Department of Art Policies and **Procedures** for **Tenure, Promotion,** and **Post-Tenure Review of Faculty**

University System of Georgia **I** Valdosta State University

College of the Arts

> **Department of Art**

Adopted April 30th, 2012
- Revised 4/15/13

Department of Art - Tenure and Promotion Contents Organizational Checklist

Pre-Tenure, Tenure, Promotion or Post-Tenure applications should only include materials during the relevant time served for the applied action at Valdosta State University.
* All materials should be arranged in reverse chronological order.

PRIMARY FILE -

Materials should be submitted in Hard Copy Format, assembled in a durable three ring binder, (maximum 2" size).
The Primary file & Appendix file application materials should include divider sheets & tabs separating each section.

SECTION I: Cover Page and Vitae.

A. ***College of the Arts cover sheet for promotion and tenure, including a "statement of purpose / narrative."***
(Includes all information required by VSU and the COA for pre-tenure, tenure and/or promotion, or post-tenure action). Following the cover page, a 1-3 page statement of purpose or narrative including:
- a. Candidate's application for pre-tenure, tenure and/or promotion, or post-tenure action.
- b. History at Valdosta State University — college, department, etc.
- c. Employment responsibilities; (Gallery Director, Area Head, Studio Manager, etc.).

B. ***Comprehensive Curriculum Vitae,*** *which may include appropriate narrative. (*Reverse chronological order)*

SECTION II: Evaluations of the Candidate by Review Committees and Administrators.

A. ***College of the Arts and Departmental/Unit - Tenure and Promotion Guidelines/Policies*** (serves as a reference for the COA Personnel Committee, Dean, the University Tenure and Promotion Committee, Provost, etc.).

B. ***Annual Evaluations*** and ***Annual Faculty Activity Report and Action Plans*** (AFARAP) for the relevant time served.
*AFARAP's are part of the Department Head Annual Evaluations and are to be included in the Primary File.

C. In cases of tenure, a pre-tenure response would be included at this point. In cases of promotion, a post-tenure response would be included when applicable.

D. ***Review/Recommendation letters.*** Letters will be added to the PRIMARY FILE (and a copy supplied to the Candidate) as each Dept. Personnel Committee, Dept. – Head, the COA Personnel Committee and COA - Dean, reviews the application materials. ****SEE - Tenure & Promotion Timeline/Protocol, page 12 of the COA T&P Document.***
- a. Department of Art Personnel Committee – Pre/Post/Tenure and/or Promotion review/recommendation letter.
- b. Department Head - Pre/Post/Tenure and/or Promotion review/recommendation letter.
- c. College of the Arts Personnel Committee - Tenure and/or Promotion review/recommendation letter.
- d. College of the Arts Dean - Tenure and/or Promotion review/recommendation letter.

SECTION III: Teaching/Instruction and Student Learning.

A. One page summary of all Student Opinion of Instruction (SOI) numerically-scored results for each class section the faculty member has taught, including the total number of students and the number of respondents; followed by complete SOI numeric results, reverse chronological order, and summary information about the contents of the student narrative comments but *not* a complete listing of all narrative comments received.

B. Provide narratives from the peer/portfolio review process, or Assessment(s) of Effective Teaching (AET).

C. ***Evidence of student learning.***
Additional evidence listed below should be included in the Appendix File, which may include but is not limited to the following: evidence of student advising activities, examples of course syllabi and/or course outlines, exams, and other assignments, evidence of course or curriculum development activities, evidence of innovative instruction.

*See Appendix File requirements on page 3 for more information.

SECTION IV: Scholarship / Professional Development / Research and Creative Productivity.
* SEE also - CV, AFARAP(s) and Appendix file.

A. A chronological reference list (summary) of **peer-reviewed articles or juried creative accomplishments that are juried or peer reviewed,** beginning with the most recent. *(reverse chronological order).*

Additional evidence listed below should be included in the Appendix File, which may include but is not limited to the following: evidence of scholarship, research, creative activities, productions, juried activities/exhibitions, performances, publications such as the authorship of books, journals and articles, etc.

B. A separate chronological reference list (summary) **of other** scholarly or creative accomplishments, beginning with the most recent. *(reverse chronological order).*

Additional evidence listed below should be included in the Appendix File. Examples of other scholarly or creative accomplishments may include but are not limited to the following: Professional presentations, excerpts from conference proceedings, evidence of submission and receipt of grants, Book, chapter and article reviews, exhibit/performance programs, photographs of commissioned or exhibited art works, etc.
***See Appendix File requirements on page 3 for more information.**

C. Works-in-Progress. Work submitted, accepted, or under contract should continue to be listed.

SECTION V: Service to the University and Community.
*SEE also - CV, AFARAP(s) and Appendix file.

A. List of service activities, starting with the most recent, specifying the dates of each activity, designating the type of activity and one's role in the service (e.g., positions held, chair, secretary, member). *(reverse chronological order).*

B. Additional types of evidence for faculty **not holding** administrative positions:
    a. Recognition by others of the faculty member's contributions.
    b. Evidence of campus, local, statewide, regional, national or international professional service.

C. Additional types of evidence for faculty **holding** administrative positions:
    a. Documentation of leadership assignments.
    b. Evidence of program evaluation.
    c. Supervisor, peer and employee evaluations relevant to service.
    d. Copies of products developed.

APPENDIX FILE -
Materials should be submitted in Hard Copy Format, assembled in a durable three ring binder,
(maximum 4 inch size, with a maximum of two (2) binders).

Teaching and Instruction: *(Outlined in Section 1a; A-B, and 1b; A-F)*
    A. Comprehensive/Complete SOI results, including ALL numeric results and ALL student comments as provided by the online SOI portal, or "traditional VSU Scan-tron paper polling results."
    B. Course related support materials, (reassigned time, syllabi, assessment data, etc.).
    C. Course/Program development and revisions.
    D. Innovative approaches to teaching.
    E. Impact on student achievement/performance.
    F. Other evidence of teaching/Instruction excellence.

Scholarship / Professional Development / Research and Creative Productivity: *(Outlined in Section 2 A-C)*
    A. Written scholarship, creative activities, presentations, (supplemental / support materials), etc.
        a. Creative Activity (supplemental / support materials).
        b. Written Scholarship (supplemental / support materials).
        c. Fine Arts Gallery (supplemental / support materials).
    B. Grant development.
    C. Additional information / support materials relevant to *Scholarship/Professional Development/Research.*

Service to the University and Community: *(Outlined in Section 3 A-D)*
    A. University / College / Departmental Service, indicating chair-ship when applicable.
    B. Service to the Profession.
    C. Advising.
    D. Service to the Community.

FACULTY STANDARDS ACCORDING TO ACCREDITATION GUIDELINES:

All tenure-track faculty within the Department of Art must hold a terminal degree, or equivalent professional achievement. Valdosta State University is an accredited institutional member of the National Association of Schools of Art and Design **(NASAD)**. The Department of Art holds memberships with College Art Association **(CAA),** and Southeastern College Art Conference **(SECAC)** and adheres to their standards, guidelines, and recommendations.

NASAD, CAA and SECAC lists the following as standard terminal degrees for faculty within the Department of Art.
1.   Studio professor, including Graphic Design, the terminal degree is the Master of Fine Arts (MFA).
2.   Art Historian, the terminal degree is the Ph.D.
3.   Art Educator, the terminal degree is the Ph.D. or the Ed.D.
4.   Interior Design professor, the terminal degree may be one of the following - MA, MS, MArch (Masters of Architecture), MFD (Master of Furniture Design), MHP (Master of Historic Preservation), MFA, MID, Ph.D.
5.   Gallery Director, minimum MA or MFA in studio art, art history, museum studies, or arts administration.

In some cases, highly qualified artist-teachers may hold other academic degrees; others may not hold any academic degrees. In such cases, the institution should base appointments on experience, training, and expertise at least equivalent to those required for the accepted terminal degree in the appropriate field.

NASAD accreditation states that creative activity, and achievement, and exhibition must be regarded as being equivalent to scholarly efforts and publication in matters of appointment and advancement when the institution has goals and objectives for the preparation of professional artists and designers. Creative work in art/design should be accepted as equivalent to scholarly publication or research as a criterion for appointment and advancement.

PREFACE:

The candidate under review should be familiar with the *University, College and Department Tenure and Promotion Policies*, using them as a general guide for what to include in the application materials. Candidates for Pre-Tenure, Tenure and/or Promotion, or Post-Tenure review must assemble their application materials in accordance with university, college and departmental guidelines. Application materials must be forwarded to the Department of Art, Head promptly in their final form following the timeline set by the College of the Arts. Application materials that are submitted to the department in incomplete form or submitted after the deadline may not be considered.

Each year all art faculty complete an Annual Faculty Activity Report and Action Plan (AFARAP) and receive an annual evaluation from the department head. The department head will convey written expectations clearly, (which may include quantitative and qualitative benchmarks) and identify strengths and weaknesses within the annual evaluations, prior to the pre-tenure, tenure and/or promotion, or post-tenure application process. The candidate may also receive feedback and recommendations from faculty through an Assessment(s) of Effective Teaching, Peer Evaluation(s), or other means.

The Department of Art Personnel Committee (DAPC) reviews Pre-Tenure, Tenure, Promotion to Associate Professor, Promotion to Full Professor, and Post-Tenure actions; and makes recommendations to the Department of Art, Head. The DAPC membership consists of ALL Full Professors within the department. The chair of the DAPC is a 1-year rotating position. A committee member must serve a minimum of one year on the DAPC prior to serving as chair. The following year, the DAPC past-chair will serve as the department representative on the College of the Arts Personnel Committee.

After the DAPC thoroughly reviews the application materials for each Pre-Tenure, Tenure, Promotion to Associate Professor, Promotion to Full Professor, or Post-Tenure action(s), the committee will submit a formal written report to the department head which presents its findings in detail (outlining strengths, weaknesses, and recommendations for improvement) and makes clear recommendations concerning his/her application for the applied personnel action. *The DAPC report will include a total vote count indicating Outstanding, or Satisfactory, or Unsatisfactory in the three areas of Teaching, Scholarship and Service, AND will include signatures from ALL committee members.*

The DAPC report will be submitted to the department head, and is to be included in the Primary File of the candidate's application materials, in accordance with the College of the Arts Tenure and Promotion Policies and Submission Timeline, and University Tenure and Promotion Procedures.

Pre-Tenure Review (Third Year Review).

The candidate will submit application materials for review, (for the relevant time served), in the 5th semester (beginning of the third year) to the Department of Art – Head, following the College of the Arts Tenure and Promotion Policies and Submission Timeline.

The Pre-Tenure review process occurs within the Department of Art. The DAPC and Department Head provide feedback to the candidate indicating progress toward Tenure and/or Promotion. Ratings of OUTSTANDING, or SATISFACTORY, or UNSATISFACTORY in Teaching, Scholarship and Service will be indicated.

Tenure and/or Promotion to Associate Professor.

The candidate will submit application materials for review, (for the relevant time served), to the Department of Art – Head, following the College of the Arts Tenure and Promotion Policies and Submission Timeline.

For Tenure teaching, scholarly activities, and service must be consistent and meaningful; for promotion to Associate Professor, these activities must be strong and significant to the creative discipline/field of specialization.

To achieve Tenure and/or Promotion to Associate Professor, the candidate must receive a rating of OUTSTANDING in Teaching, OUTSTANDING in a second area (Scholarship or Service) and a minimum rating of Satisfactory in the third area.

Promotion to Full Professor.

The candidate will submit application materials for review, (for the relevant time served), to the Department of Art – Head, following the College of the Arts Tenure and Promotion Policies and Submission Timeline.

For promotion to Full Professor, candidates must have a strong and substantial recent record of significant activities within teaching, service, and scholarship, which contribute to the creative discipline/field of specialization.

To achieve Promotion to Full Professor, the candidate must receive a rating of OUTSTANDING in all three areas of Teaching, Scholarship and Service.

Post-Tenure Review.

The candidate will submit application materials for review, (for the relevant time served), to the Department of Art – Head, following the College of the Arts Tenure and Promotion Policies and Submission Timeline.

For Post-Tenure Review, candidates should maintain a minimum rating of Satisfactory in all three areas of Teaching, Scholarship and Service. *See the Valdosta State University Faculty Policies and Procedures/Governance, Faculty Evaluation Model at VSU, Section 6 pages 8-12, published in the Faculty Handbook for details regarding Post-Tenure procedures. Routine evaluation of tenured faculty is a system of recognition, reward, and enhancement of faculty performance. In every aspect of post-tenure review, the principles of academic freedom and due process must be protected.*

> ***Post-Tenure Review Goals:***
> 1. *Expand and strengthen established evaluation procedures.*
> 2. *Recognize and reward outstanding professional accomplishments.*
> 3. *Detect and remediate sub-standard professional performance.*
> 4. *Establish Standards of Performance.*

Content and descriptions related to *Teaching and Instruction, Scholarship / Professional Development, Research and Creative Productivity, and Service to the Institution and Community,* are outlined in the following sections -

> ***Section 1a; A-B & Section 1b; A-F: Teaching and Instruction***
> ***Section 2; A-C: Scholarship / Professional Development Research & Creative Productivity***
> ***Section 3; A-D: Service to the Institution and Community***

SECTION 1. TEACHING AND INSTRUCTION:
ART HISTORY / ART EDUCATION / STUDIO FACULTY / GALLERY DIRECTOR

Teaching is an essential component of the Department of Art's criteria for tenure and promotion. A constant commitment to Teaching/Instruction includes not only formal classroom instruction but also mentoring of undergraduate and graduate students. It may take the form of lecture, seminar, and/or studio reflecting the range of disciplines offered within the Department of Art. Teaching atmospheres vary widely from lecture halls, to traditional classroom settings and studio spaces.

Effectiveness in teaching is reflected by student learning and improvements in the learning environment and curriculum. On the basis of student evaluations, peer reviews or Assessments of Effective Teaching, awards, participation in department, college or university activities related to teaching, the candidate must show effectiveness as a teacher in the classroom or studio, in direction of undergraduate or graduate student work and of directed studies or internships, as appropriate to the discipline.

Documentation in the area of teaching must be provided for all candidates requesting any personnel action consideration (during the relevant time period for pre-tenure, tenure and/or promotion, or post-tenure review). The candidate must supply evidence or examples of innovation or efforts of successful teaching effectiveness. Include all evidence illustrating the extent to which the faculty member's students have met the outcomes identified for the appropriate coursework during the relevant period.

Candidates whose record reflects difficulty in teaching must work with the department head to construct a positive plan, documenting steps that they have taken to address these problems, and the record must reflect through student evaluations, peer evaluations and other means, that improvement has occurred.

SECTON 1a. Teaching and Instruction – *(Items A & B would be included in the PRIMARY FILE).*
A. Student Opinion of Instruction (SOI). One page summary of all Student Opinion of Instruction (SOI) numerically-scored results for each class section the faculty member has taught, including the total number of students and the number of respondents; followed by complete SOI numeric results, reverse chronological order, and summary information about the contents of the student narrative comments but *not* a complete listing of all narrative comments received.

B. Provide narratives from the peer/portfolio review process, or Assessment(s) of Effective Teaching.

SECTON 1b. Teaching and Instruction – *(Items A-F would be included in the APPENDIX FILE).*
A. **Student Opinion of Instruction (SOI).** Comprehensive/Complete SOI results, including ALL numeric results and ALL student comments as provided by the online SOI portal, or "traditional VSU Scan-tron paper polling results." *The candidate should describe how he/she has used information provided by SOIs to improve teaching within the Annual Faculty Activity Report and Action Plan (AFARAP).*

B. **Course related support materials.**
1. List any reassigned time, including purpose and results of the reassigned time.
2. Provide selected course syllabi/course outlines in Department of Art format.
3. Provide course, program, and/or unit assessment data used to inform teaching.

C. **Course/ Program development and revisions.**
1. Describe contributions to course and curriculum development, new course development, course revisions, revisions to assessments, etc.

D. **Innovative approaches to teaching.**
1. Describe teaching innovation(s), which may include collaborative interdisciplinary projects or teaching venues. Include examples, assessments and results.

2. Describe instructional innovations that have positively impacted student learning/performance. Include examples and support evidence.

E. **Impact on student achievement/performance.**
1. Describe how teaching has impacted student performance (e.g., academic accomplishments, student awards, exhibitions, presentations, publications, and products).

F. **Other evidence of teaching/advising excellence.**
1. List successful grant funding for teaching proposals and/or other pedagogical activities.
2. List teaching awards and/or other honors related to teaching and instruction.
3. List internship and directed study supervision.

SECTION 2A. SCHOLARSHIP / PROFESSIONAL DEVELOPMENT RESEARCH & CREATIVE PRODUCTIVITY: ART EDUCATION / STUDIO FACULTY / GALLERY DIRECTOR –

The candidate must submit strong supporting evidence that describes the scope and impact of scholarship/creative activities appropriate to one's field, (such as delivering papers at professional conferences, production/performance of artistic works, research, study, and publication). Scholarship / professional development, research, and creative productivity in the Department of Art is wide and varied. While the Department of Art encourages all legitimate forms of scholarship, research and creative activity, not all forms of scholarship may be weighted equally. Both the number of publications/creative activities and the significance of the work will be taken into consideration. The question for the candidate should be: How does my scholarship/creative activities relate to the body of knowledge within the discipline? Evidence should be clearly and succinctly documented in the AFARAP (Annual Faculty Activity Report and Action Plan), within an annotated/detailed Curriculum Vita and in the appendix. The candidate should set goals to accomplish a consistent range of scholarly and creative accomplishments, which may be broad and diverse, not only during the time relevant to the tenure or promotion action, but throughout one's career.

a. Creative Activity: Achievement in the area of creative activity must be of high quality, reveal consistent creative efforts, and should reflect widespread recognition within the field(s) of specialization, inside and/or outside the University on a **regional, national and/or international level.**
*Criteria include, but are not limited to the following:

1. A portfolio, which reveals significant and developing achievements in the field(s) of specialization.
2. Participation in public exhibitions and activities. (Indicate: International, National, Regional, and Local)
    Locations may include museums, commercial galleries, university galleries, other public spaces, alternative and non-traditional spaces. The content, meaning, significance, intelligence and depth of the creative work are highly important, if sometimes controversial, aspects of evaluation. Evidence of an artist's recognition by curators, museum directors & jurors or panelists of noteworthy reputation within the field of art and/or specific discipline enhances professional credibility.
        a. Solo exhibitions (All media or media specific) - Invited, Curated.
        b. Group exhibitions (All media or media specific) - Invited, Curated, Juried, Open.
        c. Exhibitions in non-traditional or virtual studio formats.
3. Paid consultancies, freelance activities or projects commissioned by a regional, national or international client.
4. Collections & acquisitions; inclusions in noteworthy collections such as: public, private corporate and/or civic.
5. Gallery affiliations; including commercial representation.
6. Securing grants (external and internal university grants which support research and creative venues).
7. Honors & awards.
8. Workshops and lectures (at Universities or other educational/professional affiliations).
9. Artist-in-residence positions.
10. Guest juror/panelist/curator of adjudicated exhibition review.
11. Inclusion in a recognized national or international design or illustration publication.
12. Publication of creative works (images and/or reviews of creative works).
        a. Publication of images in books and periodicals (list importance/quality of publication/adjudication).
        b. Publication of articles on their own work or publication of portfolios/artist's books.
        c. Publication pertaining to technical problems or advancements in the field.
        d. Publication and/or implementation of new equipment or processes related to discipline.
        e. Inclusion in exhibition catalogs.
13. Certifications in the applicant's field may also be considered as evidence of scholarship.

    a. Interior Design: Many interior designers are certified through the National Council for Interior Design Qualification (NCIDQ). Depending on the state, successful candidates earn registered, licensed, or certified interior design titles. The NCIDQ certification is an industry standard. Other certifications include Professional Credentials / Accredited Professionals such as, Leadership in Energy and Environmental Design (LEED) and National Kitchen and Bath Association (NKBA).

*Either traditional studio guidelines or the broader activities associated with Interior and Graphic design or a combination of the two is considered valid for professional development. These application materials may include a range of design applications for private clients, commercial businesses, publishers and advertisers. Creative activities in these areas can potentially reach far wider audiences through, for example, trade publications, special edition books, magazines, textbooks, and web design projects, than normal studio venues.

b. Written Scholarship: The candidate's research record must be of high quality in content, reveal consistent research efforts, and should reflect widespread recognition within the field(s) of specialization, inside and/or outside the University on a **regional, national and/or international level.**

The number of publications and the significance of the published work will be taken into consideration. For instance, book-length works of original research are usually regarded as more significant than textbooks and traditional print publication is usually regarded as more significant than online publications. The question for the candidate should be: How does my scholarship relate to the body of knowledge within the discipline?

Criteria include, but are not limited to the following:

1. A productive record of research activity, which reveals significant and developing achievements in the field(s) of specialization.

2. Publication of scholarly books presenting results of new research.

3. Publication of textbooks.

4. Publications recognized as scholarly in content within the discipline.

    a. Co-Authorship of the publication of a book, textbook, book chapter or article.

    b. Publication in the form of refereed articles in journals.

    c. Monographs.

    d. Book Chapters.

5. On-line publications, if the on-line publication is a refereed publication.

6. Refereed scholarly papers presented at professional meetings / conferences (regional, national or international).

7. Non-refereed scholarly papers presented at professional meetings / conferences (regional, national or international).

8. Chair of academic panels at competitive refereed conferences in area of specialization.

9. Involvement with Academic Panels as a chair, respondent or discussant.

10. Securing grants (external and internal university grants which support research for written publication).

11. Non-refereed publication includes works of the following types. Faculty members should note that in most cases, non-refereed publication is regarded as less significant than refereed, reviewed, or juried publications. Although important, this type of publication might even be considered appropriate for the area of Service.

    a. Articles from the faculty's area of specialization's viewpoint may be written for other forms of specialized publications such as newspapers or journals of other disciplines, but this type of publication would not be refereed by the faculty's field of specialization and might even be considered more appropriate for the area of Service.

    b. Refereed journal articles.

    c. Reviews.

    d. Abstracts.

SECTION 2. SCHOLARSHIP / PROFESSIONAL DEVELOPMENT RESEARCH & CREATIVE PRODUCTIVITY:
ART HISTORY / ART EDUCATION / STUDIO FACULTY / GALLERY DIRECTOR –

B. Grant development.
1. Institutional level, University level, Regents level grants, etc.
2. Outside public grants.
3. Private agency grants.

C. Additional / support information relevant to Scholarship/Professional Development/Research.
1. Work accepted, or under contract should continue to be listed in all applications.

SECTION 3. SERVICE TO THE INSTITUTION AND THE COMMUNITY:
ART HISTORY / ART EDUCATION / STUDIO FACULTY / GALLERY DIRECTOR –

Service to the university, its students and the community is an integral part of professional activity. Positive collaboration through committee works at the departmental, college and university level are essential. 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.

The candidate should set goals to accomplish a consistent and meaningful range of service activities during the relevant time period for the pre-tenure, tenure and/or promotion, or post-tenure action, and throughout one's career. All candidates requesting any personnel action must provide documentation illustrating evidence of the quality and significance of the faculty member's service. Evidence should be clearly and succinctly documented in the Annual Faculty Activity Report and Action Plan (AFARAP), within an annotated/detailed Curriculum Vita and within the appendix file.

List service activities, starting with the most recent. Specify the dates of each activity, designating the type of activity and one's role in the service (e.g., positions held).

A. University / College / Departmental Service.
1. Provide evidence of an ongoing record of consistent service to the university, college, and/or department. List service activities, starting with the most recent. Specify the dates of each activity designating the type of activity and one's role in the service (e.g., positions held): Identify role and duties on committee (e.g., member, chair, secretary).
2. Describe service as program coordinator (if applicable). This may include service related to reassigned time. (Program coordinator, area supervisor, intern supervisor, accreditation reviewer, etc., if applicable).
3. Describe other service roles in the college or department (e.g. a special program chair, membership on capstone, thesis or student review committees).

B. Service to the Profession.
1. List memberships with professional organizations.
2. List activities associated with professional organizations during the present rank (e.g., officer for a journal or professional organization, reviewer, editor, grant reader, organizing programs, committees, etc.).
3. List accreditation activities.
4. List service to other universities/colleges (e.g., participation on thesis or dissertation committees, tenure/promotion external reviewer for other universities/colleges).
5. Other, non-committee University service.

C. Advising
1. Provide documentation of participation in university or program orientation sessions.
2. Provide evidence of supervising student organizations and/or student publications.
3. List additional evidence that demonstrates effective advising.

D. Service to the Community.
1. Describe non-paid service based on professional expertise to public and/or private sectors. (e.g., including, but not limited to advisory committees, service development, service workshops, etc.).

❖ **GALLERY DIRECTOR POSITION –**

VSU Fine Arts Gallery: The Gallery Director fulfills the roles of all professional gallery staff, including Curator, Preparator, Curator of Education, Exhibition Designer, Chair of the Department Gallery Committee and Supervisor of paid student assistants and volunteers. In addition, the Gallery Director oversees the publications and promotions of the Fine Arts Gallery Exhibitions.

The Gallery Director position carries load credit equivalent to one-half teaching load.

For **scholarship / professional development research & creative productivity** relevant to the Gallery Director, see the following sections:
> **SECTION 2A.a – Creative Activity (p.6),** and
> **SECTION 2A.b – Written Scholarship (p.7),** and
> **SECTION 2B &C – Grant Development and Additional / support information (p.8).**

For **service to the institution and the community** relevant to the Gallery Director, see the following sections:
> **SECTION 3 - Service to the Institution and the Community (p.8, and items listed on p.9).**

❖ *Additional Service relevant to the Gallery Director is listed below:*

1. Quality of exhibitions, both in content and design. The Gallery Director works with the Department of Art Gallery Committee, and has the following goals for the VSU Fine Arts Gallery, and yearly exhibition(s):

   a. Select artworks, artists and coordinate exhibition venues, which provide a teaching and learning environment serving a diverse student body and community.
   b. Showcase exhibitions of the highest and most diverse quality.
   c. Select exhibitions, of regional, national and/or international repute.
   d. Showcase VSU student artwork in annual art competitions and senior exhibitions.
   e. Showcase VSU faculty artwork in the annual exhibition.
   f. Provide a cultural enrichment and expanded educational opportunities for the university and community.

A variety of the VSU Fine Arts Gallery exhibitions may occur annually, (Senior Exhibitions, Student Competition, Faculty Exhibition and Valdosta National), other exhibitions feature visiting artists, either group or solo. Exhibition quality is evaluated in a variety of ways, including, but not limited to peer review/other professional evaluation, press/publicity media coverage reviews, reputation of artist/exhibition, Art Department Head (annual) evaluations, and visitor input.

It is the Gallery Director's responsibility to provide evidence of the quality of the exhibitions.

2. Curating Exhibitions at VSU. The Gallery Director may curate special exhibitions, which are shown not only at the VSU Fine Arts Gallery, but other venues as well.

3. Grant Writing/Fund Raising for Exhibitions at VSU. Some exhibitions may require additional funding beyond what the gallery budget and discretionary fund will comfortably allow.

4. Service to the Profession. The Gallery Director should network with other gallery and museum professionals and stay abreast of current gallery and museum issues. Professional organizations may include but are not limited to Southeastern Museum Conference (SEMC) Southeastern Art Conference (SEAC), College Art Association (CAA), Association of Academic Museums and Galleries (AAMG), American Association of Museums (AAM) and Georgia Association of Museums and Galleries (GAMG).

SOURCE MATERIAL & APPENDIX:

Department of Art Tenure and Promotion Policy Committee formed - September 2011.
Committee Members: Bowland, Lahr, Nawrocki, Orenduff, K. Park, Schmidt-Chair

The following source material, guidelines and benchmarks were utilized to construct Department of Art Policies and Procedures for Tenure, Promotion, and Post-Tenure Review of Faculty.

1. ***National Association of Schools of Art & Design (NASAD):*** *http://nasad.arts-accredit.org*
2. ***College Art Association (CAA):*** *http://www.collegeart.org*
3. ***Southeastern College Art Conference****: http://www.secollegeart.org*
4. ***Scholarship in Public: Knowledge Creation and Tenure Policy in the Engaged University***
   A Resource on Promotion and Tenure in the Arts, Humanities, and Design
   By: Julie Ellison and Timothy K. Eatman
   Imagining America: Artists and Scholars in Public Life Tenure Team Initiative on Public Scholarship, 2008
   1. Define public scholarly and creative work.
   2. Develop policy based on a continuum of scholarship.
   3. Recognize the excellence of work that connects domains of knowledge.
   4. Expand what counts.
   5. Document what counts; explain why.
   6. Present what counts: use portfolios and detailed examples.
   7. Expand who counts: Broaden the community of peer review.
   8. Support publicly engaged graduate (undergraduate) students and junior faculty.

- - - Valdosta State University Source Material, including College P&T Information >

1. VSU "University" T&P document: http://www.valdosta.edu/academic/documents/UTP_FAC-final-050111.pdf
2. VSU College of the Arts P&T Info: http://www.valdosta.edu/coa/documents/COATPPoliciesRevision8_09.pdf
3. VSU College of Education P&T Info: http://www.valdosta.edu/coe/documents/COETenureandPromotion.shtml
4. VSU College of Arts & Sciences P&T Info: http://www.valdosta.edu/cas/forms/index.shtml
5. Valdosta State University Peer & Aspirational Institutions: http://www.valdosta.edu/sra/peers.shtml
6. VSU Strategic Research and Analysis: http://www.valdosta.edu/sra/

- - - Georgia System Schools P&T Information >

7. University of Georgia - Lamar Dodd School of Art - Promotion/Tenure Criteria:
   http://art.uga.edu/pdf/Promotion_and_Tenure_Criteria.pdf
8. Georgia State University – Ernest G. Welch Scholl of Art & Design Promotion and Tenure Guidelines:
   http://www.cas.gsu.edu/docs/admin/facrev/pt/pt_art.pdf
9. Georgia Southern University - Class Policies And Procedures Manual:
   http://class.georgiasouthern.edu/Policies%20and%20Procedures.pdf

- - - Other University P&T Information >

10. Appalachian State University, Art / P&T Guidelines: http://www.art.appstate.edu/documents/Prom&Tenure.pdf
11. Texas Tech University College of Visual & Performing Arts:
    http://www.depts.ttu.edu/cvpa/facultystaff/TenureGuidelines.asp
12. Florida Atlantic University, Department of Visual Arts & Art History Guidelines for Tenure and Promotion:
    http://www.fau.edu/artsandletters/pdf/VAAH__PT_Criteria_-_Revised__-_10-15-10.pdf
13. Middle Tennessee State University Department of Art Promotion and Tenure Guidelines:
    http://www.mtsu.edu/provost/tp_policies/art.pdf
14. New York University Promotion and Tenure Guidelines:
    http://www.nyu.edu/content/dam/nyu/compliance/documents/promotion-tenure-guidelines.pdf
15. Central Connecticut State University, Promotion and Tenure Guidelines - Department of Art:
    http://www.ccsu.edu/uploaded/Faculty_Senate/Department_P__T_Guidelines/Art.pdf
16. Association of Academic Museums & Galleries: http://www.aamg-us.org/aamg_l_resources.php
17. National Standards for Australian Museums and Galleries. http://www.collectionsaustralia.net/sector_info_item/107