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California State University, Sacramento
Office of Academic Affairs

6000 J Street • Sacramento Hall 230 • MS 6016 • Sacramento, CA 95819
T (916) 278-6331 • F (916) 278-7648 • www.csus.edu/acaf

MEMORANDUM

June 10, 2019

To: Carolyn Gibbs
Department of Art
College of Arts and Letters

From: Steve Perez 
Provost and Vice President for Academic Affairs (Interim)

Subject: Department of Art (AL)
Policy on Appointment, Retention, Tenure and Promotion

Based on the recommendation of the University ARTP Committee as reflected in the June 4, 2019 memorandum from Marlyn Jones, I am pleased to give unconditional approval to the revisions made to the Department of Art ARTP document pertaining to the appointment, retention, tenure and promotion policies and procedures.

The attached document is the official document of record. The Department can operate under the amended policy effective Fall 2019.

SP:cj

cc: Interim Vice Provost Carter
Dean Meyer
J. Kern
M. Jones



Appointment, Retention, Tenure and Promotion Policy Approval Status
Department of Art ARTP Policy and Procedures
Date of the Provost's approval of prior document: October 2004
Date of Unit Faculty Vote: February 28, 2019
Date of UARTP Committee approval: May 6, 2019
Date of Provost's approval of current document: June 10, 2019
Effective Date of Policy: Fall 2019

**Department of Art
College of Arts and Letters
ARTP Policy and Procedures**

Notice: *All citations to University ARTP Policy herein are to the Policy as it stood when the University last approved this document. Subsequent changes to the language and enumeration of University ARTP Policy sections may not be reflected in this document. The reader is therefore strongly advised, and urged to consult the most recently adopted text and enumeration of cited sections of University ARTP Policy posted in the University Policy Manual on the University's website. Any discrepancy between the University policy and this document will be resolved in favor of the Collective Bargaining Agreement and University policy.*

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SECTION I: PROBATIONARY AND TENURED FACULTY

I. 1 Primary (Departmental) ARTP Committee

- A. The ARTP (Appointment, Retention, Tenure, Promotion) committee is responsible for performance review for retention, tenure, and promotion of full-time faculty; for periodic post-tenure evaluation of tenured faculty (at least once every five years); for periodic evaluation of probationary faculty; for periodic evaluation of full-time and part-time temporary faculty (see Part Two); and for applicant review and appointment recommendations regarding part-time temporary faculty (see Part Two).
- B. The primary ARTP Committee shall consist of at least three full-time tenured Art faculty members. (see UARTP Policy 9.08.B)
- C. The Art ARTP Committee shall be elected by nomination and majority vote by the tenured and probationary faculty at the first department meeting of the academic year; its chair shall be elected by the constituent committee members.
- D. The chair shall serve a yearlong minimum term; the constituent members may serve a yearlong term or—in certain cases: i.e. workload, sabbatical—serve a single semester and in such instances the full-time faculty will make the semester-long service decision at the beginning of the academic year (see I.1.C.)
- E. The Department Chair may not serve on the ARTP Committee as a voting member except, as permitted by UARTP Policy 9.03.C (Periodic Evaluation), in connection with the periodic evaluation of full-time temporary faculty (the review of a temporary faculty member with a three-year appointment in the third or final year of the appointment, eligible for reappointment; see Section II.1 of this document). In all cases where the Department Chair does not serve on the ARTP committee as a voting member, the Department Chair must conduct an independent review for retention, tenure and promotion decisions and submit a separate recommendation (per UARTP Policy 9.08.K).
- F. In the absence of a committee member(s), a replacement member(s) shall be elected from the department.
- G. Faculty emeriti, faculty on leave of absence and faculty who have submitted resignations shall not be eligible to serve on the departmental ARTP Committee.
- H. FERP faculty may serve on the committee in the semester(s) in which they teach.

- I. Faculty elected to a secondary ARTP committee may not serve on the Art ARTP Committee.
- J. If three full-time tenured faculty members are not eligible to serve on the Committee, the department shall, with prior nomination, elect full-time tenured faculty members from other departments to serve for that year.
- K. The Art ARTP Committee chair may be responsible for drafting, reviewing, and approving all written recommendations, subject to final review and approval by the remainder of the committee.
- L. All substantive evaluations and final recommendations shall require the participation of all eligible committee members. Decisions shall be made according to a simple majority of the committee. Any committee member may request that a scheduled meeting be postponed for no more than three working days, subject to the approval of the committee chair.
- M. Members of the ARTP Committee are eligible to participate in promotion evaluations and recommendations only if they are of higher academic rank than the faculty under evaluation. If the number of ARTP Committee members eligible to participate in a promotion evaluation drops below two the department shall, with prior nomination, elect a full-time tenured faculty member with the required rank from another department to serve for the purpose of conducting that promotion evaluation and recommendation.

I 2. Appointment of Full-Time Faculty

- A. Hiring Priorities
 - 1. The department chair will collect the data necessary from the department faculty regarding hiring needs. The acquired data will be distributed to all faculty members of the department for their consideration.
 - 2. The Department of Art faculty collectively will determine the hiring priorities. These priorities will reflect the department's goals and philosophies.
 - 3. Hiring priorities will be reviewed at least every two years. In special circumstances, such as personnel turnover, the hiring priorities will be reviewed yearly.

B. Procedures (Appointment/Search Committees)

1. Per the committee model delineated in UARTP Policy 6.06.B, an elected appointment committee, consisting of at least three tenured or probationary (i.e. tenure-track) members of the department shall conduct each tenure-track search and selection. The majority of the committee shall be comprised of tenured faculty when possible.
2. The committee shall consist of at least one person from the teaching discipline of appointment when possible.
3. Per the committee model delineated in UARTP Policy 6.06.B .2, the department chair shall be an ex officio non-voting member of any appointment committee.
4. The appointment committee shall be elected by majority vote of the department at a regular department meeting after the search has been authorized.
5. The search committee's constituent members shall elect the committee chair. An Affirmative Action/Equal Opportunity Representative (AA/EOR) shall be elected from among its tenured and probationary faculty to serve as a voting member for the committee under provision 6.06.C.1.a of the UARTP Policy. The role of the AA/OER is delineated in 6.06.C.2 of the UARTP Policy.
6. If more than one search is conducted at the same time, an eligible faculty member may serve on more than one appointment committee.
7. For purposes of appointment, the department chair will announce the vacancy and the beginning and ending dates of recruitment to the Department of Art faculty.
8. The appointment/search committee shall draft the position announcement, including areas of specialization and areas of competence, along with any other selection criteria, required or preferred. The appointment/search committee shall also initiate recruitment procedures, and do preliminary screening of applicants. It also shall draft the interview and background questions, as well as the search strategy.
9. The appointment/search committee, in conjunction with the Department Chair, shall approve the position announcement, criteria, questions, strategy, etc., and shall be subject to approval by the Dean of Arts and Letters and the Vice President, Human Resources.

10. The appointment/search committee will review applicants' qualifications, conduct applicant and/or reference interviews, and select and rank the applicants. The committee in conjunction with the Art Department Chair will set up the interviews.
11. The appointment committee shall submit a recommended ranked list of preferably at least 4 candidates to the department, which will make the final ranked recommendation to the Dean of Arts and Letters.
12. Prior to transmitting the Department of Art's recommendation for a faculty appointment to the Dean of Arts and Letters, the department chair (or AA/EOR) will ensure that all CSUS, affirmative action, and departmental appointment search procedures have been followed.

C. Hiring a Department Chair*

1. In the case of hiring a department chair, the art department will conform to UARTP 6.08 (Appointment to a Faculty Position with the Duties of Department Chair).
2. 3-year contract temporary faculty teaching during the semester in which the election occurs shall be afforded a full vote. All other temporary faculty members shall each be apportioned a 0.25 vote for each course taught during the semester in which the election occurs, not to exceed one vote. The total number of votes cast by all temporary faculty shall not exceed 50% of the total vote.

*Regarding periodic selection of a department chair, see the University's Department Chairs Policy (President's Memorandum 89-14 or updated equivalent).

I. 3. Personnel Action File

- A. A Personnel Action File for each probationary and tenured member of the department shall be maintained in accordance with Section 4.08 (Personnel Action File) of University ARTP policy. The file shall be under the custodianship of the Dean of the College of Arts and Letters.
- B. Rights and Responsibilities: Provisions concerning the faculty member's right to submit materials to their file and right of access to the file--including the right to submit a written rebuttal to any material in their Personnel Action File--are contained in University ARTP

policy, Sections 4.03 (Submissions) and 4.05 (Right of Access) respectively. See also Section 4.06 (Confidentiality).

- C. The file shall be updated annually with online or in-class paper student course evaluations of each of the courses taught by the faculty member since their previous evaluation by the department ARTP committee, using the Department's standard student course evaluation form. The department requires in-class paper evaluations for class sizes of 30 students or less. Each faculty member will obtain student evaluations for every class taught each semester. If the course is being taught during summer session for extra pay (not a part of their standard workload), student evaluations are not required.
- D. Though annual evaluative reports of classroom visits are not required by UARTP policy (4.08 Personnel Action File; and 5.05.E.2.d), the Department Chair may require one for probationary faculty--i.e. a written evaluative report by tenured faculty of a pre-announced classroom visit--during a given probationary year. It is recommended that Probationary Faculty members arrange a peer review in one of the classes for which student evaluations are submitted.
- E. In the event of a classroom visit, the procedure shall conform to UARTP 5.05.E.2.d, and CBA 15.14 (Classroom Visits).
- F. Contents of the Personnel Action File [See UARTP Policy 4.08 Personnel Action File]
 - 1. Any signed written communication may be placed in the Personnel Action File by the Dean of the College of Arts and Letters who is the file custodian and is responsible for placing material in the Personnel Action File with the knowledge of and after appropriate discussion with the faculty member (no unsigned communications will be placed in the file; a copy of material to be placed in the file will be given to the faculty member at least five days prior to such placement).
 - 2. The Personnel Action File shall contain the following material submitted by the custodian of the file: record of location of other files; access log; appointment letter and other relevant appointment information; results of student evaluations; written student comments; peer evaluations, if any; all evaluations/recommendations.
 - 3. The Personnel Action File shall contain the following materials submitted by the faculty member: current resume; index to materials submitted in evidence of teaching performance (5.05 E), scholarly or creative achievements (5.05 F); contributions to the institution (5.05 G); contributions to the community (5.05 H), any other pertinent material.

I. 4. Working Personnel Action File (WPAF)

- A. The content and procedures for creating the Working Personnel Action File (WPAF) shall accord with Section 4.08D of University ARTP policy, as well as the guidelines prescribed by the College of Arts and Letters.
- B. Preparation and use of WPAF files:

Each faculty member (not the Department Chair) has the responsibility of establishing and maintaining a WPAF of professional information that shall be submitted by the faculty member at the appropriate time for use in evaluation for retention, tenure, and promotion. Material to complete this file is kept by the faculty member until it is prepared for review. The development of the WPAF is the responsibility of each faculty member. The Art Chair shall alert faculty in advance of the time when the files may be requested and will offer guidance to faculty as to the manner, quality, and compliance expected of the WPAF.

The faculty member shall meet with the Department Chair to assemble the WPAF in the manner described in the A&L ARTP Instruction Booklet--consult appropriate sections of the latest edition of the A&L ARTP Instruction Booklet.
- C. The WPAF contains the following documentation: Access Log; Verification of WPAF contents; CV; Current Evaluations; ARTP History; Faculty Development Plan; and Indices (consult appropriate sections of the latest edition of the A&L ARTP Instruction Booklet.).
- D. See College Policy on Working Personnel Action Files for other requirements.

I. 5. Criteria of Appointment

- A. Persons recommended for probationary appointment must normally have an earned doctorate or MFA degree. Exceptions are permitted where adequate reason exists in the judgment of the department ARTP committee, but such persons must be notified that completion of the doctorate or MFA within a specified period of time is a condition of their employment.
- B. Completion of the doctorate or MFA is a condition of tenure and/or promotion.
- C. Evidence of teaching effectiveness (or promise) and of scholarly and/or creative achievement (or promise) are the primary criteria for recommendations for appointment. Promise of service to the university and the community will also be relevant factors. See Section 6 below for the appropriate weight to be given to each of these factors.

I. 6. Evaluation Policies: Criteria and General Policy for Retention, Tenure, and Promotion

- A. Criteria for retention, tenure and promotion shall accord with University ARTP policy, Sections 5.01 (Criteria and Qualifications, In General) and 5.05 (Criteria for Retention, Tenure, and Promotion). General evaluation procedures shall accord with University ARTP policy, Sections 9.01 (Evaluation, In General), as well as Section 8.01 (Promotion, In General)—see appendix.
- B. Per UARTP policy, in general, retention decisions in the early years of service rely heavily on a faculty unit employee's preparation and ability, while tenure, promotion and later retention decisions place more emphasis on contribution and performance (UARTP Policy 8.01.B). All criteria, policies, and procedures shall require that the primary emphasis in evaluations be given to teaching performance (UARTP Policy 9.01.K; see also 5.05.D).
- C. In any recommendation for retention, tenure or promotion, the following weights shall be assigned to the various components of the evaluation:
 - 1. Teaching effectiveness shall count 55% based on such evidence as is described in Section 5.05E (Competent Teaching Performance) of University ARTP policy. Consult also appropriate sections of the latest edition of the A&L ARTP Instruction Booklet.
 - 2. Scholarly or Creative Achievements shall count 25%, based on such evidence as is described in Section 5.05F (Scholarly or Creative Achievements), with the greatest weight being given to the candidate's work in art. Consult also appropriate sections of the latest edition of the A&L ARTP Instruction Booklet.
 - 3. Department, College and University service, based on evidence described in Section 5.05H (Contributions to the Institution), shall count 10%. Consult also appropriate sections of the latest edition of the A&L ARTP Instruction Booklet.
 - 4. Community service shall count 10%. See Section 5.05G (Contributions to the Community) of University ARTP policy. Consult also appropriate sections of the latest edition of the A&L ARTP Instruction Booklet. Greatest emphasis shall be given to community contributions directly related to the faculty member's teaching service area.
- D. When there is more than one candidate for promotion to a given rank, the committee may elect to order the candidates for that rank, but need not do so. Ranking, if any, must be approved by a majority of the committee.

- E. Normal Probationary Period and Early Tenure: Per UARTP policy, the normal period of probation is a total of six years of full-time probationary service and credited service, if any. (UARTP Policy 7.01.C, and CBA 13.3 Probationary Period). Early tenure may be recommended in exceptional circumstances, as delineated in Section 5.06 (Early Tenure) of the University ARTP policy.
- F. Early Promotion: Faculty who do not meet the CBA criteria for normal promotion eligibility, but who apply in writing for consideration for promotion, may be so considered if, in the judgment of a majority of the ARTP committee, they meet the criteria specified in Section 5.07 (Early Promotion) of University ARTP policy.
- G. Related Policies on Faculty Leaves shall accord with UARTP Policy 8.02 Faculty Unit Employees on Leaves—see appendix.
- H. University Level Procedures/ Timelines: delineated in UARTP Policy 7.01.D,.O,.P Probation, and 8.01.J Promotion, In General—see appendix.
- I. Joint Appointments (involving two departments): shall accord with UARTP Policy 9.08.D Recommendation Process for Performance Review—see appendix.
- J. Academic-Administrative Appointments: shall accord with UARTP Policy 8.03 Faculty Unit Employees Serving as Administrators.
- K. Voting on Evaluations: shall accord with UARTP Policy 9.08.P (Recommendation Process for Performance Review) and 9.01.U. (Evaluation, In General)
- L. Committee Member Responsibilities: shall accord with UARTP Policy 9.01.S (Evaluation, In General)
- M. Confidentiality: shall accord with UARTP Policy 9.01.V & W (Evaluation, In General).
- N. Chair's Evaluation: see Section I.1.e of this document; shall accord with UARTP Policy 9.03.C (Periodic Evaluation); 9.08.K (Recommendation Process for Performance Review).
- O. Missing WPAF Documents: shall accord with UARTP Policy 9.01.BB Evaluation.

I. 7. Probation and Tenure: Procedural Outline for Evaluation

A. Responsibilities Prior to the Beginning of the Evaluation

1. Prior to the beginning of the evaluation process, the department shall make the evaluation criteria and procedures available to the faculty members to be evaluated, as delineated in UARTP Policy 9.01.F (Evaluation, In General), and CBA 15.3 (Evaluation, General Provisions).
2. At such times as appropriate, in order to meet published university deadlines, the departmental ARTP Committee chair, in consultation with the department chair, shall schedule meetings of the ARTP Committee for the purpose of evaluating faculty for retention and tenure.
3. The faculty members to be evaluated shall, early in the personnel cycle, review their WPAF and ensure that all appropriate data for evaluation by the departmental ARTP Committee are present in the file.

B. The Evaluation

1. Personnel recommendations or decisions relating to retention, tenure, or promotion, shall be based upon the entire material contained in the Working Personnel Action File. If a personnel recommendation or decision is based on reasons not contained in the Personnel Action File, the party making the recommendation or decision shall commit those reasons to writing and this signed written statement shall be placed in the Personnel Action File and provided to the faculty unit employee. (UARTP Policy 9.01.R: Evaluation, In General; see also 4.04.A: Basis of Evaluation)
2. The departmental ARTP Committee shall examine the contents of each candidate's WPAF applying the department's stated criteria. The recommendation for or against retention or tenure shall be based upon the entire contents of these files, and be approved by a majority of the committee. The departmental ARTP Committee shall record its assessment of each candidate's qualifications for retention or tenure according to each of the stated criteria. (UARTP Policy 4.04.C--note on "shall be based on a preponderance of the evidence")
3. Per choice delineated in UARTP Policy 9.03.C .2 (Periodic Evaluation), the department chair shall make a separate evaluation based on evidence in the WPAF. The department chair's recommendation becomes part of the file sent forward to the Dean of the College of Arts and Letters, who will disseminate and make available the evaluation to the faculty member.

C. Notification of Faculty Member of Evaluation Results

Before the recommendation goes forward to the Secondary Committee and subsequent levels of review, it and the Department Chair's recommendation must be made available to the probationary faculty member. Note that these recommendations are disseminated by the Dean's Office; the faculty member does not receive the recommendations directly from the department (see Arts and Letters ARTP Instruction Booklet). The probationary faculty member must be allowed to file a response or rebuttal within ten days following receipt of the recommendation. (UARTP Policy 9.01.X: Evaluation, In General)

D. Arts and Letters ARTP Committee Request for Amended or Amplified WPAF

A WPAF that requires amplification or amendment shall accord with CBA 15.12.b (Evaluation: General Provisions), and UARTP Policy 9.01.B B"

I. 8 Procedural Outline for Evaluation of Faculty for Promotion

A. Committee Responsibilities Prior to Evaluation

1. Prior to the beginning of the evaluation process, the department shall make the evaluation criteria and procedures available to the faculty members to be evaluated. (see UARTP Policy 9.01.F: Evaluation, In General).
2. At such time as is appropriate to meet published university deadlines, the department ARTP Committee chair, in consultation with the department chair, shall schedule and call a meeting (or meetings) of the departmental ARTP Committee to evaluate faculty for promotion in rank.
3. Prior to the meeting (or meetings), members of the departmental ARTP Committee shall examine the contents of each candidate's Working Personnel Action File applying the department's stated criteria. [see section I.6 above, Committee Member Responsibilities: shall accord with UARTP Policy 9.01.S (Evaluation, In General):

B. Responsibilities of Faculty Under Review

1. All faculty members up for promotion shall, early in the personnel cycle, prepare their WPAF and ensure that all appropriate materials for evaluation by the departmental ARTP Committee are present in the file. (UARTP Policy 9.01.P; A&L ARTP Instruction Booklet).
If a tenured faculty member does not wish to be considered for promotion, he/she must so inform the committee through the departmental ARTP Committee chair,

with a copy of the correspondence to the department chair. (A&L ARTP Instruction Booklet, UARTP 8.01.C.; CBA 14.2 - 3).

2. Early Tenure: see section I.6 above; also Section 5.06 (Early Tenure) of the University ARTP policy; see also UARTP Policy 8.01.C: (Promotion: In General)

C. The Evaluation

1. Each evaluation letter shall be approved by a majority of the committee. The departmental ARTP Committee shall arrive at recommendations for promotion based upon the entire contents of the candidate's Working Personnel Action Files. When there is more than one candidate for promotion to a given rank, the committee may elect to order the candidates for that rank, but need not do so. Ranking, if any, must be approved by a majority of the committee. (Sect. I.6 above) The committee will vote by secret ballot. (UARTP Policy 9.01.R: Evaluation, In General; see also 4.04.A & C: Basis of Evaluation)
2. The departmental ARTP Committee shall record its assessment of each qualification for promotion according to each of the stated criteria.
3. The departmental ARTP Committee shall record its votes for its ranking of the candidates. Each peer review committee evaluation report and recommendation shall be approved by a simple majority of that committee.
4. At all levels of review, in periodic evaluation or performance review, before recommendations are forwarded to a subsequent review level, faculty unit employees shall be given a copy of the recommendation (and the written reasons therefore). The faculty unit employee shall have the right to respond or submit a rebuttal statement or response in writing no later than ten days following receipt of the recommendation. A copy of the response or rebuttal statement shall accompany the Working Personnel Action File and also be sent to any previous levels of review. Upon request, the faculty unit employee may be provided an opportunity to discuss the recommendation with the recommending party. This provision shall not require that the timelines be altered. (UARTP Policy 9.01.X: Evaluation, In General) and CBA 15.5

D. The Department Chair's Report

Per choice delineated in UARTP Policy 9.08.K (Recommendation Process for Performance Review), the department chair shall make a separate evaluation based on evidence in the file. Their recommendation becomes part of the file sent forward, and is made available to the faculty member, who shall have ten days to file a response or

rebuttal which shall also become a part of the file. (UARTP Policy 9.01.X: Evaluation, In General)

E. Forwarding the Report to the College Level

1. The Department ARTP Committee shall forward to the College of Arts and Letters ARTP Committee for each candidate for promotion that candidate's Working Personnel Action File, containing any response or rebuttal by the faculty member, and the committee's and the chair's written recommendations.
2. A WPAF that requires amplification or amendment shall accord with CBA 15.12.b (Evaluation: General Provisions), and UARTP Policy 9.01.BB

F. Maintaining Time Schedules

If any stage of a performance review has not been completed within the specified period of time, the WPAF shall be automatically transferred to the next level of review or appropriate administrator for recommendation evaluations and the faculty unit employee shall be so notified.

G. Review at University Level

The materials for evaluation submitted by the faculty unit employee shall be available for review by the president. The written evaluation recommendations and relevant documentation shall be forwarded to the president from each level of review. Any responses or rebuttal statements of the faculty shall also be forwarded to the president. The president shall consider all materials, recommendations, and rebuttal statements and responses submitted, and the availability of funds for promotion. The president shall make a final decision on promotion. (UARTP Policy 8.01.I & J; and 9.08.S)

I. 9. Periodic Evaluation of Tenured Faculty

A. Periodic evaluation of tenured faculty shall accord with University ARTP policy, Section 9.06 (Periodic Evaluation of Tenured Faculty).

B. The purpose of the evaluation is to assist tenured faculty members in maintaining or improving their teaching effectiveness (UARTP Policy 9.06.1 Purpose of Evaluation).

C. Schedule for Periodic Evaluation

Beginning with the fifth year after the last promotion, tenured faculty shall be reviewed by the Department ARTP Committee every five years. The department chair shall conduct an independent evaluation and submit a separate evaluation report. (UARTP 9.06.4.b).

D. Criteria for Periodic Evaluation

The criteria for the periodic evaluation shall include teaching performance. Student evaluations taken since the last evaluation of the faculty member's performance shall be included. The ARTP Committee shall, at the request of the faculty member under review, take scholarly and/or creative activity, contributions to the Department, the College, the University, and the community into account in its review. (UARTP Policy 9.06.4.e).

E. Scope

The periodic evaluation shall be based on the evidence contained in the faculty member's Working Personnel Action File pertinent to the scope of the evaluation as determined by I.7.b.

SECTION II: PROCEDURES FOR APPOINTMENT AND EVALUATION OF PART-TIME AND FULL-TIME TEMPORARY FACULTY

II. 1. ARTP Committee Responsibilities: Temporary Faculty Appointment Recommendations and Evaluation

A. Evaluation of Part-Time Temporary Faculty:

1. Appointment Recommendations:

The department ARTP committee shall carry out review and recommendations for appointment of part-time temporary faculty. Representative faculty members—probationary or tenured—from the department's concentration areas (art history, art education, ceramics, drawing, new media, painting, printmaking, sculpture) may be permitted to review part-time faculty applications in conjunction with the committee and suggest recommendations regarding appointment to the committee members. Tenured faculty members from the representative areas may be permitted to view the WPAF with regard to official business concerning appointment. In such cases, the faculty member must sign the log for the file, in keeping with University ARTP policy [UARTP Policy 4.06: Confidentiality] See Sections II.2 & II.3 below.

2. Periodic Evaluation:

The department ARTP committee shall carry out periodic evaluation of part-time temporary faculty. See Section II.5 (Evaluation of Incumbent Temporary Faculty) of this document.

B. Evaluation of Full-time Temporary Faculty:

Evaluation of full-time temporary faculty shall be carried out by the department ARTP Committee, together with the department Chair, per the choice/alternative provided by

UARTP policy (UARTP Policy 9.03.C .2: Periodic Evaluations)--i.e. The chair does not submit a separate /independent report.

II. 2. Appointment: Applicant Pool

- A. The department shall maintain a pool of qualified applicants from which all recommendations will be made. With regards to incumbent temporary employees, see CBA 12.7 Temporary Appointments.
- B. The applicant pool shall be updated annually, as needed.
- C. The process of updating shall include announcement of anticipated vacancies in the manner normally employed by the University. (UARTP Policy 6.10 Vacancy Announcements)
- D. Incumbent part-time faculty shall be notified in advance of the specific deadline by which they must inform the department of their desire to be considered for subsequent employment.

II. 3. Applicant Review

- A. The committee shall review all current applications on file, name those specifically recommended for hire, and indicate suitable teaching assignments. (UARTP Policy 5.03.A: Selection of applicant from the pool)
- B. The following criteria shall be employed by the committee in the course of arriving at their recommendations:
 - 1. Academic preparation, including degrees earned in the discipline and background specializations.
 - 2. Relevant teaching experience.
 - 3. Relevant professional experience.
 - 4. Recommendations, including those formally submitted by the applicant as well as those developed in conjunction with the review process and those volunteered by other faculty, staff and students.
 - 5. All periodic evaluations of the applicant on file for the previous five years.
 - 6. Any student or peer evaluations of teaching performance submitted by the applicant and included in his or her PAF.

II. 4. Initial Placement of Temporary Faculty

Initial placement of full-time or part-time temporary faculty within one of the lecturer ranges will follow the guidelines in the University ARTP Policy (5.03.B).

II. 5. Evaluation of Incumbent Temporary Faculty

- A. In conformance with UARTP policy (9.04), a periodic review of temporary faculty in the first five consecutive years of their employment shall be conducted annually in the spring semester; the review period will consist of the [immediately] previous two semesters (fall semester, and spring semester of the prior academic year).

In conformance with UARTP policy (9.04.F), a temporary faculty member in the sixth consecutive year of employment, and being considered for a first three-year appointment, shall be reviewed in the spring semester; the review period will consist of all of the previous semesters of employment.

In conformance with UARTP policy (9.04.G), a temporary faculty member with a three-year appointment shall be reviewed for reappointment in the spring semester during the third or final year of the appointment; the review period will consist of the previous six semesters.

- B. The review shall be based on material in the faculty member's Working Personnel Action File, in compliance with University policy. The file shall include:
1. A current and complete curriculum vitae with details regarding teaching specific assignments at other institutions listing upper- and lower-division courses—and with clarity as to the course level: i.e. beginning, intermediate, advanced, etc.
 2. Brief reflective statement regarding teaching during the period under review.
 3. Updated index--a complete chronological outline of all teaching experience for the Art Department
 4. Student evaluations of each course taught by the faculty member during that evaluation cycle, using the Department's standard student course evaluation form. The department requires the use of in-class paper evaluations for class sizes of 30 students or less; electronic forms are otherwise appropriate.
 5. Peer evaluations/in-class visitations, if any: though in-class visitations are not required by UARTP policy (HR Guidelines for Part-Time Faculty Appointment and Evaluation, II.A.4), for both temporary faculty members with a semester or academic year appointment and those faculty with a three-year appointment, the Department Chair may require a peer review--i.e. a report by tenured faculty of a pre-announced classroom visit-- during a given semester or academic year. It is

recommended that Temporary Faculty members (with a semester or academic year appointment) arrange a peer review. Faculty with a three-year appointment shall have the option (in the absence of a required request from the Chair) of whether or not to invite a peer review.

6. Current cycle's appointment letter and evaluation
7. ARTP history
8. Supporting documents--to include course syllabi, teaching aids such as assignment or exam instructions, samples of student exercises, tests, short papers and other materials as appropriate. Studio Art faculty must provide digital images of students' work--see "i" below.
9. Supporting documents--digital images: Faculty who taught Studio Art courses must provide a representative sampling of digital images of work done by students in response to class assignments during the period under review. As the image requirements stipulated below are determined by course (rather than by sections), teaching multiple sections of a particular course during the review period does not subsequently multiply the total image requirement for that course. For example, if a faculty member taught 2 sections of ART 20A and 1 section of ART 123 in a single academic year (whether one or two semesters), the image requirement will be (1) 20 images total from ART 20A; and (2) 20 images from ART 123, for a total of no more than 40 images. For studio courses taught in the review period, provide per the following for each different course taught during the entire period under review (whether one or two semesters):
 - a. All studio courses, except new media art courses listed in (b) and (c): provide no more than 20 digital images of student work per course. Provide a hard copy list identifying each example. The requirement (a) applies to Art 142.
 - b. New media art courses—ART 97 and 198: documentation of no more than 20 student works per course to include both digital and video documentation. Provide a hard copy list identifying each example.
 - c. New media art courses—ART 197, 143, and 147: documentation on no more than 10 student works per course, with a representative screenshot for each video. Provide a hard copy list identifying both videos and screenshots.

Regarding all image documentation delineated above, further specifications are required regarding image format and sizing, method of electronic delivery, and method of online access. Faculty will be informed of these requirements by the department per the timeline specified by UARTP policy.

10. Supporting documents, if any; miscellaneous additional evidence: student messages with substantive comments about teaching, etc.
- C. In assessment of the temporary faculty member's performance, teaching effectiveness during the current appointment period shall be the basis for the evaluation.
- D. Per university policy, evaluations for temporary faculty eligible for a three-year contract, or in the third year of a three-year appointment, shall be rated as either satisfactory or unsatisfactory. Satisfactory ratings may include narrative comments including constructive suggestions for development. (UARTP Policy, 9.04: Periodic Evaluation of Temporary Faculty Unit Employees)
- E. For all temporary faculty, the Department Chair shall conduct an independent review, with the exception of a temporary faculty member with a three-year appointment in the third or final year of the appointment, eligible for reappointment. (see II.1.B above)(see also UARTP Policy: 9.03.D: Periodic Evaluation).
- F. The written report of the evaluation shall be placed in the faculty member's Working Personnel Action File as provided by university policy.
- G. Detailed information on this process may be obtained from the department chair.

II. 6. Range Elevation of Temporary Faculty

- A. While range elevation is not equivalent to promotion, under certain circumstances a temporary faculty may be eligible for elevation. This process is not automatic; it requires review and recommendation.
- B. The Department Chair shall be responsible for informing the temporary faculty member and the committee when a faculty member is eligible for elevation from one lecturer range to a higher range. Per II.6.A above, the temporary faculty member eligible and wishing to be considered for a range elevation must apply and be evaluated (see also Office of Faculty Advancement: Temporary Faculty Range Elevation: Evaluation and Application, as well as the delineated spring semester timeline). The committee shall make recommendations regarding elevation. The Department Chair shall make an independent recommendation.
- C. Eligibility for Range Elevation: The temporary faculty member shall be eligible for elevation from one lecturer range to a higher range if the faculty member has no more Service Salary Increase eligibility and has served five years in the current range. (see UARTP II.6.C; CBA 12.17 Temporary Range Elevation)

- D. A recommendation to elevate a temporary faculty member to a higher range shall be based on evidence contained in the temporary faculty member's Working Personnel Action file.
- E. Criteria for Range Elevation
1. The department establishes the criteria for range elevation. (UARTP 5.03.C.2 Temporary Faculty Range Elevation; Guidelines for Part-Time Faculty Appointment and Evaluation: V.B.3.b)
 2. The faculty member must have demonstrated competency in the subjects taught;
 3. The faculty member must have evaluations of teaching performance for the previous three years rated satisfactory. (UARTP Policy 9.04 Periodic Evaluation of Temporary Faculty Unit Employees, Sections F & G; Guidelines for Part-Time Faculty Appointment and Evaluation: V. Salary Issues)
 4. The faculty member may cite scholarly and creative activities;
 5. The faculty member may cite contributions to the department, institution, and community;
 6. The faculty member may cite receipt of a higher academic degree in Art Education, Art History, Art Studio, or related discipline.

Appendix: Art Department ARTP Policy History Amendments

- October 15, 2004: Part-time Faculty evaluation and ranking.
- December 18, 2002: Mode of submission of Student Evaluations, electronic or paper.
- October 11, 2002: Changes in the Department policy to include inclusion of faculty on search committees.
- March 18, 1992: Personnel Policies and Procedures revisions.
- April 4, 1987: Overall revision of Personnel Policies and Procedures