

**Department of Kinetic Imaging
Faculty Promotion and Tenure
Policies and Procedures
Version Approved: 04/4/2016**

<https://arts.vcu.edu/wp-content/uploads/2020/02/VCUarts-PT-PoliciesAndProcedures.10.19.15.pdf>

Mission statement:

Kinetic Imaging is a program for students who want to work in areas traditionally referenced as video, sound or animation art. Critical thinking and innovation are key skills developed as the historical definitions of media art are constantly reexamined due to ever-evolving technological possibilities. Students develop the technical skills required for professional work in a variety of media industries and learn critical thinking and observation, creative self-expression, and the contemporary application and significance of media art.

Policy Statement and Purpose; current University and School policies, except as supplemented below.

Who Should Know This Policy; current University and School policies

**FORMAT for the CURRICULUM VITAE;
current School policy**

Procedures

1.0 Goal, Objectives and Authority

1.1 Goal; current University and School policies

1.2 Objectives; current University and School policies

**1.3 Relationship of Schools and Departments to University Promotion and Tenure Policy;
current University and School policies**

1.4 Appointing Authority; current University and School policies

2.0 Faculty Ranks and Appointments; current University and School policies

2.1 General Criteria and Criteria Definitions for Tenured, Tenure-eligible, and Term (non-tenure) Faculty Members; current University and School policies

In addition to the policies and procedures set forth in this document, all candidates for promotion and/or tenure should be familiar with the contents of each of the following documents:

- VCU Faculty Promotion and Tenure Policies and Procedures,
- VCU Policy on Annual Assessment of Faculty Performance,
- VCU Faculty Roles and Rewards Policy,
- School of the Arts Promotion and Tenure Policies and Procedures.

If the department document is silent on a topic, the school and university documents shall apply.

2.1.1 Application of Criteria and Criteria Ratings for Tenured, Tenure-eligible and Term (Non-tenure) Faculty; current University and School policies

2.1.1.A Ratings for Promotion; current University and School policies

2.1.1.B Basic Criteria for Promotion and Tenure; current University and School policies

2.1.2 Application of Criteria and Criteria Ratings for promotion for Term (Non-tenure) Faculty; current University policy

"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 term faculty member change upon renewal of the contract, annually, or at the end of a multi-year contract, the term 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".

2.2 Departmental Criteria for Tenured, Tenure-eligible and Term (Non-tenure) Faculty Member; current University policy

2.2.1 Appropriate Credentials and Experience; current University and School policies

2.2.2 Continuing Scholarship and Professional Growth

The Department of Kinetic Imaging is a fine arts department made up of faculty and students who take interest in video, animation, and sound, as well as art that investigates and integrates new and emerging technologies. The venues in which these works are presented include traditional spaces, such as museums, galleries, film/video and animation festivals, live music and performance stages, as well as new and emerging spaces including, but not limited to, public art locations, new media conferences, the World Wide Web, and other related venues as appropriate to the individual's practice. Kinetic Imaging is a field that is never static, as the ideas, technologies, and platforms are constantly undergoing change, reinvention, and transformation. We evaluate excellence by peer review, external evaluation, and social and/or cultural impact.

2.2.3 Teaching; current University and School policies

2.2.4 Service

Service refers to activities contributing directly or indirectly to the development of the profession, department, school, university or community. Such activities may be solicited or unsolicited, paid or unpaid. In assessing service for promotion and tenure, emphasis shall be placed on the range and significance of the candidate's contributions.

The candidate shall submit to the chair of the Peer Review Committee a list of names and contact information of persons (within and outside the university) competent to comment on or assess his/her contributions.

2.2.5 Ratings for Tenure and Promotion to Associate Professor

Scholarship:

Candidates achieving a rating of excellent in this category shall have presented a record of substantial scholarly and publication activity. That work shall have been judged of superior quality and shall promise to have a tangible impact on the candidate's field.

Candidates achieving a rating of very good shall have been consistently active in their research, resulting in significant publication and suggesting the likelihood of future accomplishments and enhanced professional standing.

Candidates achieving a rating of satisfactory shall have demonstrated an aptitude for scholarship and publication that has as yet attained minimal recognition in terms of publications (either in print or in press).

Teaching:

Candidates achieving a rating of excellent in this category shall have demonstrated a high level of performance in the classroom, effectiveness in supervising independent work (directed research courses, MA qualifying papers, and dissertations), and presented evidence of commitment to improving educational practices, such as course development and other appropriate activity.

Candidates achieving a rating of very good shall have demonstrated a clear commitment to and a consistent record of effective performance in the instructional role.

Candidates achieving a rating of satisfactory shall have demonstrated dutiful and reasonably effective performance of their teaching responsibilities.

Service:

Candidates achieving a rating of excellent in this category shall present a record of superior performance in and leadership potential for significant service activities in more than one arena (departmental, institutional, academically related community, and professional).

Candidates achieving a rating of very good shall have demonstrated conscientious and effective work in appropriate service activities.

Candidates achieving a rating of satisfactory shall have demonstrated basic competence in the performance of service obligations.

2.2.6 Ratings for Promotion to Full Professor

Scholarship: current University and School policies

Teaching: current University and School policies

Candidates achieving a rating of very good in this category shall have a sustained record of effective classroom performance as evidenced by student evaluation results, peer assessments, and contributions toward the ongoing success of the department's instructional mission.

Candidates achieving a rating of satisfactory shall have demonstrated competent, professional, and reasonably effective performance of their teaching responsibilities.

Service:

Candidates achieving a rating of excellent in this category shall possess a sustained and superior record of departmental, school, university, professional, and/or academically-related community service. It is expected that a candidate shall have been active in a number (but not all) of these arenas.

Candidates achieving a rating of very good shall have an ongoing record of effective service in the department, to the university, and to the larger professional community.

Candidates achieving a rating of satisfactory shall have a record of willing and competent performance of assigned service obligations within the university, and evidence of service to the professional community outside the university.

3.0 Defining Appointments; current University and School policies

3.1 Tenured Appointments; current University and School policies

3.2 Probationary (tenure-eligible) Appointments; current University and School policies

3.2.1 Alterations of the Typical Probationary Period; current University and School policies

3.2.1.1 Expedited Reviews; current School policy

3.2.2 Extensions of the Initially Agreed Upon Probationary Period; current University and School policies

3.2.3 Evaluation of Probation for Tenure-Eligible Faculty

A third year or interim review of tenure-eligible faculty shall be held to assess the progress of the candidate and to discuss activities relative to their forthcoming review for promotion and tenure. The primary purpose of this review is to provide mentoring of the junior faculty by senior, tenured faculty.

For a traditional candidate with a six-year probationary period, this process shall begin in November of the candidate's third year of appointment. For other probationary periods, the review shall begin no earlier than the halfway point of the candidate's probationary period. At

this time the candidate shall meet with the Department Chair to review the mid-term review process, and to address the candidate's questions. During this meeting, the candidate can suggest specific members for the review committee.

By January 20th, the candidate shall submit current curriculum vitae, class syllabi, annual work plans, annual reports, and support materials for the areas of Continuing Scholarship and Professional Growth, Teaching, and Service. The candidate shall also provide a narrative review of activities since initial appointment as well as activities intended for the remaining years before tenure review, in the areas of Continuing Scholarship and Professional Growth, Teaching, and Service.

The Chair shall charge a committee of three tenured faculty members, which can include a tenured faculty member from a related department as appropriate. This committee shall convene in February to review the candidate's materials. Minutes shall be kept of all meetings associated with the review process.

The committee shall review the materials and meet with the candidate. This meeting shall afford the opportunity to discuss the candidate's work, his/her understanding of the mission of the Department, and to review the candidate's job description. The candidate should be prepared to ask questions relating to his/her progress. The committee should not make prescriptive comments or remarks that could be construed as promises.

The committee shall prepare a final report that is submitted to the Department Chair and to the candidate no later than April 30. The Chair shall use the committee report to advise the candidate and shall write a separate report of that advising meeting.

The committee report and report from the Chair remain in the department as part of the candidate's permanent file.

3.2.3.1 Probationary Review ; current University and School policies

Teaching:

Service; **current University and School policies**

3.2.4 Linkage; current University policy

3.3 Transition between Tenure Track Positions and Term Appointments; current University policy

3.4 Continuing Review of Faculty

At the beginning of each academic year every department faculty member, in consultation with the departmental chair, shall determine in writing an individual work plan for the year which sets forth the specific percentages of the faculty member's efforts with regard to Continuing Scholarship and Professional Growth, Teaching, and Service. At the close of each academic year, the faculty member's written self-evaluation shall be presented to the department chair whose own evaluation and ranking of the faculty member's performance shall be discussed with the faculty member at the outset of the following academic year. The annual evaluation shall be in writing.

3.5 Honorary Titles; current University policy

3.6 Administrative Titles; current University policy

3.7 Notice of Appointments; current University policy

3.8 Joint Appointments with Non-University Agencies; current University policy

4.0 University Promotion and Tenure Policy Review Committee; current University policy.

4.1 Committee Composition; current University policy.

4.2 Committee Duties; current University policy.

5.0 School of the Arts Promotion and Tenure Committee; current University and School policies.

6.0 University Appeal Committee; current University policy

6.1 Committee Composition; current University policy

6.2 Committee Duties; current University policy

6.3 Committee Training; current University policy

7.0 Academic Review Procedures for Promotion and Tenure for Tenured, Tenure-eligible and Term (Non-tenure) Faculty Members

7.1 Promotion and Tenure Initiated at the Department Level

Set up by the department chair, the Peer Review Committee shall be composed of three tenured faculty members within the Department of Kinetic Imaging, one tenured faculty member from outside the department, and one graduate student majoring in Kinetic Imaging, but not at that time enrolled in any course work with the candidate. The chair of this committee shall be appointed by the department chair. All members of the committee shall have voting rights. In the event the department does not have three tenured faculty, a tenured faculty member from another department in the university shall be substituted.

After being notified of the composition of the committee, the candidate has the right to challenge any member for just cause; such a challenge must be made in writing within five working days from the date of notification. A faculty member may decline to serve on the committee, if there is a good reason for doing so. If a challenge or self-disqualification is warranted, the department chair shall replace the member. Should the department chair reject the challenge by the candidate, the reason for doing so must be communicated to the candidate in writing. Although it should remain confidential (between the department chair and the candidate) any communication concerning the challenge of a committee member should be a part of the department chair's report.

7.1.1 Peer Evaluation; current University and School policies

External Evaluation

Written external evaluations shall be an integral part of the review process for promotion and/or tenure to Associate Professor or Professor. External Evaluators must be recognized authorities in the candidate's field. Persons who have co-authored publications, collaborated on research, or been institutional colleagues or academic mentors/advisors of the applicant should normally be excluded from consideration as outside evaluators.

Four External Evaluators are to be selected from two lists, one submitted by the candidate, and one by the Peer Review Committee. Each list should contain the names of five potential Evaluators and a brief statement about their qualifications and experience. The Peer Review Committee shall select two potential Evaluators from each list, plus an alternate from each list in the event that someone should decline. The candidate must be notified in writing of the committee's selection. Before the Evaluators are contacted, a candidate has the right to object to individual Evaluators appearing on the final list by stating in writing, within five working days from date of written notification, the reasons why an Evaluator should be disqualified. Only the Peer Review Committee shall communicate directly with the four External Evaluators. Initial contact with potential External Evaluators should be made by a telephone call or e-mail to ascertain both their willingness to participate in the process and their ability to meet the deadlines set by the committee.

7.1.2 Department Chair; current University and School policies.

8.0 Administrative Review Procedures for Academic Personnel Actions; current University and School policies

8.1 The Dean; current University and School policies

8.2 The Provost and the Vice President for Health Sciences; current University and School policies

9.0 Appeal Process; current University and School policies

9.1 Grounds for Appeal; current University policies

9.2 Appeal Process; current University and School policies

10.0 The President and Board of Visitors; current University policy

11.0 Procedure for Termination of Employment of Tenured Faculty Members; current University policy

11.1 Reasons for Dismissal; current University policy

11.2 Post-Tenure Review; current University and School policies

11.2.1 Post-Tenure Review Panel; current University and School policies

11.2.2 Assessment of Annual Evaluation; current University policy

11.2.3 Improvement Plan; current University policy

11.2.4 Assessing the Improvement Plan; current University policy

11.3 Dismissal for Cause Procedures; current University policy

11.4 Dismissal for Financial Emergency; current University policy

11.5 Compensation; current University policy

12.0 Procedures for Review and Amendment of this Document

The Department of Kinetic Imaging Guidelines shall be reviewed at least every six years by a committee appointed by the department chair to consist of faculty who are either tenured or hold tenure track appointments. An amendment to the departmental guidelines may be proposed by any eligible faculty member in the Department of Kinetic Imaging faculty. The amendment shall be voted upon by the eligible faculty members. An amendment shall be passed by a majority vote.
