

College of Fine Arts Promotion and Tenure Criteria Summary
8/8/2018

Further definition of criteria for Promotion and Tenure in the College of Fine Arts

The following apply to all faculty in the College of Fine Arts and summarize and support the more specific criteria in each unit of Fine Arts. College of Fine Arts time limits for promotion and tenure comply with those stated in the NNMC CBA.

Effective Teaching

Essential requirement for promotion/tenure.

Documented by objective means (student evaluations consistently recorded, peer reviews) accepted as standard in College.

- In some cases, exceptional and brilliant teaching, coupled with appropriate levels of creative/scholarly work may be most significant factor in decision to award tenure.
Creative Endeavors and/or Research
- Significant performances or exhibitions, properly evaluated, are fully equivalent to research and scholarly publication.
- Significant scholarly research and publication dealing with the history, criticism, aesthetic, theory and education in the arts.
- Sustained quality of creative and/or research is more important than quantity.
Service
- Service to department, college and professional community through committee membership or administrative assignment will be carefully documented.
- Service on College committees and to professional community and organization boards will be considered.
- Department head is responsible for describing service outside department in relation to the faculty member's principal assignment.

FDMA

SPECIFIC GUIDELINES FOR PROMOTION AND TENURE

To be considered for appointment to or promotion within the faculty of Film and Digital Media Arts, all candidates must have an appropriate degree and/or equivalent professional stature.

Criteria to be used in the evaluative process are detailed below.

Teaching

Effective teaching is an essential component of a faculty member's performance at the University. It is expected that a faculty member must maintain a professional and courteous demeanor in dealings with students. The faculty member should display an enthusiasm for and dedication to the subject being taught, meet classes as scheduled, grade fairly and carefully, and be accessible to students. In addition, the faculty member should possess an ability to communicate clearly and honestly with students, while challenging them to do original and rigorous work. It is highly desirable that the faculty member foster the intellectual and creative development of students and create an atmosphere where ideas may be freely and easily exchanged and in which opposing and conflicting opinions may be discussed.

In developing course content, the faculty member should display a thorough knowledge and command of the appropriate subject, including clear evidence of updating course content to reflect new developments in the field and in pedagogical techniques. Courses should be carefully organized with clear statements of appropriate goals for each course and a skillfully designed means for achieving these goals. The teacher should demonstrate a skill in organizing material to reflect a sense of purpose, order, and movement to classroom activities. The creation of new courses within a discipline, or of an interdisciplinary nature, constitutes further evidence of teaching achievement, as does the implementation of new methodologies or materials.

Other evidence of effective teaching may be found in a faculty member's direction of individual research and creative projects, academic advising of students, development of texts or instructional materials and, supervision of student artistic or production activity.

A faculty member's efforts to improve teaching may also be evidenced by active participation in teaching workshops and conferences, as well as self-instruction in new and emerging teaching tools.

Appendix A outlines the criteria used in the evaluation of teaching effectiveness.

Service

Each faculty member is expected to contribute to the work of the College, as well as to his/her own field of specialization. Participation on Fine Arts and College wide committees, service work for regional and national professional organizations related to the faculty member's field of expertise, and community service (local, state and national) will be considered.

Service is divided into two general categories: outreach and citizenship (further broken down into intramural and extramural). Outreach includes those activities in which the faculty member brings his/her expertise to outside lay or non-peer groups, including high school workshops, master classes, recruiting, touring productions, etc. Citizenship includes those activities in which the faculty member is functioning within a professional/peer group. Intramural service is defined as service within the College community: School, and College. Extramural service is defined as service outside of the College community: the profession, community, state, and/or nation.

Research/Creative Work/Scholarship

Each member of the faculty is expected to engage in a definite, continuing program of research: creative and scholarly endeavors appropriate to his or her academic discipline and teaching responsibilities. An individual faculty member may engage in both scholarly and creative activity. However, substantial accomplishment and expertise in the faculty member's area of specialization must be demonstrated. Professional excellence (not just competence) is expected in research or other creative work. Scholarship is evidenced by a comprehensive knowledge of the subject area and the ability to communicate that knowledge effectively in appropriate written, oral, and/or artistic form. High standards of academic integrity are expected of all faculty.

High quality research and creative endeavors lead to better teaching, to innovation in the continuing review of the curriculum, and to the professional growth of the faculty. Research and creative endeavors may take various forms, but all should have a clear relation to the academic mission of the school.

Publication

For faculty engaged in research/scholarship, significant and substantial publication is to be attained and maintained. The reputation and stature of the publication or publisher within the academic community is an important factor. Articles published in refereed journals and books (print or electronic) that have been reviewed by major scholars in the field are considered to be of greater importance than works that have not been refereed or reviewed. Serving as the editor of a major publication or the author of an essay, review, or bibliography published in a substantial scholarly work is also considered to be a valid part of a scholar's record of publication. Textbooks, anthologies, and computer software programs intended primarily as teaching tools are considered significant scholarly contributions only insofar as they present new ideas or synthesize scholarly research. Scholars are also expected to present research at major professional meetings as evidence that they are achieving national recognition and developing a position of leadership in their area of specialization. Invited or juried conference papers receive more weight than those not receiving prior review. While the quality of work is generally given greater consideration than quantity, the quantity of work must be sufficient to demonstrate the promise of sustained scholarly distinction.

Creative Endeavors

Providing students with professional training of the highest possible quality is central to the School's mission. Every effort is made to recruit and hire faculty who have already established their credentials as professional artists. It is imperative that the faculty artist maintain a significant and substantial pattern of creative work in the profession. In turn, the School has an obligation to honor requests for release time to support professional activity during the academic year and to encourage artistic engagement during the summer.

As with publication, the quality of creative work is generally given greater consideration than quantity, however there should be sufficient quantity to demonstrate the promise of sustained distinction and productivity. Generally, extramural creative work will be given greater weight than on campus work, however, creative work undertaken on campus will constitute a valid part of the artist's record of creative work.

For production activity performed within a service or community setting, the artist must demonstrate how the completed work merits artistic evaluation and should not be considered as an act of service. Artist-teachers are also expected to present papers and/or conduct workshops at major professional meetings as evidence that they are achieving national recognition and developing a position of leadership in their area of specialization. Appendix B contains a non-exclusive listing of suggested areas and types of research/creative work/scholarship.

Criteria for tenure-track ranks

Assistant Professor

An appointment to Assistant Professor is based upon an effective and promising teaching record, as well as the demonstrated potential to meet the demands of the School's criteria for promotion and tenure. Evidence of promise in research and creative endeavors and service should be apparent.

Associate Professor

Teaching: Contributes to School's teaching load. Receives positive student evaluations. Contributes to development of school's academic program as evidenced by contributions to course syllabi. Receives favorable peer teaching evaluations from senior colleagues. Participates in student advising, including service on graduate student thesis or dissertation committees.

Publication/Creative Endeavors: Engages in quality original publications/creative endeavors as evidenced by publication/performance record. Establishes the promise of sustained activity in one or more areas. Provides evidence of recognition at regional and national levels. Contributes to grant and contract activities. Involves graduate students in collaborative research and scholarly/creative activities.

Service: Contributes to School committees. Contributes to profession through service to professional organizations. Contributes to local, state, and/or national community by sharing expertise.

Professor

Teaching: Exercises leadership in School's teaching load. Receives recognition as a teacher through awards or other documentation. Exercises leadership in School's academic program development as evidenced by experience in originating or revising courses as documented in course syllabi. Receives positive student and peer teaching evaluations. Outstanding record of student advising, mentoring of undergraduate capstones, and service on graduate student thesis or dissertation committees.

Publication/Creative Endeavors: Demonstrates record as a productive scholar/artist through continuing publication/performance activity over a period of years. Establishes a clear and coherent line of inquiry. Provides evidence of recognition at national and international levels. Exercises leadership in seeking outside funding for research through grants and contracts. Engages students in collaborative research and scholarly/creative activities.

Service: Exercises leadership in School through service as committee chair and/or outstanding and continued service to School committees. Contributes to College and University committees. Contributes to profession through outstanding and continued service, providing evidence of national and international impact.

APPENDIX A

Teaching Evaluation Mechanisms

I. Quality of Instruction and Effectiveness

University Teaching Evaluations are required.

Peer evaluation of the candidate's teaching effectiveness is required. Such evaluations should include scheduled classroom visitations as well as evaluation of course syllabi, examinations, and Teaching Portfolio as prescribed by the most recent College Promotion and Tenure Policies.

APPENDIX B

Scholarly and creative endeavors may be realized in diverse ways. The School recognizes that venues and opportunities for scholarly and creative efforts are constantly changing. The P&T process will take these changes into account.

APPENDIX B.1

Creative Endeavors

The candidate's record of creative endeavors must provide evidence of sustained and significant contributions to the field as measured by quality, more than quantity. However the candidate's record should demonstrate the promise of sustained effort and continued distinction.

Evidence of the quality and significance of creative endeavors may be realized in diverse ways. Determination of the status and reputation of the producing organization, exhibition venues, or other appropriate means of display or performance is part of the review process. It is recognized that the prominence of venues for screenings, performances, and other exhibitions is constantly emerging and shifting and must be considered when assessing the impact, significance, and professional profile of a candidate's work.

Evaluation of a candidate's creative effort should be primarily based on the following criteria. The sequence of the items should not be construed as a priority listing, Each item has intrinsic value and should be considered on its own merits.

Creative Endeavors

Regional, national, and/or international recognition of a faculty member's production activity is essential.

Primary evidence of significant creative contribution to and sustained creative activity in original film or theatre work includes (but may not be limited to) the following:

- Actor

- Cinematographer
- Choreography
- Consultant
- Costume Designer
- Costume Production Technologist
- Dramaturg
- Editor
- Fight Choreographer
- Film Director
- Lighting Designer
- Musical Director
- Playwright
- Producer
- Production Manager
- Projection Designer
- Properties Artisan
- Scenic/Production Designer
- Scenic Artist
- Screenwriter
- Sound Designer
- Stage Director
- Stage Manager
- Technical Design

- Technical Production
- Vocal/Style Coach
- Associate roles

Evaluation of work in this category may include (but may not be limited to) consideration of the following:

Professional size and scope of the Screening, Producing Organization or Performance Venue, as evaluated by professional peers. Indicators of size, scope, significance, and professionalism may include one or more of the following:

- Union or Professional Guild presence (Screen Actors Guild -American Federation of Television and Radio Actors (SAG -AFTRA), Actor's Equity Association (AEA), Stage Directors and Choreographers Society (SDC), American Guild of Variety Artists (AGVA), American Guild of Musical Artists (AGMA), Society of American Fight Directors (SAFD), United Scenic Artists (USA), International Association of Theatrical Stage Employees (IATSE) Producers Guild of America (PGA)
- Industry recognition, such as invitation to participate in film markets, attachment of sales agents, producers, or actors
- Size of production budgets
- Size of audience reached (League of Regional Theatre (LORT), Distribution Contract)
- Exhibition of work in juried screenings, film festivals, theaters, museums and through broadcast
- Qualitative assessment by qualified authorities.
- Pursuit and attainment of funding for film projects
- Invitations to present creative work at universities or other non-profit organizations
- Commercial or educational distribution of original project via such venues as distribution companies, theaters, television, View on Demand (VOD) or online platforms (such as iTunes), and libraries
- Completion of an original or adapted screenplay or play script
- Professional engagement in a creative, consultant, or managerial role on a professional production

- Reviews of work or citations of work in refereed professional venues including peer-reviewed journals both print and on-line
- Present adjudicated, juried or invited workshops, master classes, guest lectures, exhibitions, screenings and performances or papers at other educational institutions, museums, galleries, and performance spaces or at national or international conferences or festivals
- Publication of an article, textbook, or computer software program in refereed or reviewed publication which articulates an original creative technique or a new theoretical application or analysis of existing techniques
- Pursuit and attainment of funded research
- Production or performance of original devised or scripted work by another theatre company or performance ensemble

APPENDIX B.2 Research and Scholarship

Local, national and/or international recognition of a faculty member's research/scholarship and publication is essential. The candidate's record of research/scholarship must provide evidence of sustained and significant contributions to the field as measured by quality, more than quantity. However, the candidate's record should demonstrate the promise of sustained effort and continued distinction. The scholarship should have impact on the field to which it contributes.

Scholarly effort may be realized in diverse ways. Determination of the scholarly status and reputation of publication venues is part of the review process.

Primary evidence of sustained scholarship includes (but may not be limited to) publication or acceptance for publication of the following:

- books or monographs with reputable publishers
- scholarly contributions to refereed professional venues including peer-reviewed journals both print and on-line
- edited anthologies
- translations
- applied scholarship (i.e., textbooks, teaching materials) that is firmly grounded in the candidate's own contributions to research in the field
- collaborative works in peer-reviewed journals, anthologies, and on-line publications

- citations, reprints, reviews, and translations of one's scholarship
 - scholarly papers (invited and submitted) presented at local, regional, national, and international professional organizations
 - participation in professional colloquia and panels of a scholarly nature
 - management of or contribution to scholarly and/or professional websites
 - publication of books, book chapters, artists pages, performance texts, oral histories, and articles in refereed journals
 - critical reviews of the candidate's published works by recognized authorities
 - criticism
 - screenplays/scripts or performance texts
 - awards, fellowships, research grants
- Additional evidence of sustained scholarship may include (but may not be limited to) the following activities:
- scholarly works published in non-refereed venues, including on-line and alternative venues
 - contributions to reference works, such as encyclopedia and bibliography entries
 - invitations to review: manuscripts for publication, grant applications, and candidates for promotion at peer institutions
 - invitations to present research to scholarly communities
 - research-based contributions to outside institutions, communities, or businesses
 - textbooks which present new ideas or synthesize scholarly research