

Approved by Department: 2/20/2017
 Approved by College Promotion & Tenure Committee: 8/21/2017
 Approved by Dean: 8/21/2017
 Approved by University Tenure & Promotion & Sabbatical Leave Advisory Committee: 2/01/2018
 Approved by Provost: 3/10/2018

Department of Art
 Faculty Member _____

Annual Faculty Merit Evaluation Report
 Reporting Period _____

	Meets Expectations	Meets Expectations With Reservations	Does not Meet Expectations
TEACHING EFFECTIVENESS			
Materials current			
Syllabus			
Meets classes			
Keeps office hours			
Advises students			
Responds to student needs in a timely manner			
Uses and submits Student Learning Outcome			
Teaching Innovations/Development of New Courses/Teaching/Learning Resources Development Special Meetings with Students Other			
SCHOLARLY/CREATIVE ACTIVITY (Not required for RNTT)			
Exhibitions/Progress Towards Exhibitions			
Publications/Progress Towards Publications			
Conference Presentations/Active Research			
Other			
SERVICE TO THE UNIVERSITY			
Department/College /University Committee Service			
Recruitment and Retention Activities			
Other			
Overall Evaluation			

The department chair is required to provide an assessment in memo form to the Dean of each faculty member's status by March 1. A copy will be provided to each respective faculty member. The assessment is based on the annual report materials submitted, January 31, by the faculty member, to the chair and observations by the chair of faculty performance and participation throughout the year.

RNTT faculty member is assessed for teaching effectiveness and service to the university only.

Faculty Signature _____ Date _____

Department Chair _____ Date _____

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Annual Faculty Merit Report - January 2017- December 2017

Submitted by _____

I. Teaching Related Activities and Responsibilities

- A. Teaching Innovations/New Course Development/Teaching/Learning Resources Development
- B. Special Meetings with Students
- C. Other

II. Scholarly/Creative Activity (Not required for RNTT)

- A. Exhibitions/Progress Towards Exhibitions
- B. Publications/Progress Towards Publications
- C. Conference Presentations/Active Research
- D. Other

III. Service to the University

- A. Departmental Committee Service
- B. College/University Committee Service
- C. Recruitment and Retention Activities
- D. Other

VI. Other

You can expand any category to correspond with T&P papers Or RNTT Merit

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Teaching Observation Form

Department of Art Tenure and Promotion Committee
Committee Revisions DRAFT 10-8-15

Reviewer Name: _____ Signature and Date Submitted _____

Instructor to be Reviewed: _____ Signature and Date Accepted _____

Semester: _____ Date: _____ Course: _____

1. SYLLABUS of OBSERVED COURSE

- ___ Objectives of course clearly stated
- ___ Expectations of students clearly stated
- ___ Instructor contact information /office hours included
- ___ Text of syllabus is appropriate and well written
- ___ Comments on week by week/full semester calendar

General Observations (include suggestions for improvement):

2. TEACHING OBSERVATION

a. Type of course/activity (mark all that apply)

- ___ Studio
- ___ Demonstration
- ___ Lecture
- ___ Project Introduction
- ___ Critique
- ___ Group activity
- ___ Independent activity
- ___ Workshop
- ___ Other (specify) _____

b. Number of students enrolled _____

c. Number of students attending _____

General Observations (include suggestions for improvement):

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3. INSTRUCTOR (please check all that apply, **not all areas listed below are required for review**)

- A. Displayed enthusiasm and knowledge of the subject
- B. Encouraged students to answer their own questions
- C. Formed teams, discussion groups to facilitate learning
- D. Explained reasons for feedback of student's academic performance
- E. Stimulated students to intellectual inquiry
- F. Encouraged students to use multiple resources (i.e. reputable websites, library holdings, outside experts) to improve understanding
- G. Explained course material clearly and concisely
- H. Related course material to real life situations
- I. Encouraged students to share diverse ideas and experiences
- J. Displayed respect for students
- K. Encouraged collaboration to foster the understanding of skills or concepts
- L. Assigned coursework that required original or creative thinking
- M. Demonstrated effective instructional preparation
- N. Used instructional technology effectively

General Observations (include suggestions for improvement):

4. OTHER

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**SOUTHEAST MISSOURI STATE UNIVERSITY
DEPARTMENT OF ART**

CRITERIA FOR TENURE/PROMOTION

Degree Requirements for Tenure and Promotion

MFA is the terminal degree for all Studio Art Disciplines
PhD is the terminal degree for Art History
EdD or PhD is the terminal degree for Art Education

Faculty Member Responsibilities

1. To be primarily and continuously effective in the teaching-learning process, successful teaching requires continuous professional growth in creative activity, scholarship, subject matter and teaching strategies on the part of the individual faculty member.
2. To follow the college-approved syllabus of each course taught.
3. To maintain strong professional development in the various disciplines connected to the visual arts.
4. To maintain the university, college and departmental expected standards of service.
5. To follow all departmental and university procedures and timetables for tenure/promotion.
6. To conduct oneself in a collegial, respectful and ethical manner toward colleagues, students and staff.
7. To maintain required regular office hours during semesters when courses are assigned.
8. To participate fully in departmental and institutional assessment of student learning outcomes.

EVALUATION OF PERFORMANCE

Tenure and Promotion Evaluation Categories

In determining whether to recommend a candidate for tenure and/or promotion, the Department of Art will consider the categories of:

1. **Teaching Effectiveness**
2. **Professional Growth**
3. **Service to the University**

Performance Level Requirements for Tenure and/or Promotion

The time period covered within the dossier must reflect the minimum number of years as stipulated per rank in the Faculty Handbook.

The Department of Art requires the following *minimum* Performance Levels for Tenure and Promotion:

1. **Promotion to rank of Associate Professor and Tenure**
 - **One rating of Superior** in Teaching Effectiveness.
 - **One rating of Superior** in either Professional Development or Service.
 - **One rating of Good** in either Professional Development or Service.
2. **Promotion to rank of Professor and Promotion to rank of Post-Professorial Merit**
 - **One rating of Outstanding** in Teaching Effectiveness, Professional Growth, or Service.
 - **Two ratings of Superior** in Teaching Effectiveness, Professional Growth, or Service.

Evaluation Category Performance Levels

The Department of Art recognizes the following Performance Levels defined under each category.

Based on the criteria described in each of the three Evaluation Categories, a **quantitative and qualitative** judgment will be made according to the following:

Outstanding:

A sustained* record that indicates the quality and quantity of achievements for Teaching Effectiveness, Professional Growth or Service as specified in the Evaluation Rating sections.

Superior:

A sustained* record that indicates the quality and quantity of achievements for Teaching Effectiveness, Professional Growth or Service as specified in the Evaluation Rating sections.

Good:

A sustained* record that indicates the quality and quantity of achievements for Teaching Effectiveness, Professional Growth or Service as specified in the Evaluation Rating sections.

Unsatisfactory:

An evaluation of unsatisfactory applies when there is insufficient evidence of quality Teaching Effectiveness, Professional Growth, or Service since last promotion.

***Sustained:** the record documents a level of performance over a period of time in rank, since last promotion.

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**SOUTHEAST MISSOURI STATE UNIVERSITY
DEPARTMENT OF ART**

DOSSIER PERFORMANCE CATEGORIES

I. COLLEGE AND DEPARTMENTAL EVALUATIONS OF PERFORMANCE

- A. College Dean Recommendation (*included in dossier by the Dean after review*)
- B. College Tenure & Promotion Advisory Committee Recommendation (*included in dossier after Committee review*)
- C. Department Chairperson Recommendation (*included in dossier by the Chairperson after review*)
- D. Departmental Tenure & Promotion Advisory Committee Recommendation (*included in dossier after Committee review*)
- E. Departmental Chairperson Observation Summaries (*required for tenure only*)
- F. Tenure & Promotion Committee Classroom Observation Reports (*required for tenure only*)
- G. Curriculum Vita
- H. Three Letters of Recommendation by Qualified Colleagues of Equal or Higher Rank, or Other Qualified Professionals in the Field

II. EVIDENCE OF EFFECTIVE TEACHING

Faculty are expected to instruct all assigned classes on a regular basis and make all reasonable efforts to have their classes covered during excused absences (e.g. professional travel, illness) during the semester when courses are assigned. Teaching effectiveness includes classroom performance, curriculum development, and the education of students beyond the classroom.

The following activities provide evidence of teaching effectiveness. Faculty may engage in any of the following activities. However, faculty are neither expected nor required to participate in all listed areas.

In order to reach qualitative judgments in determining performance levels, a quantitative point system is used for some sections to designate minimum requirements.

A. Effective Planning, Preparation, and Success in the Classroom

1. List courses taught (per year/semester with course numbers and course titles). Provide most current syllabi, course outlines, assignment descriptions, etc. in supplemental materials.

2. Evidence of student achievement
 - a. Studio faculty student portfolio (*at least 20 images of 7 or more completed pieces of student artwork submitted in Support Material Binder. Printed images of artwork must include titles, media, scale, and year of completion. No more than 3 images may represent an individual artwork.*) **Required for Studio Faculty.**
 - b. Art history and art education faculty student portfolio (*at least 20 examples of completed student written projects or artwork submitted in Support Material Binder. Printed images of artwork must include assignment information. No more than 3 images may represent an individual artwork.*) **Required for Art History and Art Education Faculty.**
3. Student evaluations of instruction in any departmentally approved form as described in the Faculty Handbook. (*not required for rating purposes, but may be used for supportive documentation of effective teaching.*)
4. Other

B. Interaction with Students Beyond the Classroom

1. Tutorials, seminars, workshops, exhibitions, performances, and collaborations outside normal classroom teaching
- *Each activity in this category is worth 1 point for rating purposes.*
2. Accompanying students to conferences, workshops, and seminars
- *Each activity in this category is worth 1 point for rating purposes.*
3. Fieldtrips
- *Each activity in this category is worth 1 point for rating purposes.*
4. Special meetings with students
- *Each activity in this category is worth 1 point for rating purposes.*
5. Other

C. Continuing Effort to Improve as a Teacher

1. Revision of teaching techniques as suggested by subjective and normative evaluations
2. Innovations in teaching techniques, including use of new technologies and studio improvements
3. Teaching a course not previously taught
4. Other

D. Teaching-Related Activities

1. Active participation on foundation reviews
2. Documented instances where a faculty member's students have performed above the norm (including but not limited to: internships, exhibitions, delivering papers, presentations, honors projects, perform well on national art education assessment instruments, successful student placement in graduate professional schools or employment in their field of study or related area)

- Each activity in this category is worth 1 point for rating purposes.

3. Committee membership on BFA senior projects

- Each activity in this category is worth 1 point for rating purposes.

4. Chair of BFA senior projects

- Each activity in this category is worth 1 point in addition to committee membership for rating purposes.

5. On site internship research and or on site student observation by faculty member

- Each activity in this category is worth 1 point for rating purposes.

6. Membership on thesis, honors, graduate, or doctoral committees

- Each activity in this category is worth 1 point for rating purposes.

7. Chair of thesis, honors, graduate, or doctoral committees

- Each activity in this category is worth 1 point in addition to committee membership for rating purposes.

8. Supervision of staff and assistants (classroom, studio, office, gallery, figure models, etc.)

- Each activity in this category is worth 1 point for rating purposes.

9. Interdisciplinary or interdepartmental class collaboration

- Each activity in this category is worth 1 point for rating purposes.

10. Team teaching

- Each activity in this category is worth 1 point for rating purposes.

11. Teaching as a visiting artist or scholar at other universities, colleges, community colleges, art centers, and/or abroad

- Each activity in this category is worth 1 point for rating purposes.

12. Attendance at teaching related seminars, workshops, or conferences

- Each activity in this category is worth 1 point for rating purposes.

13. Receipt of funding to improve teaching and/or teaching a course funded by a grant (i.e., NEH, MHC summer workshop, FFR, CSTL)

- Each activity in this category is worth 1 point for rating purposes.

14. Receipt of teaching award

- Each activity in this category is worth 2 points for rating purposes.

15. Other

E. Evidence of Involvement in Curriculum Development

1. Active participation in course revisions

- Each activity in this category is worth 1 point for rating purposes.

2. Active participation in development of new courses

- Each activity in this category is worth 1 point for rating purposes.

3. Development of revised courses with College of Liberal Arts approval (include syllabi where appropriate)

- Each activity in this category is worth 1 point for rating purposes.

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4. Program and curriculum revisions
- Each activity in this category is worth 1 point for rating purposes.
5. Adopting new course publications, resources, or software
- Each activity in this category is worth 1 point for rating purposes.
6. Other

F. Other

G. Teaching Effectiveness Self-Assessment Statement (concise maximum 1 page statement addressing growth, change and improvement, sabbaticals, teaching philosophy)

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Evaluation Ratings of Teaching Effectiveness

In order to reach qualitative judgments in determining Performance Levels, a quantitative point system is used to designate minimum requirements. The Minimum Rating Requirements below directly refer to dossier performance categories represented by documented evidence within the candidate's eligible dossier time period. The time period covered within the dossier must reflect the minimum number of years as stipulated per rank in the Faculty Handbook.

Performance Levels	Minimum Rating Requirements for Teaching Effectiveness
Good	<p>A. 1. (Qualitative evidence <u>required</u> for all Faculty)</p> <p>A. 2. a. (Qualitative evidence <u>required</u> for Studio Faculty)</p> <p>A. 2. b. (Qualitative evidence <u>required</u> for Art History and Art Education Faculty)</p> <p>A. 3. (Qualitative evidence <u>optional</u> for all Faculty)</p> <p>A.4. (Qualitative evidence <u>optional</u> for all Faculty)</p> <p>B. 1, 2, 3, 4 (Minimum <u>required</u> cumulative score of 3 points for all Faculty)</p> <p>B. 5. (Qualitative evidence <u>optional</u> for all Faculty)</p> <p>C. 1, 2, 3 (Qualitative evidence <u>required</u> for 2 of the 3 for all Faculty)</p> <p>C.4. (Qualitative evidence <u>optional</u> for all Faculty)</p> <p>D. 1 (Qualitative evidence <u>required</u> for all Faculty)</p> <p>D. 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14 (Minimum <u>required</u> cumulative score of 12 points for all Faculty)</p> <p>D.15. (Qualitative evidence <u>optional</u> for all Faculty)</p> <p>E. 1, 2, 3, 4, 5 (Minimum <u>required</u> cumulative score of 1 point for all Faculty)</p> <p>E.6. (Qualitative evidence <u>optional</u> for all Faculty)</p> <p>F. (Qualitative evidence <u>optional</u> for all Faculty)</p> <p>G. (Qualitative evidence <u>required</u> for all Faculty)</p>
Superior	<p>A. 1. (Qualitative evidence <u>required</u> for all Faculty)</p> <p>A. 2. a. (Qualitative evidence <u>required</u> for Studio Faculty)</p> <p>A. 2. b. (Qualitative evidence <u>required</u> for Art History and Art Education Faculty)</p> <p>A. 3. (Qualitative evidence <u>optional</u> for all Faculty)</p> <p>A.4. (Qualitative evidence <u>optional</u> for all Faculty)</p> <p>B. 1, 2, 3, 4 (Minimum <u>required</u> cumulative score of 4 points for all Faculty)</p> <p>B. 5. (Qualitative evidence <u>optional</u> for all Faculty)</p> <p>C. 1, 2, 3 (Qualitative evidence <u>required</u> for 2 of the 3 for all Faculty)</p> <p>C.4. (Qualitative evidence <u>optional</u> for all Faculty)</p> <p>D. 1 (Qualitative evidence <u>required</u> for all Faculty)</p> <p>D. 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14 (Minimum <u>required</u> cumulative score of 15 points for all Faculty)</p> <p>D.15. (Qualitative evidence <u>optional</u> for all Faculty)</p> <p>E. 1, 2, 3, 4, 5 (Minimum <u>required</u> cumulative score of 2 points for all Faculty)</p> <p>E.6. (Qualitative evidence <u>optional</u> for all Faculty)</p> <p>F. (Qualitative evidence <u>optional</u> for all Faculty)</p> <p>G. (Qualitative evidence <u>required</u> for all Faculty)</p>

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Outstanding	<p>A. 1. (<i>Qualitative evidence <u>required</u> for all Faculty</i>)</p> <p>A. 2. a. (<i>Qualitative evidence <u>required</u> for Studio Faculty</i>)</p> <p>A. 2. b. (<i>Qualitative evidence <u>required</u> for Art History and Art Education Faculty</i>)</p> <p>A. 3. (<i>Qualitative evidence <u>optional</u> for all Faculty</i>)</p> <p>A.4. (<i>Qualitative evidence <u>optional</u> for all Faculty</i>)</p> <p>B. 1, 2, 3, 4 (<i>Minimum <u>required</u> cumulative score of 5 points for all Faculty</i>)</p> <p>B. 5. (<i>Qualitative evidence <u>optional</u> for all Faculty</i>)</p> <p>C. 1, 2, 3 (<i>Qualitative evidence <u>required</u> for 2 of the 3 for all Faculty</i>)</p> <p>C.4. (<i>Qualitative evidence <u>optional</u> for all Faculty</i>)</p> <p>D. 1 (<i>Qualitative evidence <u>required</u> for all Faculty</i>)</p> <p>D. 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14 (<i>Minimum <u>required</u> cumulative score of 18 points for all Faculty</i>)</p> <p>D.15. (<i>Qualitative evidence <u>optional</u> for all Faculty</i>)</p> <p>E. 1, 2, 3, 4, 5 (<i>Minimum <u>required</u> cumulative score of 3 points for all Faculty</i>)</p> <p>E.6. (<i>Qualitative evidence <u>optional</u> for all Faculty</i>)</p> <p>F. (<i>Qualitative evidence <u>optional</u> for all Faculty</i>)</p> <p>G. (<i>Qualitative evidence <u>required</u> for all Faculty</i>)</p>
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III. EVIDENCE OF PROFESSIONAL GROWTH

The boundaries between artistic disciplines may overlap and intermix within academia. The faculty of the Department of Art is drawn from three coequal professional disciplines: **Studio Art, Art History, and Art Education**. All candidates for Tenure and/or Promotion in Studio Art, Art History and Art Education are required to submit documentation and supplemental materials in support of their creative and scholarly activities. Faculty are neither expected nor required to participate in all of the listed areas.

In order to reach qualitative judgments in determining performance levels, a quantitative point system is used for some sections to designate minimum requirements.

A. Creative and Scholarly Research

1. Professional Artwork Portfolio (*at least 20 images of 7 or more completed pieces of artwork submitted in Support Material Binder. Images on CD or printed images of artwork must include titles, media, scale, and year of completion. No more than 3 images may represent an individual artwork.*) **Required for Studio Faculty.**
2. Past and Current Research/Data (*Submit an excerpt of Professional Research in the Support Material Binder with full research or book/publication on CD or weblink.*) **Required for Art History and Art Education Faculty.**
3. Other

B. Creative Exhibitions and Scholarly Publications

1. International solo exhibition or commissioned artwork (*indicate if juried or invitational exhibition, and private or public commission.*)
 - Each activity in this category is worth 4 points for rating purposes.
2. National solo exhibition or commissioned artwork (*indicate if juried or invitational exhibition, and private or public commission.*)

- Each activity in this category is worth 3 points for rating purposes.
- 3. Regional solo exhibition or commissioned artwork (*indicate if juried or invitational exhibition, and private or public commission.*)
 - Each activity in this category is worth 2 points for rating purposes.
- 4. International group exhibition, portfolio exhibition, or art commission finalist (*indicate if juried or invitational exhibition, and private or public commission.*)
 - Each activity in this category is worth 3 points for rating purposes.
- 5. National group exhibition, portfolio exhibition, or art commission finalist (*indicate if juried or invitational exhibition, and private or public commission.*)
 - Each activity in this category is worth 2 points for rating purposes.
- 6. Regional group exhibition, portfolio exhibition, or art commission finalist (*indicate if juried or invitational exhibition, and private or public commission.*)
 - Each activity in this category is worth 1 point for rating purposes.
- 7. Creative work in fields of art for clients and/or on a pro-bono basis.
 - Each activity in this category is worth 2 points for rating purposes.
- 8. Publication of a book pertinent to discipline
 - Each activity in this category is worth 4 points for rating purposes.
- 9. Researching and writing a book pertinent to discipline
 - Each activity in this category is worth 2 points for rating purposes.
- 10. Publication of peer-reviewed manuscripts, chapters, papers, catalogue articles, and/or inclusions to exhibition catalogues, magazines, or journals of articles or artwork pertinent to discipline
 - Each activity in this category is worth 3 points for rating purposes.
- 11. Publication of a book review and/or article review pertinent to discipline. (*indicate selection process*)
 - Each activity in this category is worth 1 point for rating purposes.
- 12. Performance as editor, referee, or reviewer (*indicate selection process*)
 - Each activity in this category is worth 1 point for rating purposes.
- 13. Peer-reviewed manuscripts or articles pending notification of publication.
 - Each activity in this category is worth 1 point for rating purposes with a maximum of 3 points total.
- 14. Other

C. Lectures and Representation

1. Presentation at professional conferences and/or coordinating professional conferences pertinent to discipline
 - Each activity in this category is worth 4 points for rating purposes.
2. Curating exhibitions and/or conducting professional book lectures
 - Each activity in this category is worth 1 point for rating purposes.
3. Jurying art exhibitions, conducting gallery talks, and/or delivering presentations of expertise

- Each activity in this category is worth 1 point for rating purposes.

4. Professional poster presentation at conferences pertinent to discipline
- Each activity in this category is worth 1 point for rating purposes.

5. Inclusion in public and/or private collections
- Each activity in this category is worth 1 point for rating purposes.

6. Published artwork or reviews of artwork pertinent to the discipline in print or online media, formats, such as professional and personal artist websites, blogs, artist databases, professional listings, and other exhibition publicity
- Each activity in this category is worth 1 point for rating purposes.

7. Other

D. Other Professional Activities

1. Continued educational or professional experience contributing to effectiveness as a faculty member (classes, workshops, residencies, etc.)
- Each activity in this category is worth 1 point for rating purposes.
2. Attendance at professional institutes, seminars, and conferences
- Each activity in this category is worth 1 point for rating purposes.
3. Active participation in professional organizations (e.g., as a member, officer, or participant in a program)
- Each activity in this category is worth 1 point for rating purposes.
4. Performance as interviewer pertaining to research (artists, curators, historians, K-12 students and teachers, and other populations)
- Each activity in this category is worth 1 point for rating purposes.
5. Program reviewer
- Each activity in this category is worth 1 point for rating purposes.
6. Training seminars for professional accreditation agencies
- Each activity in this category is worth 1 point for rating purposes.
7. Membership on boards of museums, arts councils, art associations, or other arts agencies.
- Each activity in this category is worth 1 point for rating purposes.
8. Internal and external awards, grants, scholarships, and fellowships received
- Each activity in this category is worth 2 points for rating purposes.
9. Serving as an art consultant to individual, public, private or corporate institutions
- Each activity in this category is worth 1 point for rating purposes.
10. Networking with K-12 art teachers/school administrators, mentoring and developing K-12 educators
- Each activity in this category is worth 1 point for rating purposes.
11. Travel to museums, galleries, and other venues to view works of art, which contribute to professional growth

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E. Other

F. Professional Growth Self-Assessment Statement (concise maximum 1 page statement addressing growth, change and improvement, sabbaticals, opportunities, research philosophy)

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Evaluation Ratings of Professional Growth

In order to reach qualitative judgments in determining Performance Levels, a quantitative point system is used to designate minimum requirements. The Minimum Rating Requirements below directly refer to dossier performance categories represented by documented evidence within the candidate's eligible dossier time period. The time period covered within the dossier must reflect the minimum number of years as stipulated per rank in the Faculty Handbook.

Performance Levels	Minimum Rating Requirements for Professional Growth
Good	<p>A. 1. (Qualitative evidence <u>required</u> for Studio Faculty)</p> <p>A. 2. (Qualitative evidence <u>required</u> for Art History and Art Education Faculty)</p> <p>A. 3. (Qualitative evidence <u>optional</u> for all Faculty)</p> <p>B. 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13 (Minimum <u>required</u> cumulative score of 10 points for all Faculty, with a minimum of 7 points within B. 1, 2, 3, 4, 5, 6, 7 for Studio Faculty, and a minimum of 7 points within B. 8, 9, 10, 11, 12, 13 for Art History and Art Education Faculty.)</p> <p>B. 14. (Qualitative evidence <u>optional</u> for all Faculty)</p> <p>C. 1, 2, 3, 4, 5, 6 (Minimum <u>required</u> cumulative score of 4 points for all Faculty)</p> <p>D. 1, 2, 3, 4, 5, 6, 7, 8, 9, 10 (Minimum <u>required</u> cumulative score of 3 points for all Faculty)</p> <p>D. 11. (Qualitative evidence <u>required</u> for all Faculty)</p> <p>D. 12. (Qualitative evidence <u>optional</u> for all Faculty)</p> <p>E. (Qualitative evidence <u>optional</u> for all Faculty)</p> <p>F. (Qualitative evidence <u>required</u> for all Faculty)</p>
Superior	<p>A. 1. (Qualitative evidence <u>required</u> for Studio Faculty)</p> <p>A. 2. (Qualitative evidence <u>required</u> for Art History and Art Education Faculty)</p> <p>A. 3. (Qualitative evidence <u>optional</u> for all Faculty)</p> <p>B. 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13 (Minimum <u>required</u> cumulative score of 12 points for all Faculty, with a minimum of 2 points within B. 1, 2, 3, and a minimum of 3 points within B. 4, 5, 6 for Studio Faculty, and a minimum of 3 points within B. 8, 10 for Art History and Art Education Faculty.)</p> <p>B. 14. (Qualitative evidence <u>optional</u> for all Faculty)</p> <p>C. 1, 2, 3, 4, 5, 6 (Minimum <u>required</u> cumulative score of 5 points for all Faculty)</p> <p>D. 1, 2, 3, 4, 5, 6, 7, 8, 9, 10 (Minimum <u>required</u> cumulative score of 4 points for all Faculty)</p> <p>D. 11. (Qualitative evidence <u>required</u> for all Faculty)</p> <p>D. 12. (Qualitative evidence <u>optional</u> for all Faculty)</p> <p>E. (Qualitative evidence <u>optional</u> for all Faculty)</p> <p>F. (Qualitative evidence <u>required</u> for all Faculty)</p>
Outstanding	<p>A. 1. (Qualitative evidence <u>required</u> for Studio Faculty)</p> <p>A. 2. (Qualitative evidence <u>required</u> for Art History and Art Education Faculty)</p> <p>A. 3. (Qualitative evidence <u>optional</u> for all Faculty)</p> <p>B. 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13 (Minimum <u>required</u> cumulative score of 14 points for all Faculty, with a minimum of 4 points within B. 1, 2, 3, and a minimum of 4 points within B. 4, 5, 6 for Studio Faculty, and a minimum of 5 points within B. 8, 10 for Art History and Art Education Faculty.)</p> <p>B. 14. (Qualitative evidence <u>optional</u> for all Faculty)</p> <p>C. 1, 2, 3, 4, 5, 6 (Minimum <u>required</u> cumulative score of 6 points for all Faculty)</p> <p>D. 1, 2, 3, 4, 5, 6, 7, 8, 9, 10 (Minimum <u>required</u> cumulative score of 5 points for all Faculty)</p>

	<p>D. 11. (<i>Qualitative evidence <u>required</u> for all Faculty</i>) D. 12. (<i>Qualitative evidence <u>optional</u> for all Faculty</i>) E. (<i>Qualitative evidence <u>optional</u> for all Faculty</i>) F. (<i>Qualitative evidence <u>required</u> for all Faculty</i>)</p>
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IV. EVIDENCE OF SERVICE

Faculty members are expected to render institutional service through active participation in committee work and through involvement in the problem-solving/decision-making structure at the department, college or university levels. Faculty may engage in any of the following activities yet are neither expected nor required to participate in all listed areas.

In order to reach qualitative judgments in determining performance levels, a quantitative point system is used for some sections to designate minimum requirements.

A. Service to the University

Activities listed below use a point system as defined in the evaluation ratings at the end of section IV.

1. Departmental advising of students
2. Membership on departmental committees
- *Each activity in this category is worth 1 point for rating purposes.*
3. Membership on college and/or university-level committees
- *Each activity in this category is worth 2 points for rating purposes.*
4. Chair of departmental committees
- *Each activity in this category is worth 1 point in addition to committee membership for rating purposes.*
5. Chair of college and/or university-level committees
- *Each activity in this category is worth 2 points in addition to committee membership for rating purposes.*
6. Non-committee departmental contributions (web page, recruitment material preparation, student handbook revisions, etc.)
- *Each activity in this category is worth 2 points for rating purposes.*
7. Recruitment related services (can include annual departmental and university recruitment activities, Show-Me Days, special meetings with students, campus tours, prospective student visits, etc.)
- *Each activity in this category is worth 1 point for rating purposes.*
8. Advising leadership (responsibilities which require additional meetings or coordination with faculty and students beyond normal advising responsibilities)
- *Each activity in this category is worth 1 point for rating purposes.*
9. Campus organization or group sponsorship and advisement (departmental, college, or university-wide)
- *Each activity in this category is worth 1 point for rating purposes.*

10. Intradepartmental or interdepartmental contributions or collaboration
- Each activity in this category is worth 1 point for rating purposes.

11. International student advisement and international student services collaboration
- Each activity in this category is worth 1 point for rating purposes.

12. Attendance at service related seminars or workshops
- Each activity in this category is worth 1 point for rating purposes.

13. Receipt of service award
- Each activity in this category is worth 2 points for rating purposes.

14. Special events attended (relating but not limited to: student exhibitions, departmental community-building activities, high school art exhibitions, etc.)

15. Other

B. Service to Community

1. Contributions to local or regional groups, schools, or municipalities (councils, committees, performances, demonstrations, volunteer work, evaluation committees, consultancies, contest judging, lectures, etc.)
- Each activity in this category is worth 1 point for rating purposes.

2. Contributions to national and/or international groups, schools, municipalities (councils, committees, performances, demonstrations, volunteer work, evaluation committees, consultancies, contest judging, lectures, etc.)
- Each activity in this category is worth 2 points for rating purposes.

3. Other

C. Other

D. Service Self-Assessment Statement (concise maximum 1 page statement addressing growth, change and improvement, opportunities, sabbaticals, service philosophy)

Approved by Department: 2/20/2017
 Approved by College Promotion & Tenure Committee: 8/21/2017
 Approved by Dean: 8/21/2017
 Approved by University Tenure & Promotion & Sabbatical Leave Advisory Committee: 2/01/2018
 Approved by Provost: 3/10/2018

Evaluation Ratings of Service

In order to reach qualitative judgments in determining Performance Levels, a quantitative point system is used to designate minimum requirements. The Minimum Rating Requirements below directly refer to dossier performance categories represented by documented evidence within the candidate's eligible dossier time period. The time period covered within the dossier must reflect the minimum number of years as stipulated per rank in the Faculty Handbook.

Performance Levels	Minimum Rating Requirements for Service
Good	<p>A.1 (Qualitative evidence <u>required</u> for all Faculty)</p> <p>A.2, 3, 4, 5 (Minimum <u>required</u> cumulative score of 20 points, with a minimum of 4 points per academic year in section A.2. for all Faculty)</p> <p>A.6, 7, 8, 9, 10, 11, 12, 13 (Minimum <u>required</u> cumulative score of 5 points for all Faculty)</p> <p>A. 14. (Qualitative evidence <u>required</u> for all Faculty)</p> <p>A. 15. (Qualitative evidence <u>optional</u> for all Faculty)</p> <p>B.1, 2 (Minimum <u>required</u> cumulative score of 1 point for all Faculty)</p> <p>B. 3. (Qualitative evidence <u>optional</u> for all Faculty)</p> <p>C. (Qualitative evidence <u>optional</u> for all Faculty)</p> <p>D. (Qualitative evidence <u>required</u> for all Faculty)</p>
Superior	<p>A.1 (Qualitative evidence <u>required</u> for all Faculty)</p> <p>A.2, 3, 4, 5 (Minimum <u>required</u> cumulative score of 23 points, with a minimum of 4 points per academic year in section A.2. for all Faculty)</p> <p>A.6, 7, 8, 9, 10, 11, 12, 13 (Minimum <u>required</u> cumulative score of 6 points for all Faculty)</p> <p>A. 14. (Qualitative evidence <u>required</u> for all Faculty)</p> <p>A. 15. (Qualitative evidence <u>optional</u> for all Faculty)</p> <p>B.1, 2 (Minimum <u>required</u> cumulative score of 2 points for all Faculty)</p> <p>B. 3. (Qualitative evidence <u>optional</u> for all Faculty)</p> <p>C. (Qualitative evidence <u>optional</u> for all Faculty)</p> <p>D. (Qualitative evidence <u>required</u> for all Faculty)</p>
Outstanding	<p>A.1 (Qualitative evidence <u>required</u> for all Faculty)</p> <p>A.2, 3, 4, 5 (Minimum <u>required</u> cumulative score of 26 points, with a minimum of 4 points per academic year in section A.2. for all Faculty)</p> <p>A.6, 7, 8, 9, 10, 11, 12, 13 (Minimum <u>required</u> cumulative score of 7 points for all Faculty)</p> <p>A. 14. (Qualitative evidence <u>required</u> for all Faculty)</p> <p>A. 15. (Qualitative evidence <u>optional</u> for all Faculty)</p> <p>B.1, 2 (Minimum <u>required</u> cumulative score of 3 points for all Faculty)</p> <p>B. 3. (Qualitative evidence <u>optional</u> for all Faculty)</p> <p>C. (Qualitative evidence <u>optional</u> for all Faculty)</p> <p>D. (Qualitative evidence <u>required</u> for all Faculty)</p>