

**DEPARTMENT OF FASHION DESIGN &
MERCHANDISING PROMOTION AND TENURE POLICIES
AND PROCEDURES**

**Approved by the School of the Arts Promotion and Tenure Committee
April 5, 2016**

Mission Statement

The Fashion Design and Merchandising Department encompasses a unique partnership between the visual, technical and business aspects necessary for apparel design, production, and merchandising. Design students are prepared for the industry through the study of design and technical skills. Market identification, analysis and interpretation is emphasized in the Merchandising track preparing students to compete in the global economy

This document establishes departmental procedures and criteria for promotion and tenure which are consistent with the policies and procedures instituted by the School of the Arts Faculty Promotion and Tenure Policies and Procedures. The criteria reflects the uniqueness of both Fashion Design and Fashion Merchandising within the department and addresses the standards set by the School and the University. The department guidelines address procedures which assure due process.

The following document supplements and in no way contradicts the policy delineated in the School of the Arts Promotion and Tenure Policy, the VCU Faculty Promotion and Tenure Policy and Procedures, and the VCU Faculty Roles and Rewards Policy.

In order to avoid repetition, only those areas that require clarification for the Department of Fashion Design and Merchandising will be numbered and presented.

Procedures-----

- 1.0 Goal, Objectives and Authority**
- 1.1 Goal...see SOTA Document**
- 1.2 Objectives...see SOTA Document**
- 2.0 Faculty Ranks and Appointments**
- 2.1 General Criteria and Criteria Definitions for Tenured, Tenure-Eligible, and Term (non-tenure) Faculty Members...see SOTA Document**

2 Continuing Scholarship and Professional Growth

The candidate's continuing scholarship and professional growth are prerequisites for promotion and/or tenure and shall be assessed according to the criteria specified in the school's Promotion and Tenure Policy and Procedures.

The Peer Review Committee shall consider the quality of the work and the contribution made to the body of knowledge in design and/or merchandising and related disciplines. Distinction between international, national, regional and local achievements shall be noted with greater recognition and weight given accordingly.

Activities and accomplishments to be considered in evaluating recognition shall be document and peer reviewed. They might include but are not limited to:

- Publications
- Research/creative endeavors
- Recipient of a grant
- Presentations
- Professional practice of design and/or consultation which require problem solving skills and abilities will be considered as important as traditional research resulting in publication.
- Shows & exhibitions

2.1.2 Application of Criteria and Criteria Ratings for promotion for Term (Non-Tenure) Faculty

Faculty with Term appointments are valued members of the faculty and are eligible for promotion following the same criteria and procedures described in this document. The weighting of the candidate's mix of duties is stated in the approved annual Individual Work Plans and assessed by the chair in the candidate's annual report.

The voting rights of the faculty when considering promotion of Term faculty shall be the same as when considering promotion and /or tenure for tenure eligible faculty, and promotion for tenured faculty.

3.2.3 Evaluation of Probation for Tenure – Eligible Faculty

The file will contain curriculum vitae that adhere to the approved SOTA promotion and tenure format and a self evaluation. The self evaluation shall be based on department and school's Promotion and Tenure criteria and shall include the candidate's work plans for the remainder of the probationary period. The file will be forwarded to the review committee before the end of the first semester of the candidate's third year. The committee will conduct the evaluation of the faculty

member's progress toward meeting the criteria for Promotion and Tenure as stated in the school's Promotion and Tenure Policy and Procedures and in this document. The committee's written assessment will include, but not be limited to:

- Individual work plans
- Accumulated student evaluations
- Signed departmental peer evaluations
- Outside evaluations

and will be forwarded to the department chair by the end of that semester. The report will become part of the candidate's permanent file and will include a recommendation regarding continued probation or termination, as well as the numerical vote and the justification for the vote. The evaluation will provide a rating of excellent, very good, satisfactory, needs improvement, or unsatisfactory in the categories of continuing scholarship and professional growth, teaching, and service. The department chair will use the review committee's report to counsel the candidate regarding his/her continued probation or termination.

3.4 Continuing Review of Faculty

All tenured faculty including administrative faculty will be evaluated annually by the chair using the established guidelines by the school's Faculty Promotion and Tenure Policies and Procedures.

Evaluation examines the faculty member's performance in light of expected contributions as established previously using the University's Roles and Rewards Policy and assigns a rating of excellent, very good, satisfactory, needs improvement, or unsatisfactory.

In accordance with the University Roles and Rewards Policy, the Department of Fashion Design and Merchandising provides flexibility through the use of individualized work plans. In early April, each faculty member will develop an individual work plan with the assistance of the department chair. The individual work plan allows the faculty member flexibility in distributing efforts among the categories of continuing scholarship and professional growth, teaching, and service. The work plan establishes basic criteria for the evaluation of the faculty member's efforts for the coming academic year. Evaluation of the faculty member's performance in relation to the individual work plan shall take into account not only the faculty member's accomplishments, but also the weight assigned to each work category by the plan. Both qualitative and quantitative factors will be considered in evaluation faculty work. The annual review by the department chair will be in writing and provides a rating of excellent, very good, satisfactory, needs improvement, or unsatisfactory in each category with an overall summation and conclusion.

7.1 Promotion and Tenure Initiated at the Department Level

Each Spring the department chair shall identify those faculty eligible for promotion and/or tenure for the forthcoming academic year. The chair shall announce the deadlines for submitting the curriculum vitae and supporting materials before the end of the spring semester. All faculty members shall have the opportunity to make written recommendations for promotion and/or tenure to the department chair.

7.1.1 Peer Evaluation

The department chair shall initiate the review process in accordance with the School of the Arts Faculty Promotion and Tenure Policy and Procedures. A peer review committee shall be appointed by the department chair and will consist of three tenured department faculty, one tenured faculty from outside of the school and one Fashion Design Merchandising student. The student member will not be enrolled in classes taught by the candidate while the review is in progress.

All members shall have voting rights. The candidate has the right to challenge the appointment of any member of this committee by writing to the department chair within five working days following the date the candidate is notified of the committee composition.

The department chair appoints the Peer Review Committee Chair and charges the committee with its responsibilities. At the first meeting of the Peer Review Committee a secretary, who will record minutes and document all committee proceedings, shall be elected. The committee chair reviews the candidate's materials and discusses the need for confidentiality. A schedule of meetings and a timetable for the processes, including assigned tasks and deadlines, will be established.

The candidate's curriculum vitae and other documentation will be made available to all tenured faculty in the department prior to completion of the peer evaluation. The documents will be kept in the department office for a specific time period so that all tenured faculty may review and make written statements to the peer review committee.

The Peer Review Committee shall conduct a substantive evaluation of the candidate's record and performance and submit a written record of its proceedings, including a recommendation regarding promotion and/or tenure, the results of a vote made by secret ballot.

Candidate Materials

The candidate, referring to the School of the Arts Promotion and Tenure Policies and Procedures, shall prepare a portfolio which will include continuing scholarship and professional growth, teaching, and service materials. The materials will include but not be limited to:

- Curriculum vitae which corresponds to the approved School of the Arts format
- Teaching materials, such as course information and responsibilities, syllabi, outlines, project statements, objectives, handouts and examples of student work
- Evidence of continuing scholarship and professional growth such as publications, examples of professional and personal work
- Evidence of service
- List of references and addresses
- List of suggested external evaluators

The peer review committee may interview the candidate, or the candidate may request an interview with the committee.

External Evaluations

In the case of review for tenure and/or promotion to associate or professor, the candidate's continuing scholarship and professional growth and/or service will be evaluated independently by external evaluators. A minimum of four evaluators will be selected by the Peer Review Committee from a list of names submitted by the candidate and a similar list prepared by the committee, with at least one name drawn from each list.

Once the candidate has been notified of the selected external evaluator, the candidate has the right to object to the choice of an evaluator by notifying the Peer Review Committee Chair in writing, within five working days, of the reason why an evaluator should be excluded. The committee will consider any objection and select another evaluator if it considers the objection valid. Should the committee choose to retain the evaluator, the candidate's letter of objection will be included in the committee's report.

The candidate's list of potential evaluators should include names, addresses, telephone numbers, emails, and a summary of each evaluator's expertise and association with the candidate. The candidate shall prepare a separate packet of materials to be sent to each of the external evaluators. Each packet should include the candidate's curriculum vitae and document pertinent to the evaluator's assessment of professional, scholarly and/or service accomplishments.

"Documentation" refers to examples of the candidate's work such as articles, books, slides of professional work, etc. The deadline for submitting the list and the packets will be the same as that established by the School of the Arts for submission of other review materials.

The Peer Review Committee chair or a designated committee member shall contact each of the selected external evaluators by telephone or email to ascertain their willingness to participate and meet deadlines necessary for the committee to complete

their review. The Peer Review Committee shall then forward the packets to each evaluator along with a cover letter. In the case of promotion to professor, the external evaluators shall be asked to assess whether or not the candidate's work has national recognition and is of a quality equivalent to other work presented on a professional level.

The final report must state the qualifications of external evaluator, their positions within the profession, and a copy of their curriculum vitae. In all instances, external evaluators will be asked to evaluate only specific areas of the candidate's performance in continuing scholarship and professional growth and/or service. External evaluators will be asked not to make recommendations for or against promotion and/or tenure.

Committee Recommendations

In reaching a recommendation the committee will consider each of the four criteria: Appropriate credentials and experience, continuing scholarship and professional growth, teaching, and service. The report must fully discuss all criteria. It must state the evaluation, discussion of the reasons, and the vote on the committee's assessment of each criteria.

All members of the Peer Review Committee shall be presented for voting. Voting is done by secret ballot, in each of the four criteria required for evaluation. The majority vote for each criterion determines the recommendation. The report must record a count of the committee's final vote "for" or "against" promotion and/or tenure, and must be signed by all committee members. All views must be stated in the report; if there is a minority report, it should be circulated to all committee members before submission, and become part of the final report.

The report shall be given to the department chair that will make an evaluation and recommendation. Both evaluations and recommendations and the candidate's file will be forwarded to the chair of the School of the Arts Promotion and Tenure Committee.

Final Report

The Peer Review Committee shall include the following in order:

1. Cover sheet
2. Introduction
3. List of External Evaluators along with expertise
4. Appropriate Credentials and Experience
5. Continuing Scholarship and Professional Growth
6. Teaching
7. Service
8. National Recognition (if appropriate)

9. Summary and Recommendation for or against Promotion and/or Tenure

7.1.2 Department Chair

The report will be consistent with department, school, and university guidelines. The evaluations and recommendations in each category and in the summary will reiterate the requirements for promotion and tenure in the department for the rank sought by the candidate. The chair will state whether the candidate meets the requirements for promotion and/or tenure. The recommendation in each category will be supported by the documentation in the report. If the chair does not support the candidate or if the recommendation is different from the peer review committee's recommendation, the chair will justify the differences.

The report will follow the same order as the Peer Review Committee report.

12.0 Procedures for Review and Amendment of this Document

These guidelines shall be reviewed by the Department of Fashion Design and Merchandising every six years. Amendments to the Department of Fashion Design and Merchandising Promotion and Tenure Policy Procedures may be initiated to bring these guidelines into compliance when changes occur in school and university documents. Amendments may also be initiated in writing by any tenured faculty member in the department. Amendments must be approved by a majority of the Department of Fashion Design and Merchandising faculty. After review by the School of the Arts Promotion and Tenure Committee, a successful amendment will become effective the following academic year.