

**Department of Art and Art History
Policies and Procedures Manual
Updated 2019**

I. Mission Statement

II. Organization

- II. 1 Organization chart
- II. 2 Departmental Structure
 - II.2.1 Departmental Committees
 - II.2.2 Senior Faculty
 - II.2.3 Faculty Senators

III. Administrative Positions and Duties

- III. 1 Policy on Appointment of Department Chair
 - III.1.1 Chair Recruitment and Appointment
 - III.1.2 Duties of the Chair
 - III.1.3 Chair Evaluation
 - III.1.4 Office Support Staff
 - Office Assistant's Responsibilities/Chair
 - Office Assistant's Responsibilities/Faculty
 - Office Assistant's Responsibilities/Students
 - Gallery Director
 - Staff Evaluation

IV. Personnel

- IV. 1 Hiring
 - IV.1.1 Identification of Position
 - IV.1.2 Composition of Search Committee
 - IV.1.3 Roles and Responsibilities
 - IV.1.4 The Campus Visit
 - IV.1.5 Internal Candidates
 - IV.1.6 Procedures and Tasks Checklist
- IV. 2 Voting Eligibility
- IV. 3 Joint-Appointments
- IV. 4 Policy on the Appointment and Reappointment of Part-time Lecturers
- IV. 5 Policy on Senior Lecturers
- IV. 6 Policy on Appointment of Emeritus Faculty
- IV. 7 Faculty Workload Policy
- IV. 8 Faculty Research Active Status for Art and Art History
- IV. 9 Policy on Annual Evaluation
- IV. 10 Appointment, Reappointment, Tenure and Promotion
- IV. 11 Post-Tenure Review Guidelines
- IV. 12 Department Mentoring
- IV. 13 Professional/Faculty Development
- IV. 14 Professional/Ethical Conduct

V. Teaching

- V. 1 Classroom Observation Policy
- V. 2 Office Hours Policy
- V. 3 Department Policy on Leave of Absence from the Classroom
- V. 4 Assessment Policy

VI. General Department Guidelines

- VI. 2 Senior Exhibit Policies and Procedures
- VI. 3 Procedures for Displaying Hallway Art

VI. 4 Departmental Honors in Art and Art History

Forms available on-line in Faculty Resources:

- [Classroom Visitation Reporting Form](#)
- [Peer Review Summary Form](#)

DEPARTMENT OF ART AND ART HISTORY

POLICIES AND PROCEDURES MANUAL

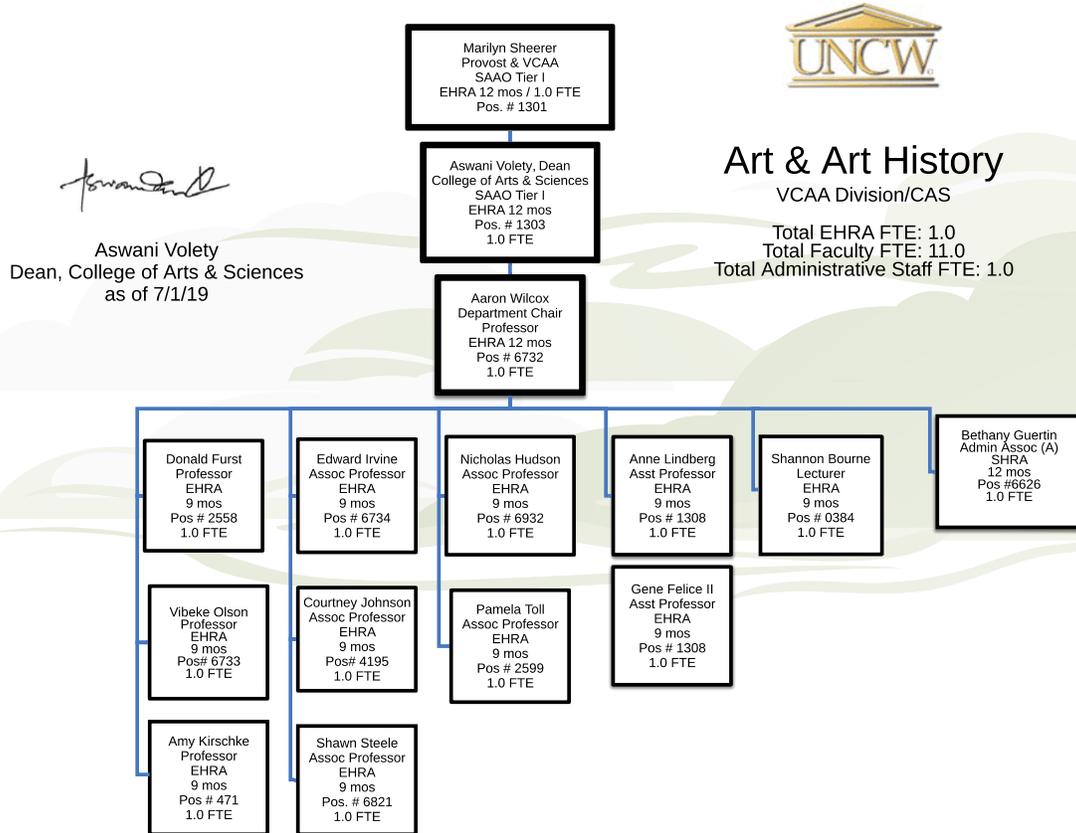
I. MISSION STATEMENT

The Department of Art and Art History cultivates aesthetic decision making through creative problem solving, critical and analytical thinking, and an understanding of the importance of visual arts in the human experience.

January 2020

II. ORGANIZATION

II.1 Organizational Chart



II.2 DEPARTMENTAL STRUCTURE

II.2.1 Policy on Committees

Authority: Chair, Department of Art and Art History

History: Originally Adopted November 5, 2010

Revised: November 15, 2019

Source of Authority: Chair

Responsible Office: Department of Art and Art History

Persons Affected: Faculty, Chair, and Administrative Assistant.

Purpose: This policy outlines the selection process, membership, and committee charge of the departmental standing or ad hoc committees.

Definitions:

- Standing committee – An ongoing committee established to work on standard departmental issues, programs or procedures.
- Ad hoc committee – A temporary committee created for a short-term goal or purpose, i.e. a search committee, Program Brochure committee, etc.
- Committee charge – The purpose or goal of a given committee along with timeline or deadline for completion.

Guiding Principles:

The Department of Art and Art History has standing committees as described below. Ad hoc committees may be established by the chair as needed or with the advice of faculty or by majority vote of the faculty. Unless otherwise specified, committee appointments are for a one-year term, with staggered rotation recommended or as needed.

Faculty attendance at scheduled committee meetings in which they are members, and diligent work on these committees, will be considered as part of the yearly evaluation of faculty for tenure and promotion decisions.

Standing Committees

A. Policy Committee

Duties: Reviewing, revising, and proposing policies that affect faculty responsibilities within, and as representatives of the Department of Art and Art History and presenting recommendations and proposals to the both the chair and the department, as a whole, for discussion and approval.

Membership: The committee is comprised of three full-time faculty members from the department.

B. Curriculum Committee

Duties: Evaluating the current course offerings and university requirements, making suggestions to faculty for additions and changes to curriculum, and submitting the request to implement the changes. The curriculum committee will also aid in preparing course action forms and University Studies proposals for the department.

Membership: The committee is comprised of three full-time faculty members from the department.

C. Gallery Committee

Duties: Evaluating the needs of the CAB Art Gallery, determining the exhibition schedule in

consultation with the gallery director and the department faculty, providing support for the gallery director, and developing a gallery policy.

Membership: The committee is comprised of three full-time faculty members that meet in consultation with the Gallery Director.

D. Scholarship Committee

Duties: Establishing criteria for scholarship applications based on donor agreements; gathering and organizing applications and performing an initial review of qualifications.

Membership: The committee is comprised of three full-time faculty members from the department.

Committee Procedures

- At the beginning of the academic year, the chair requests volunteers of full-time faculty members with respect to serving on departmental committees. In absence of volunteers the chair will appoint committee members. Committee appointments will run through an academic year, unless otherwise noted.
- The chair appoints faculty members to departmental standing committees [see above], making sure that assignments reflect (as much as possible) the wishes of the faculty and the equal distribution of work assignments. Faculty will serve on committees as assigned by the chair.
- As needed, the chair will create and make assignments to temporary ad hoc committees (e.g.: search committee).
- Committees will conduct business according to the timetable or deadlines set by the chair. Committee business should be conducted through formal meetings and deliberations as much as possible (although on occasion, conduct routine business via phone, email, or print).
- The chair of the department may request that a committee report to the full department, or the committee may request that their committee report be placed on the agenda. A simple majority (of those present) is required for departmental approval of an action proposed by a committee.

II.2.2 Senior Faculty

In the Department of Art and Art History, the tenured faculty comprise the senior faculty.

II.2.3 Faculty Senators

At the beginning of the appropriate academic year, the chair will ask for faculty to volunteer to serve on Faculty Senate. The Department is allotted two senators. The period of service is two years. In the absence of a faculty volunteer, the chair will appoint faculty senators on a rotating basis.

Duties: Attending Faculty Senate meetings and representing the interests of the department. Keeping the department informed of issues brought up at Faculty Senate Meetings of interest to the department.

III. ADMINISTRATIVE POSITIONS AND DUTIES

III.1 Policy on Appointment of Department Chair

Authority: Dean, CAS

History: Adopted 2010

Revised: October 21, 2011; April 13, 2012; November 15, 2019

Source of Authority: Faculty Handbook hiring practices

Responsible Office: Department of Art and Art History

Persons Affected: Dean, Faculty, Chair, and Administrative Assistant.

Purpose: This policy outlines the selection process for recruitment of department chair.

Governing Document(s): [CAS II-2-3-3 Department Chair and Program Director Recruitment](#)

Guiding Principles: The guiding principles of this policy are to ensure consistency, fairness, and equity in the recruitment process. A second guiding principle is to ensure that the selected candidate's qualities and competencies best meet department needs.

III.1.1 Chair Recruitment and Appointment:

In the spring semester prior to a current chair's last year of service, the dean will communicate the options available for departmental leadership to all full-time members of the faculty:

- Renewal of current chair if eligible according to departmental policy
- An internal search
- A national search

The third option is determined primarily by the availability of salary resources and a position to support the outside hire. In communicating the options available to the faculty, the dean will indicate if the third option (a national search) is feasible. Tenure-track and tenured faculty, sans the department chair, will meet to review the available options and decide on a recommendation to the dean. The current chair will call the meeting of department faculty, however will not attend that meeting. The most senior faculty present at that meeting will coordinate the discussion of the above three options and communicate the decision of the faculty to the dean. Upon receiving the department's recommendation, the dean will meet with all full-time members of the faculty to discuss the recommendation and share his/her decision with respect to the recommendation. If the faculty supports a renewal of the sitting chair the dean will determine the current chair's willingness to serve another term and will communicate this information when the dean meets with the faculty. The search process is then determined by the nature of the option approved by the dean.

In the Department of Art and Art History the chair serves a fixed four-year term renewable for a second four-year term upon recommendation of the faculty, approval of the Dean, and if the chair wishes.

Process for an Internal Search:

The dean invites all tenured associate and full professors in the department to apply formally for the chair's position. The current chair is eligible to apply. Applications must include (1) a statement of administrative philosophy, (2) a statement of applicant's vision for the department's future, and (3) *curriculum vitae*. The inclusion of external references is optional. The dean will appoint a senior faculty member to serve as the coordinator of the internal search. The internal search will then proceed according to departmental policy stated below.

Candidates will prepare (1) a statement of administrative philosophy, (2) a statement of applicant's vision for the department's future, and (3) *curriculum vitae* to be submitted to the coordinator of the internal search. The deadline for submission of materials will be agreed upon during the meeting in which internal candidates are identified. Copies of the stated materials must be distributed to all art and art history faculty at least two weeks in advance of the meeting at which a vote is taken. The materials must be available to all faculty members in the departmental office of the Administrative Assistant.

Voting will be by secret ballot, with the winner receiving a simple majority of those voting. Only tenured faculty and those in tenure-track positions (but not visiting appointments) are eligible to vote. The department's decision will then be relayed to the dean by the election officer.

The dean may also invite faculty members to send their own individual assessments directly to the dean. The outgoing chair will not attend the formal departmental interview(s), but will have a separate, informal interview with the applicant(s) and will submit a separate written assessment of the candidate(s) to the dean. Should the dean approve the department's recommendation, the dean will recommend the applicant to the provost for approval. Should the dean discover, during the interview, problems that threaten a preferred applicant's potential effectiveness as the next chair, the dean will meet with the department to discuss the search and to determine a mutually acceptable resolution. If no resolution results, the dean will indicate his/her recommendation to the provost, but will also communicate that the recommendation does not have the department's full support.

Process for a National Search:

The dean initiates the search by appointing a search committee comprised of members of both the senior and junior faculty in the department and one member-at-large at the senior rank from a comparable discipline; the current department chair does not serve on the search committee. The search committee should also include at least one junior member of the faculty and, in so far as possible, reflect the diversity in the department (gender and otherwise). The committee is charged with drafting a position announcement for the dean's approval, screening all applications, and recommending a pool of finalists for the dean's approval for presentation to the full-time departmental faculty. Internal candidates may apply, but all applicants in a national search, whether external or internal, must hold at least the rank of associate professor, although it is preferred that a candidate qualifies for the rank of full professor at UNCW. Also the candidate should have some degree of administrative experience. Applications must include (1) a statement of administrative philosophy, (2) a summary of the applicant's research, (3) evidence of teaching effectiveness, (4) *curriculum vitae*, (5) official copies of all university transcripts, and (6) the names, addresses, and telephone numbers of five references. They may also include a statement of the applicant's vision for the department's future. External candidates are normally invited to campus for a three-day interview that includes initial and closing meetings with the dean, a formal presentation to the full department, a dinner with the search committee, and a departmental reception and other opportunities to interact informally with faculty and students, as well as other activities deemed appropriate by the department. Internal candidates for the chair's position must submit the same application materials and participate in the same interview activities as external candidates. The outgoing chair of the department will not attend any formal departmental interviews, but will be scheduled for a private interview with each finalist. At the conclusion of the last interview, the department will have seven days to make its recommendation to the dean following procedures outlined in departmental policy.

In the Department of Art and Art History the chair of the external search committee calls a meeting of tenured and tenure-track faculty to discuss the candidates and to vote. Only tenured faculty and those in tenure-track positions (but not visiting appointments) are eligible to vote. Voting is by secret ballot, with the winner receiving a simple majority of those voting. The chair of the external search committee is responsible for writing the recommendation and forwarding the name of the candidate to the dean.

During the same seven-day period, all full-time faculty members are invited to send their individual assessments of the finalists directly to the dean for consideration. The dean will then consult by telephone with the dean(s) of the finalist(s) receiving the strongest support by the departmental faculty. Pending a positive recommendation from the finalist's dean and the UNCW dean's concurrence with the departmental recommendation, the UNCW dean will inform the department that the candidate's appointment is being forwarded for approval by the provost and chancellor. Should the dean discover serious problems with the faculty's choice, the dean will meet with the department to discuss those problems and then solicit the faculty's recommendation for either an alternative choice or a reopened search the following year.

III.1.2 Duties of Department Chair

In accordance with CAS policy the department chair has a dual role. On the one hand, the chair serves as

the department's leader, organizer, and facilitator; acts as the department's representative to the dean, to other university administrators, and to the public; and administers the programs and supervises the staff of the department. On the other, the chair is a representative of the administration to the faculty, serves the mission of the college and the university, and is an integral part of the organization of the college administration.

A. Internal Duties

- The chair represents the department's interests to the college and university administration and serves as an advocate for the collective wishes and decisions of the department.
- The chair is responsible for program coordination, curriculum development and review for the department's degree programs.
- The chair is responsible for developing and maintaining—with the advice and consent of the faculty—departmental objectives, long-term planning, and on-going evaluation procedures.
- The chair informs faculty and staff in a timely manner of departmental, college, and university deadlines.
- The chair manages the department's annual budget, trust fund, departmental scholarships, and fund-raising activities with the objective of meeting the instructional and research needs of the faculty and students.
- The chair supervises the construction and approves departmental schedules, faculty teaching assignments, and faculty workloads with the objective of balancing the needs of individual faculty members with those of the department and the college.
- The chair approves committee assignments within the department and schedules departmental meetings in a timely manner.
- The chair conducts departmental meetings and represents the department at the college chairs' meeting.
- The chair leads departmental ceremonies and represents the department at various departmental events such as honor society inductions, community events, and guest speakers.
- The chair makes herself/himself accessible to faculty, staff, students, and the public.
- The chair teaches courses in the department curriculum. The teaching load is negotiated with the dean.
- The chair serves as hiring official for the Department.
- The chair is responsible supervising and evaluating departmental staff and student workers.
- The chair is responsible for coordinating the annual peer review of faculty, post-tenure review of faculty, and classroom observations of untenured faculty members and faculty members requesting promotion.
- The chair is responsible for the hiring process for tenure-track faculty.
- The chair is responsible for orientating and mentoring new faculty.
- The chair facilitates faculty professional development and collaborative research.
- The chair is responsible for submitting recommendations to the dean on hiring, reappointment, tenure, promotion, and post-tenure review decisions, and for making merit pay recommendations (in accordance with university guidelines).
- The chair is responsible for oversight of the departmental Administrative Assistant.
- The chair is responsible for oversight of duties assigned to the Art Gallery Director.
- The chair is responsible for the acquisition, supervision, and security of departmental inventory, and manages the physical space assigned to the department.
- The chair is a primary mediator in disputes involving faculty and students relating to academic policies or professionalism within the Department or program.

B. External relations

- The chair is responsible for providing reports and recommendations requested by the college or university administration.
- The chair works with coordinators of other major and minor programs in the university, especially with regard to scheduling departmental courses that support these interdisciplinary programs.
- The chair coordinates with other arts chairs within the Cultural Arts Building to facilitate equipment and space use, and scheduling events.
- The chair works with the directors of the other units such as the Honors College, and the Center for Teaching Excellence, and the Center for Faculty Leadership.
- The chair is responsible for relaying information and directives from the administration to the department. The chair should strive to keep faculty members informed of opportunities for curriculum development and support for research and travel.

- The chair advocates for funding internally and externally
- The chair approves departmental informational and promotional presence including public relations and departmental publications.

III.1.3 Chair Evaluation

In accordance with CAS policy in the Department of Art and Art History the department completes an evaluation of the chair as part of the annual faculty review process. The procedures for the review are outlined at the department level and are determined by departmental policy [see below]. This evaluation becomes part of the personnel file of the chair. Senior faculty members of the department will briefly summarize the peer review of the chair in regard to teaching, research, and service, retaining all copies of dossier, teaching portfolios, IDEA summaries, etc., as departmental records.

The entire department should evaluate the chair using the Faculty Evaluation of Department Chair's Administrative Performance conducted online each spring by the Office of Institutional Research and Planning. The results of this anonymous survey are provided to the dean, the provost, and the chair.

The chair provides the dean with a brief self-evaluation, based on the duties outlined in the CAS manual and the specific goals established with the dean at the beginning of the evaluation cycle. Based on the sources of input and the dean's own direct observation, the dean shall provide a written evaluation of the chair's performance.

Criteria for Annual Chair Evaluation:

Chair Duties

Exceeds Expectations

Excellent attention to managerial responsibilities as chair, including timely submission and careful preparation of required reports, schedules, and evaluations; effective management of departmental budget; and other duties required by dean or department. Accepted leadership appointments on college and university committees and task forces. Engaged in appropriate outreach initiatives with the community. Actively supported CAS development initiatives, when requested. Helped facilitate college-wide or departmentally wide initiatives for faculty success. No definite areas for improvement were identified. Faculty's responses in the Faculty Evaluation of Department Chair's Administrative Performance show overall confidence in their chair.

Meets Expectations

Clear attention to managerial responsibilities as chair, including timely submission and careful preparation of required reports, schedules, and evaluations; effective management of departmental budget; and other duties required by dean or department. Served on college or university committees or task forces and performed some professional service on behalf of the community. Actively supported CAS development initiatives, when requested. Served as a good role model for faculty in the areas of teaching, research/creative activity, and service. Supported college-wide or departmentally wide initiatives for faculty success. Rated positively in most areas by peer reviewers and faculty. No definite areas for improvement were identified. Faculty's responses in the Faculty Evaluation of Department Chair's Administrative Performance show confidence in their chair.

Does Not Meet Expectations

Poor attention to managerial responsibilities as chair, resulting in missed deadlines or careless preparation of required reports, schedules, and evaluations; generally poorly administered departmental budget; and/or unresponsiveness to other duties required by dean or department. Little other or no service at the college, university, community, or professional level. Did little to support CAS development initiatives, when

requested. Did little to support college-wide or departmentally wide initiatives for faculty success. A few areas for improvement were identified. Faculty's responses in the Faculty Evaluation of Department Chair's Administrative Performance show little confidence in their chair.

Leadership as Chair

Exceeds Expectations

Effectively responded to program reviews and/or accountability measures mandated by UNCW and/or UNC's General Administration, leading faculty in the development of program/ policy improvements consistent with the missions of the department, college, and university. Actively supported faculty who sought to strengthen the department's resources in grant or award funding and equipment and recognized successful efforts. Provided helpful leadership in recruiting new faculty and offered guidance to junior faculty in their progress to tenure and promotion. Worked effectively to maintain faculty morale in the face of personnel crises and/or conflicts. Effectively sought ways for individual faculty to contribute meaningfully to various aspects of the department's mission. Worked cooperatively with other chairs, directors, and college and university administrators, responding attentively to calls for assistance. Served as a very good role model for faculty in the areas of teaching, research/creative activity, and service. No definite areas for improvement were identified. Faculty's responses in the Faculty Evaluation of Department Chair's Administrative Performance show overall confidence in their chair.

Meets Expectations

Responded attentively to departmental initiatives to improve programs and policies, encouraging dialogue and offering useful suggestions of better ways to fulfill departmental, college, and university missions. Familiarized faculty with opportunities to increase the department's resources in grant or award funding and/or equipment and encouraged their exploration. Assisted with new faculty and staff recruiting and provided mentoring program for junior faculty. Worked effectively to maintain faculty morale in the face of personnel crises and/or conflicts. Responded positively to individuals in the department seeking diverse ways to support the department's mission. Worked cooperatively with other chairs, directors, and college and university administrators, responding helpfully to calls for assistance. Served as a good role model for faculty in areas of teaching, research/creative activity, and service. Rated positively in most areas by peer reviewers and faculty. Few definite areas for improvement were identified. Faculty's responses in the Faculty Evaluation of Department Chair's Administrative Performance show confidence in their chair.

Does Not Meet Expectations

Was often unresponsive to departmental, college, or university initiatives to strengthen departmental programs and policies or was autocratic in determining changes in programs and policies. Was unresponsive to needs to improve departmental resources in grant or award funding and other areas through special initiatives. Did not differentiate among faculty in setting expectations for contributions to the department's mission. Was untimely in responses to the recruitment of new faculty and staff and insensitive to junior faculty needs for mentoring by the chair and by senior faculty. Usually ineffective in mediating conflicts between faculty and staff and between faculty and students. Served as a poor role model for faculty in the areas of teaching, research/creative activity, and/or service. Did not usually work well with other chairs, directors, and college and university administrators, responding negatively to or ignoring calls for assistance. Several areas for improvement were identified. Faculty's responses in the Faculty Evaluation of Department Chair's Administrative Performance show little confidence in their chair.

III.1.4 Office Support Staff

Office Assistant's Responsibilities/Chair

Office Assistant's Responsibilities/Faculty

Office Assistant's Responsibilities/Students

Gallery Director

Staff Evaluation

IV. PERSONNEL

IV.1 Hiring

Tenure Track Recruitment and Selection Policy

Authority: The Dean of College

History: Adopted May 10, 2012

Revised: November 15, 2019

Source of Authority: 41 CFR Part 60-1; UNC Policy Manual 600.3.4

Responsible Office: Department of Art and Art History

Persons Affected: Faculty, search committee, chair, director or dean, UNCW Human Resources.

Purpose: To specify recruitment and selection procedures that are consistent with the UNCW EEO/AA Policy and UNC Policy Manual and to ensure consistency in screening and hiring candidates at the department level.

Guiding Principles:

The guiding principles of this policy are to ensure consistency, fairness, and equity in the recruitment, screening, and hiring process. A second guiding principle is to hire the candidate whose qualities and competencies best meet department/school needs. The hiring process is intended to be a positive and transparent process for all those involved. Ultimately, the faculty are responsible for all stages of the hiring process. All members of the department/school adhere to the highest standards of professional conduct, including confidentiality, throughout the hiring process.

IV.1.1 Identification of Position

The Chair will conduct a meeting of the tenured and tenure-track faculty to discuss departmental needs and identify hiring priorities. After thorough discussion, the Chair summarizes and conveys the hiring priorities to the Dean. Typically, priorities involve replacing a faculty member who has departed via retirement or taking another position, or else identification of a gap in the department's curricular offerings.

IV.1.2 Composition of Search Committee

Upon approval to search by the dean and Human Resources, the chair will appoint a search committee composed of four faculty, representing both studio and art history, striving for a balance of tenured and untenured faculty as well as any other relevant forms of balance that would reflect the diversity contained within the department faculty.

The chair submits this slate to both the Dean and to Human Resources for their review and approval. Next, HR sends a representative to meet with the search committee and chair to explain the proper conduct of the search, including proactive measures to seek a diverse pool of applicants that includes minority candidates.

<https://uncw.edu/hr/employment-hiring.html>

IV.1.3 Roles and Responsibilities

Department Chair: The chair is responsible for ensuring the integrity of the hiring process. The Chair acts as a liaison between the faculty, the Search Committee, the Dean, and Human Resources. The Chair is responsible for communicating the departmental hiring decision to the Dean and Human Resources, and upon approval to the candidate.

Search Committee: The Search Committee is responsible for complying with HR policies related to hiring, drafting the position description, recruiting and screening of applicants. The Search Committee Chair will be selected at the initial meeting between the committee members and Chair of the department. This individual is responsible for maintaining timely communication with the department Chair. The Search Committee as a whole works with, and seeks input from, the faculty in these processes. The Search

Committee presents the top three applicants to the department and facilitates the interview process. At this point, the search process proceeds by committee of the whole (all tenured and tenure track members of the Department of Art and Art History).

Faculty: During the on-campus interviews, all full-time faculty members actively participate in the hiring process and provide appropriate and constructive input. Part-time faculty are welcome to participate at their own discretion, although only full-time faculty vote.

IV.1.4 The Campus Visit: The campus visit is a critical stage of any search that offers a unique opportunity for both the candidate and the department to explore competencies and fit. If possible, the visit spans at least three days, in order to observe the candidate in a variety of settings and circumstances. University faculty and staff are reminded that no questions may be asked of the candidate concerning family status, religious beliefs, marital status, or age.

The following are expected elements for the candidate at the campus interview:

- 1) Meet with individual faculty
- 2) Meet with appropriate administration (dean's office), typically an associate dean.
- 3) Is available to meet with students
- 4) Meet with search committee as a whole
- 5) Conduct a classroom teaching demonstration in a course central to the position description.
- 6) Present an advertised scholarly presentation open to the public
- 7) Open Forum with faculty
- 8) Campus Tour/Community Tour, including cultural highlights such as the Cameron Art Museum
- 9) Library tour/meet with library liaison
- 10) Meeting with potential interdisciplinary collaborators and relevant staff in research and graduate offices
- 11) Exit interview with department chair covering topics such as teaching load, academic calendar, RTP timetable, annual review process, research expectations, advising and service expectations.

IV.1.5 Internal Candidates: the identification of an internal candidate requires diligence to insure that HR requirements for absolute consistency are upheld. Key points of emphasis include:

- 1) Absolute confidentiality throughout the process regarding the search and the candidate's status in the process.
- 2) Reasonable efforts to reintegrate the internal candidate regardless of the outcome of the search.

IV.1.6 Procedures and Tasks Checklist

1. Create timeline (e.g.: Schedule AARM Training for Search Committee, recruitment, when ad is posted, deadline for first consideration, deadline for initial screening by search committee, references check deadline). Deadlines should be set as early as feasible.
2. As soon as the department chair receives the approval to search letter, the committee starts work on refining the position description, which is submitted to the department for discussion, refinement, and approval.
3. The department will promote the position according to AARM requirements and best practices, which include national online and print advertising in relevant academic listings.
4. People Admin is the official application, submission and review program for the search process. Search committee members will receive People Admin access for review and ranking. There will be automatic email to applicants once their materials are submitted.
5. The search committee members will individually score the whole candidate roster in People Admin. After the People Admin automatic sorting and ranking process, the committee will meet to discuss these results and make the first cut in the pool.
6. The committee will meet to determine a slate of up to 10 candidates who will be contacted for telephone interviews.

7. The search chair submits the slate of phone/conference interviewees to AARM for approval and EEO analysis. If necessary, the committee reconsiders the identified candidates compared to the qualifications and experiences of the semi-finalist pool, reconfigure if necessary and ensure a non-discriminatory selection process.
8. The committee, as a group, will conduct 30-minute interviews by speakerphone, Skype or other conferencing media.
9. After the initial interviews, the search committee meets, discusses, and votes to determine the 2-4 candidates to invite for on-campus interviews.
10. The search committee provides the department chair with the names and contact information for the 2-4 on-campus finalists. The search committee chair contacts each finalist, introduces them to the chair of the department and makes the invitation for the final interview stage. The departmental administrative assistant works with the university travel agent to coordinate travel plans and lodging.
11. The 2-4 finalists are contacted immediately by the departmental administrative assistant in order to initiate the criminal background check process.
12. The search committee will convene a meeting of all tenured and tenure-track faculty in the department to inform them of the 2-4 finalists and make their application materials available to those members. At this point, the Search Committee will present an itinerary, but the department as a whole will work to divide up the duties for hosting the candidates. Because this is a department hire, all faculty are expected to participate in the search process.
13. At the conclusion of the on-campus interviews, the faculty will meet to discuss the finalists. All faculty members are expected to attend the public lecture of each applicant and thoroughly review their materials. At the meeting, the department will attempt to reach agreement/consensus after which, the Search Committee will submit a ranking and narrative to the department chair detailing the strengths and weaknesses of each finalist. (A formal vote is only necessary if there is clear unresolvable disagreement within the department. If this happens, the chair does not vote. A vote is to be avoided if possible.) Ultimately, it is the responsibility of the chair to decide which of the final candidates presented by the search committee to the department will be hired. If the chair decides to hire the candidate who did not receive the top ranking of the faculty, the department chair will make that decision known to the faculty at which time faculty will have the opportunity to make their case for another candidate. If the chair still decides to go ahead with their initial decision, that decision is final.
14. The department chair drafts and submits a Search Summary and Recommendation for Hire to Dean and AARM.
15. The department requests the results of the criminal background check for the desired candidate from AARM.
16. The department chair will communicate a verbal offer to hire to the approved candidate.
17. The department chair will receive and communicate the candidate's acceptance of position to Dean and AARM.
18. The departmental administrative assistant will communicate with all remaining candidates who were not extended an offer.

IV.2 Voter Eligibility

Authority: The Dean of College

History: Adopted October 21, 2011

Revised: November 15, 2019

Source of Authority: Chair

Responsible Office: Department of Art and Art History

Persons Affected: Faculty, Chair.

Purpose: To define voter eligibility and proxy voting.

Governing Document(s): [Faculty Handbook](#)

Guiding Principles:

The guiding principles of this policy are to ensure consistency, fairness, and equity in the voting process.

Definition of senior members

In the Department of Art and Art History, all tenured faculty comprise the senior faculty.

Voter Eligibility for RTP

Only senior faculty are eligible to vote on RTP decisions.

If a senior faculty member also serves on the university RTP committee that faculty member shall abstain from voting in the university RTP committee and retain the right to vote in the departmental process.

The chair does not vote on RTP decisions, however considers the discussion and includes the outcome of the senior faculty vote in writing the RTP recommendation for the candidate.

Voter Eligibility for Personnel Decisions

In hiring and personnel decisions members of the search committee vote. In the event that consensus is not reached the chair makes the final decision. In all other cases the chair does not vote.

Voter Eligibility for Non-personnel Decisions

Tenure and tenure-track faculty are eligible to vote on non-personnel decisions. Lecturers are eligible to vote on non-personnel decisions.

IV.4 Policy on the Appointment and Reappointment of Part-time Lecturers

Authority: The Dean of College

History: Adopted December 16, 2011

Revised: November 15, 2019

Source of Authority: Chair

Responsible Office: Department of Art and Art History

Persons Affected: Faculty, Part-time Faculty, Chair.

Purpose: To specify recruitment and selection procedures for part-time faculty.

Governing Document(s): **UNCW Faculty Handbook**

https://uncw.edu/facsen/documents/faculty_handbook.pdf

Guiding Principles: The guiding principles of this policy are to ensure consistency, fairness, and equity in the recruitment, screening, and hiring process for part-time faculty.

Part-time lecturers are appointed on a semester-by-semester basis depending on the needs of the department and available funding from the college. Because these appointments do not entail benefits, vacancies do not have to be advertised in local and regional newspapers before hiring. All candidates must submit a letter of application, a résumé, official transcripts, and at least three letters of recommendation to the chair of the department. These materials are often already on file in the department after an initial inquiry concerning job opportunities by the candidate. A criminal background check must be conducted prior to hiring. The chair may consult with faculty concerning hiring of part-time faculty, but is solely responsible for making the appointment decision.

Part-time faculty normally teach no more than three courses (9-10 CHE) in any given semester inclusive of all divisions within the university. A fourth course may be assigned only under exceptional circumstances, with the dean's approval. Although a department chair cannot restrict a part-time faculty member's teaching assignments external to the university, the chair may need to limit the College teaching assignment for part-time faculty members who also teach for other institutions. Part-time faculty in the Department of Art and Art History are reviewed regularly. Determination of satisfactory performance is measured by classroom observation and IDEA results. Annual evaluations provide faculty with peer feedback about their performance and are often the foundational document for letters of reference and hiring decisions. Copies of annual evaluations for part-time faculty are kept on file in the department chair's office, and a copy must be provided to the faculty by July 1. The required faculty signature on any written part-time faculty acknowledges that the faculty member has read the evaluation, not that s/he approves of its content summary. The faculty member shall have the opportunity to reply in writing to the evaluation. The rehiring of part-time faculty is contingent upon positive evaluation, program need, and the availability of departmental funds.

IV.5 Policy on Senior Lecturers

Authority: The Dean of College

History: Adopted February 17, 2012

Source of Authority: Chair

Responsible Office: Department of Art and Art History

Persons Affected: Faculty, Lecturers, Chair.

Purpose: To specify appointment procedures for senior lecturers.

Governing Document(s): **UNCW Faculty Handbook**

https://uncw.edu/facsen/documents/faculty_handbook.pdf

Guiding Principle: The guiding principles of this policy are to ensure consistency, fairness, and equity in the recruitment, screening, and appointment of senior lecturers.

The initial term of appointment for a lecturer shall be one year. Before the end of the lecturer's first year, the department chair and the dean, after reviewing the evidence provided by the evaluation process and taking into consideration the department's curriculum needs, shall determine whether the lecturer is to be (1) reappointed or (2) not reappointed. After a lecturer has been reappointed at least twice, the department chair and the dean, after consulting with the assembled senior faculty members in the department, shall determine whether the lecturer is to be given (1) a three-year contract or (2) a one-year contract. The department chair may subsequently reappoint a person as a lecturer on a one- or three-year contract indefinitely and without further consultation dependent upon the needs of the academic unit and the availability of the position.

Senior lecturer

A lecturer given a three-year contract may be considered at the completion of that contract for promotion to senior lecturer. This promotion is based on the department's desire to recognize superior performance and service to the department and is awarded by the department chairperson and the dean, after consulting with the assembled senior faculty members in the department. Senior lecturers receive three-year contracts. Such a designation does not guarantee further reappointment.

IV.6 Policy on Appointment of Emeritus Faculty

Authority: Chair, Department of Art and Art History

History: Originally Adopted February 17, 2012

Source of Authority: Chair

Responsible Office: Department of Art and Art History

Persons Affected: Faculty and Chair.

Purpose: This policy outlines the process for designating emeritus status for faculty.

Governing Document(s): **UNCW Faculty Handbook**

https://uncw.edu/facsen/documents/faculty_handbook.pdf

Guiding Principles: The guiding principles of this policy are to ensure consistency, fairness, and equity in granting of emeritus status for retired faculty.

In accordance with the Faculty Handbook emeritus status is an honor accorded to retired faculty in recognition of their distinguished and sustained service to the university. Tenured faculty members who retire at the rank of assistant professor or higher with a minimum of eight years of service at UNCW are eligible for emeritus status in the rank held and in the department served at the time of retirement. All recommendations for emeritus appointments must be initiated at the department level.

In the Department of Art and Art History a tenured or tenure-track faculty may nominate a retired faculty for Emeritus status. In a regular faculty meeting the chair coordinates a discussion of the nomination. Upon conclusion of that discussion a vote is taken. Only tenured and tenure-track faculty are eligible to vote. A simple majority of those present (no proxies) is necessary for approval of the emeritus status.

Following consultation with and approval of the departmental faculty, the chairperson shall submit a recommendation to the dean who shall recommend to the Provost and Vice Chancellor for Academic Affairs. The Provost shall recommend to the Chancellor, who shall, in turn, recommend to the Board of Trustees for approval.

Emeritus faculty are (1) invited to formal convocations and general faculty events, (2) listed in the Undergraduate Catalogue and University Directory, (3) accorded library privileges, e-mail, free ID cards, and free parking, if requested, and (4) admitted to athletic and cultural events at faculty rates. Emeritus faculty are not eligible to hold office or to vote in faculty elections.

Faculty on phased retirement retain their professorial rank and are not eligible for emeritus status until their participation in the program is completed.

IV.7 Faculty Workload Policy

Authority: The Dean of College

History: Adopted October 21, 2011

Revised: May 10, 2012

Source of Authority: Chair

Related Links: <http://uncw.edu/cas/documents/CASPolicyandProcedureManual.pdf>

Responsible Office: Department of Art and Art History

Persons Affected: Faculty, Chair.

Purpose: To specify define faculty workload policy.

Governing Document(s): CAS Policy Manual III-1 Faculty Workload

<https://uncw.edu/cas/faculty/documents/cas-policy-manual.pdf>

Guiding Principles:

The guiding principles of this policy are to ensure consistency, fairness, and equity in faculty workloads within the department and to ensure consistency with **CAS Policies Manual III-1** faculty workload policy.

Faculty workload within the Department of Art and Art History follows the **CAS policy III-I Faculty Workload** with the one exception of the position of Gallery Manager [see below].

The CAS (CAS Policy Manual III.6 Department-Level Administrative Assignments Requiring Reassignment from Teaching in the College of Arts and Sciences) has granted a Tier III Assignment reassigning the equivalent of 3 CHE per semester outside of the classroom for the Gallery Manager. The Gallery Manager directs and oversees all aspects of the Art Gallery.

Faculty workload within the Department of Art and Art History consists of the following professional activities: teaching, research and scholarship, and service. Under almost all circumstances, full-time department members are expected to carry 100% annual workloads in which all of these components are reflected.

Teaching

The Department of Art and Art History regards teaching as its primary mission. Therefore, it is expected that the majority of the faculty workload during a typical academic year will be committed to teaching activities. A typical three-credit course involves preparation, teaching, grading, and advising. In accordance with CAS policy the standard teaching load per semester is four three-credit courses with a one-course reduction for research active status. Recognition (including peer review) will be given for other teaching responsibilities such as Directed Individual Studies, Honors Projects, and supervision of internships and development of curriculum. Faculty not classified as research-active [see below] and who have no special administrative duties will teach the standard four-course load each semester (Fall and Spring).

Research and Scholarship

Research and scholarly accomplishments of faculty members are essential components of quality teaching and advance knowledge in The Department of Art and Art History. In addition, such accomplishments enrich society and bring recognition to the department and university. It is expected that faculty will engage in research and scholarship activities during a typical academic year (such activities are defined as projects leading to professional presentations and peer-reviewed publications or exhibitions directly related to the discipline of Art and Art History. Scholarship maintains and enhances a faculty member's professional competence and is considered a component of research). Research-active faculty, will teach three courses (of three-credit hours each) every semester.

Service responsibilities of department members are defined as formal and informal professional activities on behalf of the department, college, university, profession, and for the public. It is expected that faculty members will participate in service at varying levels of the University community.

Policy on Deviations from the Standard Full Workload

Definitions:

- Standard full workload is the sum of a faculty member's total teaching, research, and service activities. It is the equivalent of four three-credit hour courses per semester, in addition to other faculty professional obligations.
- Teaching Faculty teach the equivalent of four courses and will have a lower research expectation.
- Research Active Faculty teach the equivalent of three courses and have research and service expectations accordingly.

Credit-hour Equivalent (CHE) is the calculation of the equivalent teaching load for courses not taught in the standard lecture format or for courses in which content and/or pedagogy requires a different load measurement than their published credit hours. Such courses may include off-campus and online courses, internships, independent studies (DISs) and double sections of undergraduate classes. As resources permit, the department may receive the Dean's approval to count credit-hour equivalencies in the faculty member's teaching loads. The Department of Art and Art History follows the equivalencies observed throughout the College of Arts and Sciences, see **CAS Policies Manual III-1**.

IV.8 Research Active Status for Art and Art History

Authority: The Dean of College

History: Adopted 2009

Revised: February 17, 2012

Source of Authority: Chair

Responsible Office: Department of Art and Art History

Persons Affected: Faculty, Chair.

Purpose: To specify define research active status for studio art and art history faculty.

Governing Document(s): **CAS Policies Manual III-4 Faculty Research Active Status**

<https://uncw.edu/cas/faculty/documents/cas-policy-manual.pdf>

Guiding Principles:

The guiding principles of this policy are to ensure consistency, fairness, and equity in research active status within the department and to ensure consistency with CAS research active status policy.

Policy

The Department of Art and Art History follows **CAS Policies Manual III-4 Faculty Research Active Status**. Newly hired assistant and associate professors on the tenure track will be given research-active status with the understanding that these faculty members are making steady progress in building a record of research and scholarship consistent with their departments' expectations for permanent tenure at the rank of associate professor.

In accordance with CAS, research active faculty in *Art History* should demonstrate the following:

A minimum of 2 peer-reviewed journal articles (electronic or print)/invited contributions (book chapters or essays) in a five-year period OR a single book, exhibition catalogue or edited volume.

In addition to CAS research active requirements, research active faculty in *Studio Art* should demonstrate the following:

Every five years, for a faculty member whose discipline requires creative/artistic achievement, the expectation is a minimum of three performances, exhibitions, recordings, or other forms of artistic accomplishment (invitational, small group, juried, commissions), or a single comprehensive solo performance, exhibit, record, or other form of artistic accomplishment subject to regional, national, or international peer evaluation as recognized by the academic discipline.

IV.9 Policy on Annual Evaluation

Authority: The Dean of College

History: Adopted: November 18, 2011

Revised: XXXX

Source of Authority: Chair

Responsible Office: Department of Art and Art History

Persons Affected: Tenure Track Faculty, Senior Faculty, Part-time Faculty, Phased Retirees, and Chair.

Governing Document(s): UNCW Faculty Handbook

https://uncw.edu/facsen/documents/faculty_handbook.pdf

Purpose: The purposes of the evaluations are:

- to comply with requirements for peer review set forth in the UNC Wilmington Faculty Handbook.
- to assist the department chair in making his or her annual evaluation of individual faculty which is put into the permanent department and college files.
- to provide faculty members with feedback and documentation regarding their annual professional performance and progress toward their professional goals (reappointment, tenure, promotion, etc.).
- to provide the department chair with a solid basis for recommending salary increases, based on merit, to the dean of the College of Arts and Sciences.

Definitions: Annual Evaluation is a comprehensive, formal, yearly evaluation of faculty performance to ensure faculty development and to promote faculty vitality.

Teaching effectiveness of all faculty is evaluated. Tenure-track faculty, first-year part-time faculty receive their regular two classroom observations, and submit their annual dossier covering teaching along with supporting materials.

Classroom observations are not conducted for tenured faculty. Teaching effectiveness of tenured faculty and phased retirees is evaluated by means other than classroom evaluation such as peer review of dossiers, syllabi, sample teaching materials, as well as the chair's assessment of teaching related and supporting materials, and chair's review of IDEA scores.

The annual peer evaluation is a four-step process that includes:

1. observing peers in the classroom (where applicable);
2. compiling and submitting dossiers by individual faculty members;
3. reviewing dossiers by peer evaluators;
4. final review of dossiers and their peer evaluations by the department chair.

Non-Research Active Faculty: The annual peer review process should evaluate faculty on all areas of their performance in compliance with workload assignment.

Dossier submission:

Peer evaluations are made on the basis of three general areas for tenure-track and tenured faculty—teaching, research, and service—, and on the basis of teaching for part-time and phased retirees. Peer evaluations are conducted during the last four weeks of the spring semester. The submission date for the faculty dossiers by the first Friday in April, unless that date falls on a state holiday. In that case the dossier is due the following Monday. The chair reminds the faculty of the due date at the beginning of the spring semester. The dossier must include: listings for teaching, research /scholarship, and service and follow the department outline that mirrors the RTP outline in the UNCW Faculty Handbook.

Faculty are required to provide the following supporting documentation: course syllabi for new or substantially revised courses; sample writing assignments, exams, peer evaluations of teaching based on classroom observation (where applicable); copies of published books, articles, book reviews; conference papers and print-out or photocopy of conference programs. In addition, the faculty member may include the following material: acceptance letters, programs, brochures, etc.

Faculty dossiers are made available for review immediately following the submission deadline. Hardcopy dossiers and supporting materials binders are housed in the office of the Administrative Assistant. The hard-copy dossiers may not be removed from the premises of the department nor kept longer than one full day by any individual faculty member reviewing them. Dossiers may not be reproduced by any means.

Peer evaluation of submitted dossiers:

Every member of the department must submit an annual review to the chair by the stated deadline. The dossier and supporting materials must be prepared as above and include those items mentioned above. The categories for assessment include the areas of teaching, research/scholarship and service. These three areas will be assessed in two methods, narrative and a 3-point scale.

Each member of the department is required to read all dossiers that have been submitted; however, only senior faculty are required to assess the dossiers (junior faculty may, but are not required to, evaluate or comment on dossiers).

Means of assessment: Senior faculty will evaluate all dossiers submitted on a 3-point scale as follows:

A score of 1 indicates “fails to meet expectations”

A score of 2 indicates “meets expectations”

A score of 3 indicates “exceeds expectations”

Senior faculty must also elaborate in narrative form on dossiers within their own concentration (studio faculty comment on studio dossiers and art history faculty comment on art history dossiers), but may also provide narrative for faculty outside their concentration. Peer review forms are submitted electronically to the chair.

Final evaluation of faculty dossiers and their peer evaluations by the Chair:

Before writing his/her annual evaluation, the chair of the department will consult the faculty member's Professional Development Plan (PDP) for the current year, annual dossier with all of its accompanying documents, classroom observation forms (for junior faculty, first-year part-time, and phased retirees), and review peer review forms, , and SPOT reports (individual faculty do not see peer review forms or SPOTS for other faculty) and draws upon these in his/her own evaluation. The faculty member will receive a copy of the chair's annual evaluation and shall meet with the chair to discuss the evaluation. In the chair's annual evaluation the chair will provide feedback to faculty including concrete suggestions and opportunity to improve performance. The faculty member has a right to append his/her written response to the annual evaluation. The chair's annual evaluations are filed in faculty personnel files and copies are submitted to the dean.

Professional Development Plan for Annual Review (PDP)

The Department of Art and Art History recognizes that heterogeneity among faculty is necessary to a vital department. Similarly, changes in a faculty member's areas of focused activity are a natural part of the career of a scholar and educator. While not all changes in a faculty member's activity can be predicted, it is the case that many can be anticipated, or even outlined as goals. Therefore, the department has a professional development plan process, which is directly linked to the annual review process.

The Plan

A professional development plan (PDP) is developed each year by the chair and an individual faculty member. This is done at the time of annual review, and is a part of that process. This plan will state what area, of the three defined areas of teaching, research and artistic achievement and service, the faculty member seeks to focus on in the coming review year. The PDP will acknowledge the faculty member's

intent to focus in one area, but no other area may be ignored. The PDP should address proposed activity in all three areas. The faculty member is required to draft their own PDP prior to meeting with the chair.

The plan may be fairly general in nature, but some specific goals should be stated. This plan must be agreed to, in writing, by both the department chair and the faculty member.

Should circumstances require it, a faculty member may alter the content of the PDP with the chair's approval. This should be done as early in the review period as possible. A plan is a general statement of activity. It is understood that goals are not always achieved, or may take longer than one review period to be achieved.

The Plan as part of the Annual Review Process

An individual's PDP is separate from the chair's written annual review. The chair's annual review is a confidential document for the annual review process, shared only by the chair and the faculty member, but is expected to be a part of a personnel action dossier. The PDP is a more public statement of goals in that it will be included as a part of each faculty member's annual dossier materials. It will be included in the following ways: 1. The PDP gives an indication of what areas of activity the faculty member has focused on with the support of the chair. The PDP itself is not up for review. 2. There MAY be a separate part of the peer review process where colleagues may evaluate the faculty member's success in fulfilling the plan. 3. The primary function of peer review will remain the evaluator of a colleague's work in all areas. 4. The chair and the individual faculty member will review the PDP as part of the annual review. Strengths and weaknesses will be discussed, and a new PDP for the next review period will be developed.

IV.10 Appointment, Reappointment, Tenure and Promotion

Authority: The Dean of College

History: Adopted unknown

Revised: March 23, 2012

Source of Authority: Dean

Related Links: Under construction

Responsible Office: Department of Art and Art History

Persons Affected: Senior faculty meeting requirements per Faculty Handbook and identified by Academic Affairs as being up for RTP review.

Purpose: To ensure that reviewers and candidates engage in a consistent, thorough and appropriate RTP review.

Governing Document(s): [UNCW Faculty Handbook](#)

Guiding Principles: The purpose of RTP is to support and encourage excellence among faculty by reviewing faculty performance. According to UNCW Faculty Handbook “It is essential that the university faculty be composed of individuals with superior personal and professional qualifications.”

Definitions: RTP is a comprehensive, formal, evaluation of cumulative faculty performance to ensure faculty development and to promote faculty vitality.

Responsibilities and Procedures

- 1) Timeline for RTP process
 - a. Intermediate deadlines are established by the chair for all parties so that vote is delivered on time.
 - i. In the annual August faculty retreat the chair alerts the department who is up for RTP action.
 - ii. The chair refers the candidate to RTP guidelines in UNCW Faculty Handbook. In consultation with the candidate the chair provides the candidate with a timeline for preparing materials and submitting them for senior faculty review.
- 2) Candidate Expectations
 - a. The candidate should thoroughly review requirements in the faculty handbook and then must submit a draft RTP dossier to their mentor according to stated deadline established by the chair. The dossier must include the areas of teaching, research/scholarship and service and follow the RTP prescribed format provided in the Faculty Handbook. After review by the mentor the candidate finalizes the dossier and submits the final draft to the chair by the stated time. The candidate then submits the finalized dossier and supporting materials to the chair for review by the senior faculty. Supporting materials should include sample syllabi, supporting documentation for professional activities and accomplishments listed in the dossier. The materials should emphasize pre-existing documentation. The categories for assessment include the areas of teaching, research/scholarship, and service.
 - b. The period of time for the review is based on the personnel action. Reappointment is based on the time since hire date. Tenure/promotion is based on the entire time. In promotion to full professor emphasis is placed on time since the last review, however the entire career is taken into consideration.
- 3) Chair Expectations [see section VIII in format instructions]
https://uncw.edu/facsen/documents/faculty_handbook.pdf
The chair is expected to facilitate the review process and has responsibility for the letter recommending support or non-support of the applicant in a personnel action. The chair will acknowledge the consensus opinion of the senior faculty.
- 4) Review Committee Expectations

- a. The review committee is comprised of senior faculty within the department. The committee is given one week to review the candidate's dossier and all supporting materials.
 - b. In the Department of Art and Art History, the candidate for a personnel action is responsible for submitting a complete document. The committee cannot ask for additional materials or ask questions of candidate.
- 5) Voting
- a. In the Department of Art and Art History, all tenured faculty comprise the senior faculty and are eligible to vote on personnel decisions.

If a senior faculty member also serves on the university RTP committee that faculty member shall abstain from voting in the university RTP committee and retain the right to vote in the departmental process.

The chair does not vote on RTP decisions, but is responsible for reporting the results of the faculty vote when writing his/her independent recommendation. Additionally, in accordance with UNCW Faculty Handbook the chair must: 1) certify the names of senior faculty who were assembled and consulted for this recommendation; 2) state the department's current definition of "senior faculty" as determined by the chair and members of the department in consultation with the dean (a copy of which must be on file in the dean's office); 3) state the numerical vote of the assembled senior faculty (the number for/against/abstaining; the officer shall not identify how individual faculty cast their votes); and 4) if a majority of the senior faculty has prepared a separate, elaborated dissenting recommendation, insert that recommendation prior to forwarding the dossier to the dean. That recommendation must be signed by a majority of the senior faculty and should follow the same guidelines for content as that of the chair.

Required Candidate Materials

- 1) Dossier in the RTP format
- 2) All IDEA data prepared by Office of Institutional Research for review period
- 3) *Representative* supporting materials
 - a. Supporting materials should be limited to the time since the last review or first hire date as appropriate and emphasize recent material.
- 4) For Reappointment and Tenure actions, peer observations of teaching completed during review period
- 5) External reviews should the candidate desire based on department policy [see below].

Procedures for RTP applications

The Department of Art and Art History follows the process stated in the Faculty Handbook.

1. The faculty member undergoing review for a personnel action is required to assemble their dossier materials in accordance with university guidelines, as stated in the Faculty Handbook. The faculty member must have this done by the deadline set by the department chair, which should be established in consultation with the applicant.

Procedures for review and recommendation

1. At the determined time, the department chair will convene the senior faculty for a discussion of the personnel action for the purpose of making a recommendation about that action to the chair.

In the Department of Art and Art History senior faculty is defined as permanent faculty who have received tenure.

The department chair facilitates the senior faculty meeting. At the conclusion of the discussion a confidential vote is taken. That vote is tallied by two faculty members and results conveyed to the chair and senior faculty.

The recommendation from the senior faculty to the department chair is a recommendation only. The chair may write a recommendation that runs contrary to the senior faculty recommendation. In the chair's recommendation, which goes to the Dean of the College of Arts and Sciences, it is required that he/she indicates that his/her recommendation does not mirror that of the entire senior faculty. The chair is required to state the level of support, including the actual vote tally, of the senior faculty for the candidate.

At least five business days prior to forwarding the candidate's dossier to the dean, the chairperson must notify the senior faculty, by either written or electronic means, whether the recommendation is for or against the action. If a majority of the department's senior faculty disagree with the recommendation of the chairperson, they have the option to submit a separate elaborated recommendation. Only one such recommendation from senior faculty may be submitted, and it must be signed by a majority of the department's senior faculty. The chairperson's recommendation and a separate senior-faculty recommendation, if any, are forwarded as part of the faculty member's RTP dossier.

Appointment, Reappointment, Promotion and Tenure: General Guidelines

It is essential that the university faculty be composed of individuals with superior personal and professional qualifications. It is essential also that the university faculty is composed of individuals with a variety of strengths. Heterogeneity among faculty in contributions to the university is crucial. Guidelines for reappointment, tenure, and promotion should be seen in part as a means for fostering and rewarding individual strengths and competencies among faculty. Thus, in the following guidelines, the examples of ways in which contributions to teaching, scholarship and artistic achievement, and service may be shown should be taken as indicating the variety of ways in which excellence may be demonstrated rather than as a fixed and exclusive set of common desired activities. Fixed weightings to be used in determining the relative importance of these different areas should be avoided in making reappointment, tenure, and promotion decisions.

The primary concern of the university is teaching its students. Thus teaching effectiveness is the primary criterion for reappointment, promotion, and tenure. Faculty must be well-trained, knowledgeable, skillful, and enthusiastic presenters of knowledge.

The information that follows reflects criteria and expectations that are consistent with the policies of the University of North Carolina, and are aligned with the mission statement of the University of North Carolina at Wilmington. Also, they are intended to clarify and complement the general criteria of the University of North Carolina and UNCW as those criteria apply to the Department of Art and Art History. (See The Code of UNC and the UNCW Faculty Handbook).

It shall be noted that, in general, artistic achievement is the equivalent of scholarly research, and both the artist and the scholar have the responsibility to make their work known to professional colleagues when that artistic achievement is not considered a part of the individual's full-time teaching load for the semester. In all instances, quality, not quantity, is the key factor, and depth of research and preparation for the creative activity a prime consideration.

According to the UNCW Faculty Handbook, **Criteria for Reappointment, Promotion, and Award of Tenure:** "It is essential that the University Faculty be composed of individuals with superior personal and professional qualifications." In the Department of Art and Art History it is essential that personal qualifications include the ability to work cooperatively with one's peers in artistic ventures such as the organization of certain exhibitions. Therefore, where an individual's position requires peer cooperation, those personal qualities are rightfully a part of evidence for tenure, promotion, and merit raises.

In the Department of Art and Art History, personnel actions, especially reappointment and tenure, are linked to the annual review process. The annual review should be a clear indicator to any faculty member of their ongoing success, or failure, at UNCW. Positive annual reviews, and the successful progress in areas discussed for development in those reviews, must be seen as an indicator to faculty that they are on the right track for positive results in future personnel actions. While annual reviews are also linked to a faculty

member's goal of promotion to professor, the link is not as clear. It must be understood that the rank of professor is not the goal of every faculty member. Thus, a faculty member may perform at an above average level in many areas and be so recognized on annual reviews, yet not be a good candidate for promotion to professor. If a faculty member wishes to work towards promotion to professor, it is recommended that a general plan be outlined with the department chair. Success in accomplishing this plan can be assessed in the annual review.

In the Department of Art and Art History external reviewers are optional for tenure and full-professor actions. In the spring semester prior to a personnel action senior faculty members and/or the candidate can request external reviews by the last day of classes of that semester. In one month the requested names must be submitted to the chair. By the end of the semester prior to a personnel action the chair will request information to be provided by the external reviewers and will send reviewers copies of the dossier, copies of published research or visuals as appropriate and request an evaluation of the candidate's research/scholarship. The role of external reviewers is advisory. In accordance with the Faculty Handbook the anonymity of reviewers is essential in assuring candid reviews, and both the review and reviewer's identity shall remain confidential. Reviewers shall be asked to submit a cover letter to the chair identifying themselves, their affiliation, and any personal or professional connection to the candidate.

It is recognized that individual strengths vary. In the Department of Art and Art History, fulfillment of most, but not all, of the items listed in a category of the RPT criteria, may be appropriate for faculty to be reappointed and/or promoted, especially if achievements on some items are strong.

Appointment, Reappointment, Promotion in Rank: Definitions and Expectations

Faculty Position / Ranks:

1. Part-time: part-time instructor, who has at least 18 graduate hours in the discipline in which they teach and/or professional experiential equivalency, and is appointed on a semester-to-semester basis according to departmental needs and the instructor's area of specialty.
2. Lecturer: Any fulltime teaching member, who holds at least a master's degree, and is appointed on a year-to-year temporary appointment; not tenure eligible.
3. Assistant Professor: Requirements for appointment as an Assistant Professor include evidence of teaching potential and promise of growth in the areas of professional development, scholarly or artistic activity (as appropriate to one's area of specialty), and service. In addition, an assistant professor must have the terminal degree appropriate to their field. In special cases, professional accomplishment outside of the classroom may be deemed the equivalent of a terminal degree.
4. Associate Professor: An associate professorship is considered to be a senior faculty appointment with all of the responsibilities implied herein. In the Department of Art and Art History, an individual eligible for associate professor rank should have demonstrated, over a period of years, teaching excellence and effectiveness; adequate service to the university, profession, and community; and on-going artistic achievement and/or publication of such a nature that it has received recognition by professionals beyond the local area.
5. Professor: For appointment to the rank of professor, the candidate shall exhibit distinguished accomplishment in the three areas of teaching, research/artistic achievement and scholarship, and service. Publication or artistic achievement demonstrates recognition by professional colleagues; distinguished teaching and excellence of service demonstrates recognition by the university community and the larger constituency that it serves.

IV.11 Post-Tenure Review Guidelines

Authority: The Dean of College

History: November 18, 2011

Revised: November 15, 2019

Source of Authority: Dean

Responsible Office: Department of Art and Art History

Persons Affected: Senior faculty meeting requirements per Faculty Handbook and identified by Academic Affairs as being up for PTR review.

Purpose: To ensure that reviewers and candidates engage in a consistent, thorough and appropriate PTR review.

Governing Document(s): UNCW Faculty Handbook

https://uncw.edu/facsen/documents/faculty_handbook.pdf

Guiding Principles: The purpose of PTR is to support and encourage excellence among tenured faculty by reviewing faculty performance; providing for a clear plan and timetable for improvement of faculty found deficient; and for those whose performance remains deficient, providing for the imposition of appropriate sanctions, which may, in the most serious cases, include a recommendation for discharge.

Definitions: PTR is a comprehensive, formal, periodic evaluation of cumulative faculty performance to ensure faculty development.

Responsibilities and Procedures

- 1) Timeline for PTR process
 - a. The deadline is established by the dean's office for all parties so that decision is delivered on time. That date is conveyed to the chair at the beginning of the academic year.
 - i. In the annual August faculty retreat the chair alerts the department who is up for review.
 - ii. The chair refers the candidate to PTR guidelines in UNCW Faculty Handbook. The chair provides the candidate with a timeline for preparing materials and submitting them for review by a committee of senior faculty appointed by the chair.
- 2) Candidate Expectations (and deliverables/documentation)
 - a. The candidate is expected to prepare his/her dossier, following the basic format of the University RTP document, and must submit it to the chair by the stated deadline. The categories for assessment include the areas of teaching, research/scholarship and service and must include (where applicable) courses taught, theses directed, and all evaluations of teaching; publications or exhibitions; service activities; and all annual evaluations for the years under review. The Candidate may elect to include a brief narrative in the materials.
 - b. **Non-Research Active Faculty:** The PTR process should evaluate faculty on all areas of their performance in compliance with individual's workload assignment.
 - c. The review period under consideration is limited to the time since the last review.
- 3) Chair Expectations
The chair is expected to facilitate the review process and has primary responsibility for the letter evaluating the candidate's performance as satisfactory, exemplary, or deficient.
- 4) Review Committee Expectations
The chair appoints a committee of three tenured colleagues of the faculty members (two from the candidate's area (studio or art history) and one from the second discipline to review the candidate's application. The role of the committee is to review the faculty member's faculty professional performance including their record in teaching, research/artistic achievement, and service. Peer reviewers shall present their evaluations in writing as advice to the chair, who will then write the evaluation relative to the mission of the university, college/school, and program. The chair's evaluation shall state whether the faculty member's overall professional performance has been *satisfactory*, *exemplary*, or *deficient*. The chair shall

provide a copy of the evaluation to the faculty member and shall meet with the faculty member to discuss the review. The faculty member has the option of attaching a written response. The chair shall forward a list of the peer evaluators, a copy of the evaluation, and the faculty member's response, if any, to the dean for information. The faculty member and chair shall sign the evaluation in acknowledgment of its receipt by the faculty member. In the case of a finding of *deficient*, the faculty member has the right to appeal the finding on the basis of the four grounds stated to be impermissible. The committee cannot ask for materials or ask questions of candidate.

I. General Criteria

Regular post-tenure review is required of all faculty throughout the UNC system.

In all cases, the criteria for satisfactory performance according to the UNCW Post-Tenure Review Policy are:

- (a) professional competence;
- (b) conscientious discharge of duties, taking into account distribution of workload as assigned by the department chair; and
- (c) efforts to improve performance.

According to the UNCW Post-Tenure Review Policy, the criteria for exemplary performance are:

- (a) sustained excellence in teaching, research, and service; and
- (b) professional performance that is substantially above expectations and that significantly exceeds the performance of most faculty.

II. Expectations

1. Teaching

Successful teaching is the primary criterion for satisfactory performance. Faculty are expected to maintain standards in classroom teaching in such areas as the range and depth of topics covered, quality of course materials, and currency of course content. Teaching effectiveness as judged by student and peer evaluations is also expected. All faculty should make efforts to improve teaching performance.

All faculty are also expected to make some contribution to the department's teaching mission outside of the classroom. Activities such as mentoring junior faculty, supervising departmental honors projects, directing individual studies, directing internships, designing or revising courses, and active participation in curriculum revisions are contributions to teaching. Conscientious student academic advising is expected of all faculty.

2. Scholarship and research

All faculty must maintain currency in the discipline by such measures as; attendance at conferences or tutorials, participation in seminars, and focused programs of study. Writing and reviewing textbooks, refereeing papers, and public dissemination of original work which is not subject to external professional review is evidence of continuing scholarship.

Faculty whose workload includes the expectation of published research or artistic achievement should present evidence of the presentation of research in refereed publications, presentations at conferences, or participation in juried or invited exhibitions. While no specific number of such activities is indicated, published research and/or artistic achievement should be an ongoing activity in the faculty member's career.

3. Service

All faculty are expected to participate in departmental meetings and activities, and to carry out departmental duties such as annual reports, peer reviews, committee service, etc. in a timely and professional manner. Departmental responsibilities, appointments to campus committees, and opportunities for professional service outside of UNCW will vary as part of the individual's total workload. It is expected that all such service be performed in a conscientious manner, and that the amount of service be appropriate to the individual's workload in teaching and research.

IV.12 Departmental Mentoring

Authority: The Dean of College

History: Adopted December 16, 2011

Source of Authority: Chair

Responsible Office: Department of Art and Art History

Persons Affected: Tenure Track Faculty, Senior Faculty, and Chair.

Purpose: To ensure fairness and equity in the comprehensive departmental mentoring policy.

Governing Document(s): UNCW Faculty Handbook

https://uncw.edu/facsen/documents/faculty_handbook.pdf

Guiding Principles: The hiring of each faculty member is an investment in the university's future. The university hires promising faculty in the hope and expectation that they will successfully complete a probationary period, achieve tenure, and provide the university with years of estimable service. Accordingly, it is in the university's interest that each academic department provides continuous mentoring of its junior faculty from the time of hiring until a tenure decision is made. Typically, junior faculty are assigned a senior faculty mentor to advise them and guide their professional development in teaching and research.

Definitions: Mentoring is the process whereby senior faculty within the department provide leadership by example and by assistance to junior faculty.

In compliance with the stated importance of hiring and retaining faculty members as described in the University's Faculty Handbook section for Criteria of Reappointment, Promotion, and Award of Tenure (section III), the department adopts the requirements of mentoring for untenured faculty described therein. Within the Department of Art and Art History all junior (untenured) faculty shall be mentored by senior (tenured) faculty. Mentors are appointed by the chair in consultation with the senior faculty. Each junior faculty member should meet with the assigned mentor at least once per semester to discuss issues relevant to his/her professional development. These meetings are intended to help guide new faculty through the RTP process and aid in assessing their level of participation in the three categories of work as a UNCW faculty member: 1) Teaching, 2) Research, 3) Service. Additionally, mentors should make at least one classroom observation each semester, accompanied by a second senior faculty member (see peer evaluation policy).

The outcome of a reappointment or tenure decision should not be a surprise to either the department or the candidate. Department chairs are obligated to provide junior faculty, at the time of hiring, with clear indications of the criteria necessary for achieving tenure and promotion. As part of the annual evaluation process, the chair must give each junior faculty member a candid written assessment of that person's progress toward meeting the requirements for tenure and promotion, as well as practical guidelines for meeting those requirements. The department's senior faculty play a central role in the mentoring of junior faculty, and the chair is required annually to provide the senior faculty with a summary of the assessments that the chair has given to junior faculty of their progress toward tenure and promotion. At a called senior faculty meeting in December the chair provides senior faculty with this summary and also receives input from senior faculty concerning junior faculty members' progress toward achieving tenure and promotion. When the faculty member is subsequently considered for tenure and promotion, the chair's recommendation should normally be consistent with the assessments the faculty member has received in annual evaluations. When the chair's recommendation differs from those prior assessments, the chair should explain what circumstances have arisen to cause the discrepancy.

IV.13 Professional /Faculty Development

Authority: The Dean of College

History: Adopted November 18, 2011

Revised: November 15, 2019

Source of Authority: Chair

Responsible Office: Department of Art and Art History

Persons Affected: Tenure Track Faculty, Senior Faculty, and Chair.

Purpose: To ensure fairness and equity in the comprehensive departmental mentoring policy.

Governing Document(s): [UNCW Faculty Handbook](#)

Guiding Principles: The hiring of each faculty member is an investment in the university's future. Therefore it is essential that the department encourage and provide support both intangible and monetary (when budget allows) for faculty professional development.

Travel Funds Policy

The Department of Art and Art History recognizes the importance of faculty professional development and encourages its full-time members to participate in relevant professional meetings and conferences. Additionally travel funds can be used to support research-related travel, workshop participation, and travel to enrich teaching. To encourage such participation, each full-time faculty member will be awarded \$1600 per academic year for professional travel (depending on the health of the department's budget and to the extent that resources allow). The chair of the department will allocate additional funds from the departmental operating budget when additional funds are available.

Faculty members should recognize that the department cannot be expected to underwrite all travel requests. The chair will encourage professional travel for purposes of conference participation, engaging in research, and in support of teaching. Faculty members attending international conferences are encouraged to seek additional support from the Office of International Programs.

The department supports professional development opportunities in regard to teaching and research and strongly encourages faculty to take advantage of opportunities. Should a faculty member receive an outside fellowship the chair will approach the Dean of the College of Arts and Sciences to request additional support.

V. TEACHIING

V.1 Classroom Observation Policy

Authority: The Dean of College

History: Adopted Unknown

Revised: May 2009; March 23, 2012, November 2019.

Source of Authority: Chair

Responsible Office: Department of Art and Art History

Persons Affected: Tenure Track Faculty, Senior Faculty, Part-time Faculty, Phased Retirees, and Chair.

Purpose: To ensure fairness and equity in the departmental classroom observation policy.

Governing Document(s): [UNCW Faculty Handbook](#)

Guiding Principles: According to the UNCW Faculty Handbook, **Criteria for Reappointment, Promotion, and Award of Tenure:** “The primary concern of the university is teaching its students. Thus teaching effectiveness is the primary criterion for reappointment, promotion, and tenure.”

Evaluation of Tenure-track Faculty

All tenure-track faculty shall be observed once per semester by a team consisting of two evaluators who will provide the individual with a formative observation.

Classroom observation is conceived as part of the mentoring program of new faculty in the department. The evaluation team shall consist of the tenure-track faculty member’s mentor plus one other evaluator chosen by the mentor in consultation with the department chair. Evaluators shall be chosen from among the senior faculty whenever possible, but may include a reappointed untenured faculty member. The chair shall ensure that all senior faculty members rotate through the visitation schedule during each tenure-track faculty member’s contract period.

The evaluation team shall visit the entire class together once during the first ten weeks of the semester.

Only the standard evaluation form developed and approved by the art and art history faculty shall be used in the classroom observations.

The tenure-track faculty member shall provide the visitation team, no later than the second week of the semester, a list of blackout dates for the course. The team will not visit on any of those dates and will work with the faculty member being observed to determine a meaningful time to observe.

Since the primary objective is observation of classroom teaching, dates on which quizzes, exams, student reports, etc. are scheduled should be avoided.

Before the classroom visit, the individual shall supply the evaluators with copies of the course syllabus and any other pedagogical materials to be used in the class. Such things as teaching philosophy, pedagogy, and course objectives, as well as methods and tools to be used by the evaluators should be discussed at this pre-observation meeting.

If deemed necessary by the observation team, or requested by observee, the tenure-track faculty member and the evaluation team shall meet in a post-observation meeting where evaluators share their findings in written and oral form with the individual in a formative evaluation.

At that meeting evaluators shall provide the tenure-track faculty member with signed copies of their written evaluations for his/her signature at the end of the meeting. Copies of these forms should be given to the tenure-track faculty member. The untenured faculty member’s signature need not indicate agreement with the evaluator’s finding, but only that he/she has read the forms, and received an oral explanation.

The tenure-track faculty member may respond in writing to the oral and written evaluation. A copy will be

attached to the evaluators' forms and placed in the individual's personnel file.

The completed evaluation forms, signed and dated by the evaluators and the tenure-track faculty member (and signed response, if any), shall be returned to the chair, and placed in the faculty member's departmental personnel file.

The results of the evaluation shall also be used by the chair of the department, and may be used by the faculty mentor in counseling the tenure-track faculty member, and by the chair in annual faculty evaluations.

In the chair's annual evaluation of the faculty the chair reviews previous recommendations for improvement in previous peer reviews and makes a notation under teaching whether or not the faculty member has addressed these concerns.

Online Course Evaluations

Online course will be evaluated within the same structure as traditional classroom observations in regard to frequency of observations/evaluators and the number of faculty observers/evaluators. Faculty teaching these courses will be asked to provide all teaching materials (syllabi, handouts, reading assignments, etc.) to the evaluator or evaluators for review as well as other examples of teaching deemed to be relevant to demonstrating effective teaching. Evaluators are invited to be a temporary guest and given temporary access so that they are able to review class materials for themselves.

Evaluation of Tenured Faculty and Chairs

Teaching effectiveness of all faculty is evaluated. Classroom observations are not conducted for tenured faculty and for the chair. Teaching effectiveness of tenured faculty and the chair is evaluated by means other than classroom evaluation in Annual Review through peer review of dossiers, syllabi, sample teaching materials, as well as the chair's assessment of teaching related and supporting materials, and chair's review of IDEA. Peer review and assessment of the chair's teaching as well as the chair's IDEA are sent directly the Dean of CAS for his evaluation.

Evaluation of Part-time Faculty and Phased Retirees

All part-time faculty shall be evaluated via classroom observations during the first year of their employment in the Department. Class observations will occur once a semester for a total of two semesters (and a total of two observations). All observations and the resulting classroom observation reports will be performed/written by a faculty member belonging to the same teaching discipline as the part time faculty (studio art or art history).

In addition to classroom observations, part-time faculty are reviewed in the department's Annual Review process. Part-time faculty are only required to complete the *Teaching portion* of the Department of Art and Art History Annual Review form and submit syllabi and other appropriate supporting materials. Part-time faculty teaching dossiers are reviewed by full-time faculty as part of the Annual Review policy.

Annually the chair writes a summary teaching evaluation for part-time faculty based on Classroom Observation Reports and Annual Review Dossiers.

Classroom observations are not conducted for phased retirees. Teaching effectiveness of phased retirees is evaluated by means other than classroom evaluation such as peer review of dossiers, syllabi, sample teaching materials, as well as the chair's assessment of teaching related activities and supporting materials, and chair's review of IDEA scores. Phased retirees are only required to complete the *Teaching portion* of the Department of Art and Art History Annual Review form and submit syllabi and other appropriate supporting materials. Phased retirees teaching dossiers are reviewed by full time faculty as part of the Annual Review policy and the chair writes a summary teaching evaluation.

V.2 Office Hours Policy

Authority: The Dean of College

History: Adopted March 23, 2012

Revised: November 15, 2019

Source of Authority: Chair

Responsible Office: Department of Art and Art History

Persons Affected: Faculty, Part-time Faculty, Phased Retirees, and Chair.

Purpose: This policy addresses the expectations for office hours and student contact for all faculty in the Department of Art and Art History.

Governing Document(s): **UNCW Faculty Handbook**

https://uncw.edu/facsen/documents/faculty_handbook.pdf

Guiding Principles: UNCW is committed to providing a powerful learning experience highlighted by direct interaction between faculty and students. Office hours are a key mechanism for fostering such interaction.

Definitions: “Faculty Office” vs. “Access”

- Faculty Office—the official office assigned to the faculty member.
- Access—alternative access such as official email and Canvas.

Responsibilities and Procedures

Posting: Posting office hours is mandatory. They should be posted in syllabi, on office doors (if an office is provided) and given to the department chair and administrative assistant. Posting on the door should be legible. It is expected that faculty will hold regular office hours to provide face-to-face availability for students. Other modes of accessibility such as social media, canvas, e-mail are supplements (but not substitutes) to physical office presence.

Extended absences and office hours: Office hour continuity should be part of any discussion about extended absences for professional or personal absence. It is critical that the faculty member notify students directly of any such modifications through an official email.

Tenured, tenure-track faculty and lecturers: Being a faculty member requires a presence on campus beyond teaching duties. Faculty should be mindful of convenient availability to students and therefore should schedule hours at various times during the week

Part time faculty are expected to be accessible to students outside of class time, but are not required to hold scheduled office hours.

Fully Online Faculty Office hours should be conducted online.

V.3 Department Policy on Leave of Absence from the Classroom

Authority: The Dean of College

History: Adopted April 13, 2012

Source of Authority: Chair

Responsible Office: Department of Art and Art History

Persons Affected: Faculty, Part-time Faculty, Phased Retirees, and Chair.

Purpose: This policy outlines the steps the faculty member will take for either: A) illness, B) professional development, or C) religious observation.

Governing Document(s): UNCW Faculty Handbook

https://uncw.edu/facsen/documents/faculty_handbook.pdf

Guiding Principles: UNCW is committed to providing a powerful learning experience highlighted by direct interaction between faculty and students. Office hours are a key mechanism for fostering such interaction.

Based on state guidelines, students are entitled to a designated number of instructional hours and these are built into the semester plan. A faculty member is expected to meet every class as scheduled. The first and the last week of class are especially important for the integrity of the class.

Any faculty member who contemplates being absent from regular campus duties is expected to make arrangements in advance with the department chair. Where possible, the faculty member should prepare an assignment for each class affected.

In the event of an absence caused by an emergency or sickness, the faculty member should inform both the department chair and administrative assistant.

Absence based on illness or emergency:

In case of unanticipated illness or emergency, all reasonable effort should be made to contact the department chair and the administrative assistant(s) prior to the class.

In case of anticipated or longer termed illness, the faculty member must contact the department chair and together they will determine how the instructional time will be covered.

If it is determined that the absence will be longer than two weeks, then the faculty member will have to apply for Family Medical Leave/Faculty Salary Continuation.

If the illness is longer than the 12 weeks of FMLA, then the faculty member must apply for short-term disability, and the chair will consult with the dean concerning long-term coverage of classes.

Absence based on professional development:

A faculty member should give timely notification and request for approval for absence from class. In any case the faculty member must request approval from the chair in writing at least one week in advance of the anticipated absence indicating the nature of the activity, the length of absence, and the arrangements that have been made to cover the instructional time and teaching-related responsibilities.

No approval will be given for an absence longer than two weeks.

Absence based on religious observation:

A faculty member may be absent from class for purposes of religious observation and must notify both the chair and administrative assistant prior to the first day of class and indicate the arrangements for covering the classroom instruction.

V.4 Assessment Policy

Authority: The Dean of College

History: Adopted XXXX

Revised: XXXX

Source of Authority: Chair

Responsible Office: Department of Art and Art History

Persons Affected: Faculty, Part-time Faculty, Phased Retirees, and Chair.

Purpose: To specify the assessment process.

Governing Document(s): CAS Policies Manual

In accordance with the UNCW Academic Affairs [Guidelines for Annual Reporting of Student Learning Outcomes Assessment and Academic Program Outcomes Assessment Activities](#) (Guidelines), Art and Art History identifies program outcomes and student learning outcomes, and develops tools and implementation procedures for measuring achievement of these outcomes, collects and analyzes the results annually, and makes improvements based on the analysis of the results. Each outcome is assessed at least once every three years.

Program Assessment Reports are prepared by the chair and are sent by the chair to the Director of Assessment in the Office of the Dean on October 1 of each year detailing activities for each of the process steps listed above for the previous academic year. A description of the content of and format for the reports, including requirements for alignment of outcomes with UNCW Strategic Goals and UNCW Learning Goals, can be found in the Guidelines and at the [Assessment Planning and Reporting](#) website.

VI. GENERAL DEPARTMENT GUIDELINES

VI.2 Senior Exhibit Policies and Procedures

Eligible Art Work

All art displayed in the exhibit must have been created while enrolled at UNCW (DIS and internships are acceptable). No work done at another institution may be displayed, because the exhibit is a public representation of this department.

Normally, the work must have been done under the supervision of an Art faculty member. However, cross-listed courses such as ART 220 and ART 320 taught by faculty in other departments may qualify, if there has been some input and oversight from department faculty.

Ideally, the work submitted would come from the student's last year of study in the major, although work from the junior year is also permissible. Generally, projects from foundation classes such as ART 101, 102, and 111 should not be submitted.

Paintings and drawings copied directly from photographs are discouraged, particularly clichéd images.

It would be helpful for each rising senior to meet with a faculty mentor three months or more before their final semester begins to discuss their intended body of work.

Selection Process

The permanent studio art faculty meet to select the work that will make up the exhibit. In addition, part-time faculty who have worked with some of the seniors in upper-level classes are welcome to participate if they choose.

Students should bring work for review on a day scheduled and published in the course syllabus at the beginning of the semester. Students should receive written instructions about the time, place, and manner of bringing their work forward for the review.

Students should normally bring slightly more work than will ultimately be displayed, in order that the committee may choose the strongest work. Students should first confer with the faculty member(s) in their discipline area for guidance on which pieces to submit.

The day of review should be approximately two weeks before the hanging of the show, to allow students time to mat, frame, or build bases for the chosen work. This amount of lead-time also allows faculty to mentor the students about bringing forward some better work than that initially presented by the student. Wet paintings may not be presented.

An overall goal of the exhibit is to give the public an overview of the various art forms taught in the curriculum. If the presented and selected work from the entire class omits some discipline areas (such as graphic design or printmaking), the committee may request some examples of these areas above and beyond the initial selection of submitted work. Over several semesters, ideally the selected art gives a good representation of the quality and scope of art created in the department.

Every student enrolled in the senior show class shall display at least one work of art. But limitations of space, the quality of each student's submitted work, and the lack or presence of professional presentation might mean that some students show more pieces than others. Display space is not limited to the gallery room itself, but may also include lobby walls and pedestals.

Final Presentation Guidelines

Students will not be required to have the work in final exhibit form at the time of the faculty review, but those works selected for exhibit must embody professional display practice.

This will include proper matting, framing, and attachment of hardware and hanging wire for two-dimensional pieces, and proper preparation of bases, pedestals, or shelves for three-dimensional work. Paintings may be displayed with commercial frames, well-made lattice strip framing (good miter corners cut with our chop saw), or deep “gallery wrap” edges painted neatly.

Works on paper should be matted and framed under glass; temporary clip frames should not be used. Metal-section or wood –section frames are appropriate standard choices.

It is the responsibility of the exhibiting students to supply the necessary audiovisual equipment and appropriate display housing for multimedia and electronic pieces.

Students displaying installations and large-scale sculpture should be aware of any safety issues and should take care to secure the displayed work.

Following the close of the exhibit, any work not retrieved within a week will be discarded.

Art work for which an itemized list has been furnished may be insured according to the table of standard values for student art work.

VI.3 Procedures for Displaying Hallway Art

Faculty members may select and exhibit student art work in the various available display venues in the building: the four glass cases upstairs (the East Hall Gallery), any large bulletin boards or cork pinning strips near the studio classrooms, and any other walls in the art sections of the building, such as the connecting corridor between the building wings near the second floor elevator. Students may only display work with the permission of a faculty member. Normally, student work displayed will be part of a class exhibit.

The Mezzanine Gallery shall be reserved and scheduled for the purpose of exhibiting exemplary student work such as a DIS, exhibitions relating to scholarship, or other student work deemed exemplary by the faculty, including student work from outside of our department and institution.

VI.4 Departmental Honors in Art and Art History

Departmental Honors in Art and Art History, under the oversight of the Honors Scholars Program, provides the opportunity for superior students to engage in an advanced individual scholarly project in a specialized area. The specific project and its content and methods are the choice of the faculty supervisor and student. More specific requirements can be found on the UNCW Honors Program website www.uncw.edu/honors.

Departmental Honors is understood to be rigorous and challenging. Interested students should possess a strong work ethic, good time management skills, and a demonstrated capacity to plan and fully carry out independent work.

Students with at least 74 semester hours credit who have a quality point average of 3.2 or better on all college work attempted (including transfer hours), who have completed [will complete] at least 30 semester hours of work with a 3.2 or better quality point average at UNCW, and who are recommended by the Art and Art History Department Chair are eligible to enter the Departmental Honors Program.

Graduation with departmental honors is a signal honor that is recognized on the student's diploma.

APPENDIX A

Classroom Visitation Reporting Form

Instructor:

Observer:

Class Title, Number, Section:

Date of Observation:

[If more space is needed, use additional pages and attach]

DESCRIBE CLASS TOPIC, GOALS, FORMAT:

COMMENT UPON THE INSTRUCTOR'S PLANNING AND PREPARATION:

COMMENT UPON THE QUALITY OF INSTRUCTION: (Was it clear, coherent, to the point? Was language of instruction appropriate to the needs of the class? Were pedagogical materials effectively used, etc.?)

COMMENT ON INTERACTION WITH STUDENTS: (Were Students involved to an appropriate degree? Did the instructor keep the attention and interest of the students?)

WERE CLASS OBJECTIVES MET?

COMMENT UPON THE STRENGTHS AND WEAKNESSES OF THIS CLASS AND MAKE ANY OTHER OBSERVATIONS:

APPENDIX B

Example of Peer Review Form for Faculty Annual Review Dossiers



Peer Review Form for Faculty Annual Review Dossiers

Faculty member under review:

Teaching:

[Does not meet expectations]

[Meets expectations]

[Exceeds expectations]

Explanation of score:

Research:

[Does not meet expectations]

[Meets expectations]

[Exceeds expectations]

Explanation of score:

Service:

[Does not meet expectations]

[Meets expectations]

[Exceeds expectations]

Explanation of score:

Submit