

PAINTING & PRINTMAKING DEPARTMENT

FACULTY PROMOTION AND TENURE POLICIES AND PROCEDURES

**Approved by the School of the Arts Promotion Tenure Committee:
March 29, 2016**

INTRODUCTION

This document constitutes the Painting and Printmaking Department guidelines for faculty promotion and tenure and is consistent with the policies and procedures established by Virginia Commonwealth University and the School of the Arts. These departmental guidelines amplify the university and school criteria by addressing the department's unique role as described in the *Department of Painting and Printmaking Mission Statement*: "Students and faculty of the Painting and Printmaking Department are committed to study, explore, understand, and advance the disciplines of painting, drawing, and print media in a professional learning environment."

Who Should Know This Policy

All faculty eligible for tenure and/or promotion are responsible for knowing this policy and familiarizing themselves with its contents and provisions. Eligible faculty are also responsible for knowing university and departmental Promotion and Tenure Policies and Procedures.

The *School of the Arts: Arts Faculty Promotion and Tenure Policies and Procedures* and the *School of the Arts Faculty Promotion and Tenure Policies and Procedures for VCUarts-Qatar* exist as separate documents.

Format for the Curriculum Vitae

ALL CURRICULUM VITAE SUBMITTED FOR REVIEW SHALL USE THE FOLLOWING FORMAT. Candidates may add and/or reorganize sub-categories to best showcase achievements and delete sub-categories for which there are no entries. Consult departmental guidelines for augmentation and clarification.

Information must be listed (as appropriate) in the following sequence and identified as international, national, regional, state, community, university, School of the Arts, and department. The identification may be included at the end of an individual listing.

A. GENERAL INFORMATION

1. PERSONAL INFORMATION

Name in full.

Citizenship.

Office Address, telephone number, facsimile number, and e-mail address.

2. LICENSURE, CERTIFICATION, REGISTRATION

Granting organization and location.

Document number. Date of issuance and expiration date.

3. MILITARY SERVICE RECORD (optional).

4. EDUCATION
College and/or university, major, area of concentration, degree, date of degree.
Thesis and/or dissertation titles.
Educational Honors.

5. POSTDOCTORAL TRAINING OR SPECIAL EXPERIENCE, AND HONORS RECEIVED
(Such as appointments for internships, residencies, fellowships, and specialized study.)
Honors Received. (Explain the significance of all honors.)

6. PROFESSIONAL PRACTICE/WORK EXPERIENCE (Prior to VCU appointment)

7. ACADEMIC APPOINTMENTS

B. TEACHING

8. TEACHING RESPONSIBILITIES • VCU
Courses and Responsibilities
Thesis Committee Membership
Dissertation Committee Membership
New Courses Developed and Taught
Teaching • Outside VCU Curricula (Visiting educator/artist/professor, choreographer, etc. This may be located alternatively under Continuing Scholarship and Professional Growth).
Teaching Prior to VCU

(Course Documentation in Appendix -- Material may include syllabus, slides, tests, etc.; course preparation materials may be included as a part of the portfolio submitted with the vitae. Information may be grouped under a) Ongoing Course Development; b) Course Enhancements (such as class field trips, guest lecturers, etc.); and c) other topics to clarify content.

C. CONTINUING SCHOLARSHIP AND PROFESSIONAL GROWTH

9. SPECIAL AWARDS, FELLOWSHIPS, GRANTS, AND OTHER HONORS (Explain the significance of all honors.)

10. SIGNIFICANT CREATIVE OR SCHOLARLY ACHIEVEMENTS (Work **created by the candidate**). Including but not limited to:
Abstracts and Papers Presented.
Articles.
Published Books, Monographs and/or Chapters**
Collections (Identify type such as museum, private, corporate, etc.)
Commissions/Professional Practice/Consultantships.
Curator.
Director/Investigator.
Exhibitions.
Exhibition Catalogues.
Gallery Affiliation/Representation.
Performances.
Public Screenings and Broadcasts.

Recordings, Films, and Videotapes.
Reviews.

**See departmental promotion and tenure document for additional information

(Provide a complete list and documentation of work, photographs of work, documentation of shows, copies of reviews or other printed matter, interviews, and letters verifying activities and involvement. Identify juried, invitational, solo, or group experiences. Solo is primarily used to indicate exhibitions, performances, and other activities created entirely by the candidate.)

11. BIBLIOGRAPHY (Writing about the candidate, **not authored by the candidate.**)

Books, Monographs, and/or Chapters.

Articles.

Exhibition Catalogues.

Reviews (of the candidate's work).

Video Documentations.

Citations.

(Provide a complete list and documentation of work and letters verifying activities and involvement. Identify juried, invitational, solo, or group experiences. Solo is primarily used to indicate exhibitions, performances, and other activities completed entirely by the candidate.)

12. EDUCATION TOWARDS PROFESSIONAL GROWTH

(Include relevant advanced academic study beyond department requirements such as continuing education for the enhancement of knowledge. Entries in this category may be listed under section A-4 if the candidate prefers.)

Honors Received.

D. SERVICE

13. SPECIAL AWARDS AND OTHER HONORS (Explain significance.)

14. MEMBERSHIP IN SCIENTIFIC, HONORARY, ORGANIZATIONS AND PROFESSIONAL SOCIETIES

Offices Held. (include responsibilities)

Special Projects.

15. COMMITTEES

(VCU or similar professional institution or organization.)

Offices Held.

Special Projects.

16. ADMINISTRATIVE APPOINTMENTS/EXPERIENCE

17. OTHER RELEVANT SERVICE (Such as service to the community.)
Memberships.
Offices Held.
Special
Projects.

(Include experiences such as activities as a panelist, lecturer, presenter, adjudicator, director [of concert productions, art exhibits], coordinator of professional events etc., as applicable. Identify juried, invitational, solo, or group experiences. List articles, papers, and documents.)

Alternatively, this section could be organized as: Service
to the Profession
Service to the Community
Service to the University
Service to the School
Service to the Department

Verifiable documentation is the core of the curriculum vitae and is essential in order for the review committees to conduct thorough examinations and assessments of the candidate's achievements.

2.1 General Criteria and Criteria Definitions for Tenured, Tenure-Eligible, and Term (non-tenure) Faculty Members

Criteria for evaluating the candidate's eligibility for promotion and tenure are (1) appropriate credentials and experience, (2) demonstrated continuing scholarship and professional growth, (3) demonstrated quality in teaching, and (4) demonstrated service to the university, school, department, profession, and broader community.

These criteria are useful as a basic means of evaluation. The candidate's evaluation should be seen as a process whereby unique qualities and contributions are examined. The evaluation must recognize the development of careers in which individual qualities, creative work, and professional growth are self-directed in accordance with individual work plans.

A. Appropriate Credentials and Experience

The candidate must hold the appropriate terminal degree or its equivalent. The Master of Fine Arts degree is the appropriate degree. Factors to be considered for equivalency to the M.F.A. degree may include (but are not limited to) the following: recognition in his/her field, exhibition record, creative work, teaching experience, publications, and/or additional qualifications that may fulfill a special need in the department.

When a candidate without the terminal degree is considered for hiring, a majority of the continuing, tenured faculty, search committee, and dean shall meet with the department chair to determine whether equivalency is held and, if so, what qualifications of that candidate constitute that equivalency. The determination of equivalency shall be documented at the time of hiring and placed in the faculty member's permanent file.

Faculty assignments and position of the candidate shall be commensurate with the candidate's background and experience.

B. Continuing Scholarship and Professional Growth

The candidate's continuing scholarship, professional growth, and research/creative activities are prerequisites for promotion and tenure and must be evaluated as either excellent, very good, satisfactory, or unsatisfactory in accordance with the criteria stated in the VCU Arts *Faculty Promotion and Tenure Policies and Procedures*.

Exhibition of creative work is analogous to publication in other fields and is a significant indicator of the candidate's contribution to the body of knowledge within the discipline. Research/creative activities should demonstrate an ongoing commitment and contribution to the discipline reflecting high standards of quality and competence. These activities are considered central to the professional and intellectual life of each faculty member. The significance of these activities may be established in the following ways, among others:

- Peer evaluations by colleagues within the profession who are not necessarily associated with this University
- Assessments of participation in exhibitions, performances, conferences, and professional associations where such participation contributes to the field
- Evaluation of publications, presented papers, seminars, creative activities, and consulting

Sufficient quality and quantity indicating a pattern of accomplishment is necessary. Distinction between local, regional, national and international achievements must be documented. Activities receiving national or international recognition are given greater weight than activities of more limited significance. Distinction must be made regarding the process of selection (i.e. juried, non-juried, invitational, solo or group) when assessing exhibition and publication activity.

C. Teaching

Demonstrated quality in teaching is essential for promotion and tenure and must be evaluated as either excellent, very good, satisfactory, or unsatisfactory. The candidate is evaluated according to the criteria listed in the VCU Arts *Faculty Promotion and Tenure Policies and Procedures*. Candidates must be allowed to develop teaching methods that incorporate their own creative involvement, since the making of art and therefore the teaching of art reflect individual experience and subjective attitudes as well as objective criteria.

Data used to substantiate the quality of Teaching should be derived from a variety of sources including:

- Cumulative student evaluations
- Student and advisee surveys and letters of support in either paper or electronic form from current students and alumni
- Assessments of candidate by colleagues (required)
- Syllabi, course materials, and documents produced or developed by the candidate
- Documented efforts to approve teaching effectiveness
- Documentation of curricular innovations or new courses
- Extracurricular activities
- Documentation of student and alumni accomplishments in courses and beyond VCU

D. Service

The criteria for evaluating service are stated in the school's *Faculty Promotion and Tenure Policies and Procedures* and must be rated as either excellent, very good, satisfactory, or unsatisfactory.

Professional service in the area of the candidate's expertise is given primary consideration. Four general categories are reviewed:

- Service to the profession, such as membership or holding office in professional associations and societies, and professional adjudications
- Academic service within VCU, such as work on committees, and overseeing programs
- Administrative service for those individuals holding administrative positions such as chairs, directors, or deans
- Community service where the candidate applies professional expertise to the broader community, such as work on committees, administering programs, consulting, lectures, or workshops

2.1.1 Application of Criteria and Criteria Ratings for Tenured, Tenure-eligible and Term (Non-tenure) Faculty

Refer to SOTA.

2.1.1. A Ratings for Promotion

Refer to SOTA.

2.1.1. B BASIC CRITERIA FOR PROMOTION AND TENURE

	Assistant	Associate	Professor
Excellent*		1	2
Very Good	1	2	1
Satisfactory	2		

* Ratings of Excellent must be in the area(s) of Teaching and/or Scholarship and Professional Growth

Appointment, Promotion to Assistant Professor

Promotion to assistant professor requires suitable preparation and experience in the discipline, satisfactory performance of all academic duties, and demonstrated potential for further professional development in teaching continuing scholarship and professional growth and service. From among the criteria of teaching, continuing scholarship and professional growth and service, the candidate for assistant professor must be ranked at least "satisfactory" on two of these criteria and at least "very good" on one of these criteria.

Appointment, Promotion and/or Tenure to Associate Professor

Promotion to associate professor requires a terminal degree or equivalent, a sustained, demonstrated pattern of accomplishments in the areas of teaching, continuing scholarship and

professional growth, and service. Candidates for the rank of associate professor must have achieved sufficient quality and quantity of sustained endeavors which enable them to be judged as (1) effective, conscientious, and impartial teachers, (2), creative, independent, and productive artist/researchers, and (3) individuals who have produced meaningful service. From among the criteria of teaching, continuing scholarship and professional growth, and service, the candidate for associate professor must be ranked "excellent" in either Scholarship and Professional Growth or in Teaching and at least "very good" in the other two areas. Candidates must be effective researchers and teachers and show a pattern of accomplishment in scholarship that indicates progress toward a national or international reputation in their discipline.

Appointment, Promotion and/or Tenure to Professor

Promotion to Professor requires a terminal degree or equivalent. Promotion to this rank is a significant achievement that demonstrates exceptional contributions in teaching, continuing scholarship and professional growth, and service. Promotion to Professor shall be reserved for those who have been recognized nationally by their peers for their professional achievements. From among the criteria of teaching, continuing scholarship and professional growth, and service, the candidate for professor must be ranked "excellent" in Scholarship and Professional Growth and also in Teaching and at least "very good" in Service.

Candidates must be effective researchers and teachers and show a pattern of distinguished accomplishment in scholarship that indicates progress toward a national or international reputation in their discipline. When rank of Professor is being considered, the candidate's national or international peer recognition may be documented in the following ways, among others:

1. Exhibitions in prestigious museums and galleries
2. Grants, fellowships, awards, prizes, commissions and other honors of substantial consequence
3. Representation of work in significant public and/or private collections
4. Books or articles in respected professional journals written by, or about the candidate
5. Presentations of papers or workshops at national professional conferences
6. Election to office in a national professional organization
7. Reviews by critics and/or writers having national prominence
8. Assessments by external evaluators stating that the quality of the candidate's work is equivalent to other work being presented at a national level
9. Significance of the credentials of the external evaluators

2.1.2 Application of Criteria and Criteria Ratings for promotion for Term (non-tenure) Faculty

In general, criteria for promotion of collateral faculty are the same as those established by the guidelines for tenure track faculty, except that the special mix of duties assigned shall weight the collateral faculty member's efforts. An initial description of the criteria for promotion of collateral faculty shall be agreed upon in writing at the time of hiring by the collateral faculty member and the department chair.

If the duties of a collateral faculty member change upon renewal of the contract, annually, or at the end of a multi-year contract, the collateral faculty member and the department chair will agree

upon any changes in writing. It is the duty of the chair to initiate and establish these agreements in both instances.

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.

3.0 Defining Appointments

All faculty appointments shall be either tenured, probationary (tenure-eligible), term (non-tenure) or adjunct (non-tenure). Adjunct (non-tenure) appointments are part-time. All other appointments shall be full-time and either tenured, probationary (tenure-eligible), or term- (non-tenure). Refer to SOTA Policies and Procedures for further information.

3.2 PROBATIONARY (TENURE ELIGIBLE) APPOINTMENTS

Tenure eligible status applies to faculty members who hold positions that have been approved by the dean and the department chair as tenure eligible positions.

Probationary appointments at the rank of assistant professor are reviewed in the spring semester of the third year. This process shall begin in November of the candidate's third year of appointment. At this time the candidate shall meet with the department chair to review the mid-term process and to address the candidate's questions. In consultation with the candidate, the chair shall appoint a committee of three tenured faculty members, which can include a tenured faculty member from a related department as appropriate.

By early January (refer to the school's annual *Promotion and Tenure Timeline*), the candidate shall provide the committee with:

1. A current *curriculum vitae*
2. Class syllabi
3. Support materials for the areas of scholarship and professional growth, teaching, and service, as appropriate to the department
4. A statement outlining activities intended for the remaining three years before tenure review in the areas of teaching, service and scholarship and professional growth

The committee shall request additional materials as needed, including peer evaluations, teaching evaluations, and individual work plans and should obtain first hand information in all areas whenever possible.

The committee shall review the materials and meet with the candidate. This meeting shall afford the opportunity for a discussion of the candidate's work and understanding of the mission of the department. The candidate should be prepared to ask questions related to progress.

By mid-April (refer to the school's annual *Promotion and Tenure Timetable*), the committee shall submit a final report to the department chair evaluating the candidate's progress toward tenure using the criteria and standards stated in the *Painting and Printmaking Department Faculty Promotion and Tenure Policies and Procedures*. The committee should not make comments in the report or discussions with the candidate that could be construed as promises. The committee's report and recommendation either for continuing probation or for termination shall

then be forwarded to the chair.

The department chair shall use the review committee's report to counsel the faculty member regarding his or her progress. The committee report shall be noted in the chair's annual report to the dean. The final report and other documentation shall remain in the department as part of the candidate's permanent file. All materials provided by the candidate shall be returned to the candidate.

The department chair, the reviewing faculty of the department, or the candidate may request an accelerated review for a recommendation to grant tenure one time before the normal review occurring at the end of the probationary period, in accordance with the guidelines in the school's *Faculty Promotion and Tenure Policies and Procedures*.

3.4 CONTINUING REVIEW OF FACULTY

Continuing review of faculty is part of the promotion and tenure process. Faculty members in the Painting and Printmaking Department are evaluated annually in keeping with the school's *Faculty Promotion and Tenure Policies and Procedures* and the university's *Faculty Roles and Rewards Policy*. At the beginning of each academic year, each faculty member develops a written individual work plan in consultation with the department chair. The work plan allows flexibility in distributing effort among the areas of continuing scholarship and professional growth, teaching, and service, while still providing collective support of department, school, and university missions. Individual goal setting and evaluation does not preclude the quality expectations of teaching, research and service contributions of faculty. The individual work plan establishes basic criteria for the annual written evaluation by the chair of the faculty member's work.

7.0 ACADEMIC REVIEW PROCEDURES FOR PROMOTION AND TENURE

Refer to the school's *Faculty Promotion and Tenure Policies and Procedures*

7.1 PROMOTION AND TENURE INITIATED AT THE DEPARTMENTAL LEVEL

A department peer review committee appointed by the department chair conducts the initial review of candidates for tenure and/or promotion, in keeping with the school's *Faculty Promotion and Tenure Policies and Procedures*. Additional guidelines for peer review in the Painting and Printmaking Department are as follows:

A. Notification of the Candidate and Establishment of the Committee

Before the end of the previous academic year, the department chair shall notify the candidate of the deadline for submitting the curriculum vitae and supporting materials and of the names of the peer review members. For promotion to the rank of Professor, the candidate must notify the department chair of the intent to pursue promotion before early February of the previous academic year (refer to the school's annual *Promotion and Tenure Timetable*).

The candidate has the right to challenge any member of the committee for cause, following the procedures described in the school's *Faculty Promotion and Tenure Policies and Procedures*.

The department chair then sends a letter of notification to the candidate and the members of the peer review committee informing them of the names of the committee members and the deadline for the committee to submit its final report to the department chair. Members selected to serve on the peer review committee may ask to be disqualified if there are substantive reasons why they

cannot serve. Notice to this effect must be given to the department chair in writing, within five working days after notification.

B. Peer Review Committee Membership

The peer review committee is appointed by the department chair and shall consist of four tenured faculty members and one graduate student, Three tenured faculty from within the department and one tenured faculty from outside the department. The candidate should not be a member of the student's graduate committee and the student should not be in a class taught by the candidate while the review is in progress. All members of the committee, including the student member, are voting members. The department chair appoints the peer review committee chair and attends the first meeting to charge the committee with its responsibilities. All votes shall be by secret ballot.

C. Committee process

At the first meeting of the peer review committee, the peer review committee chair shall:

1. Oversee the election of a secretary who shall record the minutes and document all committee proceedings
2. Discuss with the committee its responsibilities, the schedule of the meetings including an interview with the candidate, the timetable for the review process, the candidate's materials, and the need for confidentiality. Candidate materials include, but are not limited to, curriculum vitae information, peer evaluations, student evaluations, alumni evaluations, external reviews, and letters solicited by the committee.
3. Assign tasks and establish deadlines

D. Candidate Materials

The candidate must create a portfolio, which shall include materials documenting continuing scholarship and professional growth, teaching, and service. The supporting materials are due before the beginning of the Fall Semester. (Refer to the school's annual *Promotion and Tenure Timetable*.) All materials should be professionally presented, with appropriate labeling, description, and chronology. These materials shall include, but shall not be limited to:

1. A current annotated *curriculum vitae*, which corresponds to the approved School of the Arts format
2. Teaching materials, to include course information such as syllabi, outlines, objectives, policies, examples of handouts or teaching aids, and tests
3. Evidence of professional growth, scholarly and/or creative activity, which may include, but not limited to, photographs, digital images, CD/DVDs, reviews, exhibition catalogs, and publications
4. A list of teaching responsibilities and documentation of teaching excellence, e.g., awards, letters, from students, or other forms of recognition
5. The names and addresses of colleagues from previous positions, if needed, and from within the professional community
6. Evidence of contributions in the areas of continuing scholarship and professional growth, teaching, and service, and persons to contact for verification of such
7. Provide names (professional associates, colleagues, students, advisees, alumni) and contact information (email addresses) for verification of contributions in the areas of

- continuing scholarship and professional growth and teaching
8. A list of potential external evaluators
 9. Supportive statements may be provided by the candidate to accompany any materials in the tenure and/or promotion package. An artist statement and teaching philosophy may be submitted, as may any cover statement addressing broader goals and accomplishments within the context of VCU employment.

E. External Evaluation

External evaluation is an integral part of the review process for tenure and promotion in rank. A minimum of three external evaluators shall review the candidate's continuing scholarship and professional growth and/or service. In the case of promotion to professor, the external evaluators shall be asked to assess whether or not the candidate's work is of a quality equivalent to other work being presented on a national level. Evaluators are not to make recommendations for or against promotion and tenure.

Evaluators shall be selected from a list compiled by the departmental peer review committee, including names of potential evaluators recommended by the candidate. At least one of the candidate's choices shall be included in the final selection. Prior to confirming the final list of external evaluators, the peer review committee chair shall contact each to ascertain willingness to participate and to meet committee deadlines.

Once the candidate has been notified of the selection, he or she has the right to object to the choice of an external evaluator by notifying the committee in writing, within five working days, of the reason why an evaluator should be excluded. The committee shall consider any objection and select another evaluator if it finds the objection valid. Should the committee choose to retain the evaluator, the candidate's letter of objection shall be included in the committee's final report.

Evaluators should be selected for their distinguished achievement in the candidate's field or related field. Evaluators shall be asked to provide *curriculum vitae*. Academic external evaluators shall be at a rank equal to or higher than the rank for which the candidate is being reviewed. The significance of evaluator's credentials may be used in establishing the candidate's national recognition for the rank of professor. The peer review committee and department chair should state, in final reports, the qualifications of external evaluators and their position within the profession

The candidate shall prepare separate packets of materials to be sent to each of the external evaluators. Each packet should include the candidate's *curriculum vitae* and documents pertinent to the evaluator's assessment of professional accomplishments. Documentation refers to examples of the candidate's work: e.g. digital portfolio, photographs, articles, reviews, publications, etc. The packets of supporting materials for the external evaluators are due before the end of the Spring semester (refer to the school's annual *Promotion and Tenure Timetable*). The peer review committee chair then forwards the packets to each evaluator along with a cover letter.

In addition to the recommended individuals who shall respond to requests for evaluation of the candidate's work, other sources which might constitute external evaluation include reviews of exhibitions and performances, inclusion in juried shows of professional significance, publication of juried papers and articles, and exhibition of work in galleries and museums which result from careful review of the candidate by professionals in the field. The stature of these publications carrying reviews or of institutions exhibiting work may be used to establish the candidate's national recognition toward the rank of professor.

F. Peer Review Committee Final Report

The peer review committee shall conduct a substantive evaluation of the candidate's record and performance, have the option to interview the candidate, and submit in writing a complete report of its proceedings. The peer review committee shall keep its findings confidential. The final report shall include the following:

1. Cover sheet showing the final vote
2. Introduction
3. Summation of the review, evaluation of the candidate, and recommendation regarding promotion and/or tenure
4. Signature sheet with names and ranks of committee members, together with the recommendation and the numerical results of the secret ballot for or against promotion and /or tenure
5. External evaluation
 - a. Credentials of external evaluators
 - b. Evaluations of the candidate
 - c. Committee summary
6. Candidate's *curriculum vitae* and annotation
7. Department promotion and tenure policy and procedures
8. Peer review subcommittee reports
 - a. Appropriate Credentials and Experience
 - b. Continuing Scholarship and Professional Growth
 - c. Teaching
 - d. Service
9. Approved minutes of all meetings
10. Appendices
 - a. Sample letters and/or evaluation forms sent out for assessment of candidate (external evaluators, students, university peers, professional associates, alumnae, and others)
 - b. Responses to letters and forms
 - c. Student evaluation tabulations
 - d. Student evaluations for each semester of teaching
 - e. Candidate's individual work plans and annual reviews
 - f. Candidate's support material
 - g. Other pertinent material

7.12 DEPARTMENT CHAIR

After receiving the final report from the peer review committee, the department chair shall review the report using the department's *Faculty Promotion and Tenure Policies and Procedures* as a reference. The department chair may request supplementary material as needed. The department chair shall confirm the qualification of external evaluators and their positions within the profession, add a written recommendation, and forward the recommendation, the peer review

committee report, and the candidate's materials to the School of the Arts Promotion and Tenure Committee by the date established in the school's annual *Promotion and Tenure Timetable*.

7.2.1 Peer Evaluation of School Level Tenure-eligible or Term Faculty

In general, criteria for promotion of term faculty are the same as those established by the guidelines for tenure track faculty, except that the special mix of duties assigned shall weight the term faculty member's efforts. An initial description of the criteria for promotion of term faculty shall be agreed upon in writing at the time of hiring by the term faculty member and the department chair.

If the duties of a collateral faculty member change upon renewal of the contract, annually, or at the end of a multi-year contract, the collateral faculty member and the department chair shall agree upon any changes in writing.

It is the duty of the chair to initiate and establish these agreements in both instances. Refer to the SOTA policies and procedures for peer evaluation of term faculty. Note that the peer review committee for term faculty must include at least one term faculty member.

11.2 POST-TENURE REVIEW

All tenured faculty, including administrative faculty, are evaluated annually, using the established guidelines of the school's *Faculty Promotion and Tenure Policies and Procedures*. The annual evaluation examines the faculty member's performance in light of expected contributions as established previously using the university's *Roles and Rewards Policy*. See also **CONTINUING REVIEW OF FACULTY** in this document.

1. 12.0 PROCEDURES FOR REVIEW AND AMENDMENT OF THIS DOCUMENT

Amendments to the Painting and Printmaking Department's *Faculty Promotion and Tenure Policies and Procedures* may be initiated to bring it into compliance when changes occur in school and university documents. Any tenured or tenure-track members of the Painting and Printmaking faculty may also initiate amendments upon petition. Amendments must be approved by a majority of tenured or tenure-track Painting and Printmaking faculty and shall take effect in the academic year following successful review by the School of the Arts Promotion and Tenure Committee.

Revised document approved by Department of Painting & Printmaking:

March 29, 2016