professor. In addition, the Chair does not vote with the faculty on P& T or promotion to Full Professor, but registers his/her position in the letter in which he/she reports the faculty vote, by either agreeing or disagreeing with such vote. Tenured faculty members discuss candidates for third-year review but do not vote.

#### CRITERIA FOR THE SELECTION OF EXTERNAL REVIEWERS:

The Chair will solicit letters from at least five external reviewers for all tenure and promotion candidates. For candidates applying for promotion to Associate Professor the majority, preferably all, of the external reviewers should be accomplished, Full Professors, or, in the case of studio artists, active and recognized practitioners in the candidate's field. These external reviewers should be faculty members at terminal degree granting universities or highly regarded

four-year colleges. The Chair may solicit letters from tenured Associate Professors with distinguished creative or scholarly research.

All external reviewers for candidates applying for promotion to Professor must be full Professors with a terminal degree. The terminal degree for visual arts is the M.F.A. External reviewers for art historian promotion candidates must be PhD.

Letters from co-authors, collaborators, dissertation advisors, MFA advisors and personal friends are never appropriate.

NOTE:

Internal letters of support for research and service are no longer required.