

**FUNCTIONS AND CRITERIA FOR
FACULTY EVALUATIONS, PROMOTION AND TENURE
DEPARTMENT OF ART**

DEPARTMENT MISSION STATEMENT: Within the land grant mission of the university, the Department of Art serves a diverse population through dynamic and rigorous art and design, art history and art conservation programs. In art and design courses, students develop their aesthetic and professional growth through the engagement of materials, techniques and processes. Critical analysis and theory of art serve as the underpinning for all art courses at the graduate and undergraduate levels. Student experience is informed by our geographic location and enriched through the Visiting Artists and Scholars program, and exhibitions and programs at the University Art Gallery. The gallery's collections include contemporary art and retablos that are used to support our mission.

INTRODUCTION: Promotion and tenure decisions are the means by which NMSU rewards and retains its most valued scholars, sustains excellence in its instructional disciplines and fulfills its mission to advance knowledge. The processes involved in promotion and tenure must be fair, transparent and participatory. This document describes evaluation criteria for the areas of teaching and advising, scholarship and creative activity, service and outreach, used in assessing candidates for promotion and tenure in the Department of Art at New Mexico State University. The criteria set forth here refines expectations outlined in the policy manuals for the College of Arts and Sciences and New Mexico State University. This document also incorporates guidelines to the standards for the professions of art and design and art history as articulated by the College Art Association (CAA); see <http://www.collegeart.org/guidelines/tenure> and <http://www.collegeart.org/guidelines/tenure2>. University policies regarding functions and criteria supersede college and departmental and policies.

1. FACULTY RESPONSIBILITIES

- 1.1. The professional responsibilities of faculty members in the Department of Art are teaching and advising; scholarship and creative activity; and service and outreach, unless a change is agreed upon by the faculty member, Department Head and Dean.
- 1.2. In addition, collegiality is valued. Typical aspects of collegiality include: maintaining a high level of professional integrity and moral conduct; the ability to actively assume a responsible role in the academic and administrative operations of the department and sharing the agreed upon view of policies and programs; and the ability to actively and positively contribute to the long-term mission of the department through professional contributions and positive interactions with the other participants. Academic collegiality shall not be related to conformance with views and opinions of colleagues and administrators, nor to personal issues related to sociability or likability. Rather, it is related to the ability of faculty members to extend their professional effort to support the common mission of the department, college and institution.
- 1.3. A full teaching load is the equivalent of 12 credits per semester for tenured and tenure track professors (9 credits in scheduled classes with 3 credits release for research). The teaching load for college track faculty is 24 credits of scheduled classes annually.
- 1.4. Most tenure track faculty members in the Department of Art have 50% of their time devoted to teaching, 40% to scholarship, 8% to service and 2% to outreach. The

proportions for college track faculty are 80% teaching and 20% service. These percentages may be adjusted in special circumstances (i.e. when faculty members undertake sabbatical or exchange leave; or receive additional course reductions or buy out for scholarship) through formal approval from the Dean of the College of Arts and Sciences. The Head and the Dean may make adjustments to reflect unusual service responsibilities as well.

- 1.5. Scholarship may be divided into four areas (see NMSU Policy Manual 2018:9.31): the scholarship of discovery, which includes original research that advances knowledge; the scholarship of integration, which involves synthesis of information across disciplines, across topics within discipline, or across time; the scholarship of teaching, which involves the search for innovative approaches and best practices to develop skills and disseminate knowledge; and the scholarship of engagement, which goes beyond the service duties of a faculty member to those within or outside the University and involves the rigor and application of disciplinary expertise.
- 1.6. Faculty members provide service to fulfill the professional needs of the department, the college, the university and the academy. Additionally, faculty members share their expertise through professional outreach to non-scholarly audiences. This functions and criteria statement recognizes the wide range of faculty members' professional activities in fulfilling these responsibilities of teaching, scholarship, service and outreach.

2. CRITERIA FOR EVALUATING TEACHING & ADVISING, SCHOLARSHIP, SERVICE AND OUTREACH

2.1. CRITERIA FOR EVALUATING TEACHING & ADVISING

- 2.1.1. The Department of Art encourages excellence in teaching and advising. Assessing evidence of growth and excellence in teaching and advising is based on university wide agreed upon definitions of quality and impact (NMSU Policy Manual 2018: 9.31.3).
- 2.1.2. Excellence is defined by the degree to which educational and advising outcomes are achieved, as well as evidence of growth in these areas. An outstanding teacher must keep abreast of new scholarship in his/her field and be able to incorporate it into the classroom and to criticize and evaluate new methods. Also valued are skills in integrating international and domestic knowledge and insights into class content. Faculty are encouraged to seek new approaches and new courses that will adapt rigorous standards to their own changing interests, the changing interests of students and to changes within the profession. An effective teacher is well informed, well organized, empathetic, enthusiastic, challenging, prompt, available and approachable.
- 2.1.3. Evidence of growth in teaching includes, but is not limited to creating and/or revising courses, developing new readings and assignments, developing team taught, experimental or interdisciplinary courses, pedagogical training through initiatives such as the Teaching Academy, initiating online and/or hybrid courses, that align with the mission and learning objectives of the Department of Art. Formal or informal instruction in either content or pedagogy, overseeing independent studies, readings, and thesis supervision are also

- valued teaching contributions.
- 2.1.4. Summaries of student evaluations are required in determining teaching effectiveness, along with other criteria including, but not limited to self-evaluations, peer reviews, course syllabi, teaching awards, innovative pedagogy, assignments that foster critical thinking, study and learning aids, student portfolios and achievements, and student awards.
 - 2.1.5. Faculty members are required to submit evidence of teaching quality in their Annual Performance Report (APR). Tenure-track and college-track faculty must submit three forms of evidence of teaching effectiveness; and tenured faculty, two forms. Student evaluations from every course taught during the evaluation period serve as one form of evidence; additional ones can include self-evaluation, observations from colleagues in art or other departments, or as arranged through the Teaching Academy, assignment sheets, syllabi, examples of student work, teaching portfolios, a written statement of teaching philosophy, and course observations. All evaluations should explain the method by which they were obtained.
 - 2.1.6. Student academic advising is also a faculty responsibility, and it is expected that Department of Art faculty members advise beyond academic planning to include career goals. Excellence in advising can be recognized by the following activities, including but not limited to participation in departmental advising, mentoring activities, writing letters of recommendation, and awards.
 - 2.1.7. A vital part of teaching is faculty supervision of theses and internships or as members of MA and MFA committees, as well as supervision of reading courses, independent studies and advising undergraduate and graduate students.
 - 2.1.8. Faculty members are expected to keep abreast of new scholarship in their field and be able to incorporate said scholarship into the classroom. Faculty members are encouraged to seek new approaches and adopt rigorous standards to their own changing interests, those of the students, and within the art profession as a whole.

2.2. CRITERIA FOR EVALUATING THE SCHOLARSHIP OF DISCOVERY, INTEGRATION, TEACHING AND ENGAGEMENT

- 2.2.1. Faculty are expected to be involved in a sustained and focused program of research that results in exhibitions and publications (or the equivalent) and contributes to the discourse within their scholarly field. Scholarship and creative activity is intellectual work that is communicated and validated through external peer review or critique and disseminated in ways having a significant impact on the university community as well as regional, national and international audiences beyond the university. This research should result in the scholarship of discovery, integration, application or engagement. Scholarship must extend beyond local and regional venues to include national and/or international scholarly activities as the latter are ranked more highly. The quality of these activities will be judged depending upon scholarship effort and success whether domestic or international.
- 2.2.2. **Scholarship of Discovery:** Scholarship of Discovery involves the generation

and interpretation of new knowledge through research that is validated and disseminated by the peer review process. Examples include: historical, reflective, theoretical, empirical, artistic and predictive research as they apply to the disciplines of art and design and art history. The major academic products include, but are not limited to paper presentations, refereed journal articles, solo and two person exhibitions, books, edited volumes, new and emerging media.

2.2.3. **Scholarship of Integration:** The Scholarship of Integration recognizes the value of interdisciplinary collaboration to address new and emerging fields of inquiry. The scholarship of integration is validated and disseminated by the peer review process. The products of these activities include curation of exhibitions of artworks and artifacts, new and emerging media, award recognition in art and design competitions, critical analysis of art and design in journals and catalogues.

2.2.4. **Scholarship of Teaching:** Scholarship of Teaching is a form of integrated scholarship that engages faculty members and students with community partners in a transformational learning experiences. A model of engaged scholarship includes the elements of knowledge generation, application, dissemination and evaluation in context with institutional and community factors. The Scholarship of Teaching must include objective assessment of impact through the peer review process and dissemination of findings.

2.2.5. **Scholarship of Engagement:** The Scholarship of Engagement recognizes the impact of faculty members when working within and with the larger community to bring their knowledge to bear in their understanding and solving of social, civic and ethical problems. Examples include but are not limited to: solutions to real world design problems; development of new art and design processes in response to social concerns; and design solutions that integrate technical and scientific advances in service to the larger community.

3. **ASSESSMENT OF SCHOLARSHIP AND CREATIVE ACTIVITY EFFECTIVENESS FOR TENURE-TRACK FACULTY:** The department seeks evidence of a sustained and focused research program that involves the generation and interpretation of new knowledge through research that is validated and disseminated through the peer review process. Scholarship and Creative Activity correspond to tiers of descending importance. Activities from the primary tier are valued the highest, while the activities in the secondary and tertiary tiers offer further evidence of broad and sustained engagement. The department recognizes that some activities may not clearly fit into one of these tiers and acknowledges that the candidate is responsible for providing context and evidence for the significance of that activity within their field as well as its impact upon their professional development.

3.1. **ASSESSMENT OF FACULTY OF STUDIO ART & DESIGN:**

3.1.1. Studio faculty may engage in research listed for art history faculty in recognition of the interdisciplinary nature of their profession. Curatorial practice can also be considered scholarship for studio faculty.

3.1.2. Time-based projects (i.e. animation, video, installation, performance, etc) can

receive credit for exhibitions at specialized events so long as there is a peer reviewed or invitational entry process. The dissemination of creative work through recognized media outlets will also be acknowledged as evidence of scholarship. The assessment of these venues will be rated upon the same criteria used for other exhibition venues.

- 3.1.3. Faculty may have work exhibited in multiple locations; each exhibition is considered individually. Art, similar to musical composition or film, acquires critical acclaim and prestige through repeated dissemination.
- 3.1.4. Art and design work that conforms to the international, national and regional hierarchy can be considered scholarship of discovery if it has been published or disseminated in a peer reviewed venue or publication. For example, the inclusion of design work in juried annuals will be considered equivalent to juried exhibitions.
- 3.1.5. The most valued evidence of scholarship are activities of national or international scope and are considered as within the PRIMARY TIER:
 - 3.1.5.1. Solo or two person exhibitions (either curated or juried) in university, non-profit or commercial museums or galleries of national and/or international reputation and/or major public commissions at the national or international level.
 - 3.1.5.2. Refereed/peer reviewed published monographs, catalogs and journal articles.
 - 3.1.5.3. Grants, residencies, or fellowships of national or international stature (i.e Fulbright, Guggenheim, MacDowell Colony, etc.)
 - 3.1.5.4. Acquisition of work by museum or a permanent collection (national or international reputation).
 - 3.1.5.5. Gallery representation (national or international reputation).
- 3.1.6. SECONDARY TIER:
 - 3.1.6.1. Solo or two person exhibitions (either curated or juried) in university, non-profit or commercial museums or galleries of regional reputation and/or major public commissions at the regional level.
 - 3.1.6.2. Juried and invitational group exhibitions in museums and galleries (regional, national and international reputation). Such shows may be equivalent to a primary tier activity in certain cases of shows of extraordinary national and/or international reputation (i.e. participation in the Whitney Biennial).
 - 3.1.6.3. Three such shows (3.1.6.1 and 3.1.6.2) shall be equivalent to an activity from the primary tier. But this must be accompanied by activities from the primary tier.
 - 3.1.6.4. Delivery of a paper or participation on a panel at a major conference (i.e. College Art Association or a principal discipline specific conference).
 - 3.1.6.5. Presentation of time-based artworks within the context of conferences and symposia will be considered equivalent to the delivery of a paper or participation on a panel.
 - 3.1.6.6. Gallery representation (regional reputation).
 - 3.1.6.7. Acquisition of work by a museum or for a permanent collection

- (regional reputation).
- 3.1.6.8. Grants, residencies and fellowships (regional stature).
- 3.1.6.9. Keynote speaker at a major conference or symposium
- 3.1.7. TERTIARY TIER
 - 3.1.7.1. Internal or local grants
 - 3.1.7.2. Gallery representation (local reputation).
 - 3.1.7.3. Acquisition of work by a museum or for a permanent collection (local standing.)
 - 3.1.7.4. Publication of photographs of work, articles about and interviews with the artist.
 - 3.1.7.5. Major editorial work in print or electronic form in professional or online journals.
 - 3.1.7.6. National or international faculty exchanges.
 - 3.1.7.7. Contributions to dictionaries, encyclopedias, exhibition catalogs, conference proceedings and newsletters.
 - 3.1.7.8. Grants not funded. Because of the time involved in formulating and developing a grant, this process deserves recognition even if the grant is not funded.
 - 3.1.7.9. Workshops, invitational lectures at institutions of higher learning outside of NMSU.
 - 3.1.7.10. Direction or oversight of commissioned projects.

3.2. ASSESSMENT OF FACULTY OF ART HISTORY

- 3.2.1. Articles and monographs published through electronic formats will be considered equivalent to those published in traditional formats, depending upon the scholarly reputation of the electronic or print publisher.
- 3.2.2. Art History faculty may also engage in research listed for Studio Faculty in recognition of the interdisciplinary nature of their profession. Curatorial practice can also be considered scholarship for Art History faculty.
- 3.2.3. While major national and international journals carry the most prestige, certain journals in specialized fields may have only regional or state focus, but still have primary status within that field.
- 3.2.4. Papers given at juried professional meetings may be either secondary or tertiary tier depending on the following criteria: rigor of the selection process (evidence for which will be offered by the faculty member in the annual performance report) ; appropriateness of the audience; usefulness of other specialists in the area; originality; scope of the problem; and depth of the scholarship.
- 3.2.5. The following research is considered to be in the PRIMARY TIER:
 - 3.2.5.1. Monographs published by university, commercial or academic presses.
 - 3.2.5.2. Sole author of a peer reviewed exhibition catalog at institutions with national or international stature.
 - 3.2.5.3. At least three articles that present original scholarship within one's discipline in refereed journals and/or chapters in books published by major university, commercial or academic presses.
 - 3.2.5.4. Grants, residencies, or fellowships that are international or

national in stature that result in a peer reviewed body of research.

3.2.6. SECONDARY TIER:

- 3.2.6.1. Single articles in a refereed journals and chapters in books published by major university, commercial or academic presses.
- 3.2.6.2. Textbooks
- 3.2.6.3. Papers read at juried professional meetings
- 3.2.6.4. Grants, residencies, fellowships (regional in stature).

3.2.7. TERTIARY TIER:

- 3.2.7.1. Presentations, workshops, panel participation, round table discussions at professional meetings.
- 3.2.7.2. Internal or local grants.
- 3.2.7.3. Grants not funded (regional, national or international).
- 3.2.7.4. Major editorial work in print or electronic form in professional or online journals.
- 3.2.7.5. National or international faculty exchanges.
- 3.2.7.6. Contributions to dictionaries, encyclopedias, exhibition catalogs, conference proceedings and newsletters.
- 3.2.7.7. Proceedings of professional meetings.
- 3.2.7.8. Organizing a panel and securing a place for it in a competitively refereed national or international program. Otherwise, chairing a panel is considered Service.
- 3.2.7.9. Book or exhibition reviews that advance or interpret new knowledge.
- 3.2.7.10. Consulting activities, such as editing and/or translation of a peer reviewed publication.
- 3.2.7.11. Workshops, invited lectures at other universities.

4. ASSESSMENT OF SERVICE

- 4.1. Committee work within the University, College, Department, and professional organizations is evaluated on the scope, quality and amount of work allocated. All faculty members must provide service for the Department unless they are on an approved leave that does not involve service.
- 4.2. Tenured faculty should provide guidance, assessment and mentoring for untenured colleagues to support their professional development.
- 4.3. Service within professional organization is valued, and these activities may include: organizing conferences, holding office; serving on editorial boards or as a committee member of professional organizations.
- 4.4. The department recognizes that service assignments involve varying levels of commitment and leadership. It is the candidate's responsibility to contextualize the impact and significance of the activity. Service can be categorized in three tiers of hierarchical importance with the primary tier being considered the most significant:
- 4.5. PRIMARY TIER:
 - 4.5.1. Leaderships in department, college and university committees resulting in tangible products including: reports, new policy, events, assessment tools, curriculum articulation, etc.
 - 4.5.2. Recognition of leadership or service excellence at the department,

- college or university level.
- 4.5.3. University, regional or national level recognition of excellence in advising a program, college or university student organization.
- 4.5.4. Leadership in the editorial board of refereed journals (editor, associate editor, assistant editor, etc).
- 4.5.5. Reviewer for discipline specific journals, conference submissions or competitive grant/residency proposals.
- 4.5.6. Book and exhibition reviews are considered service to the profession (unless the review advances or interprets new information, in which case it can be considered under scholarship).
- 4.5.7. Organization and implementation of conferences, symposia, colloquia, exhibitions or workshops on professional issues.
- 4.5.8. Leadership and committee appointments in professional societies.
- 4.5.9. National or state government agency appointments.
- 4.5.10. Service as a project or community organizational consultant.
- 4.6. **SECONDARY TIER:**
 - 4.6.1. Participation in program, department, college and university committees and/or involvement in university governance and citizenship activities.
 - 4.6.2. Committee appointments in professional societies.
 - 4.6.3. Speaking engagements and/or panel participation at meetings and conferences.
- 4.7. **TERTIARY TIER**
 - 4.7.1. Membership in professional societies.
 - 4.7.2. Published contributions including letters and op-ed articles in newspapers and professional newsletters.

5. ASSESSMENT OF OUTREACH:

- 5.1. Faculty members will engage in professional outreach to non-scholarly audiences that brings the resources of this land grant university to bear on issues for the benefit of citizens of New Mexico and beyond. Assessment of outreach effectiveness include:
- 5.2. Community collaboration to plan, fund, and organize events and /or tours of cultural, social, and historical significance.
- 5.3. Sharing professional skills, knowledge, or experience to an audience beyond the NMSU student, staff and faculty community even if such activities are carried out on the NMSU campus: i.e. gallery talks to visitors, interviews on local television/radio, etc.
- 5.4. Participation and membership on juries assessing art or scholarship beyond the NMSU academic community.
- 5.5. Representation and recruitment activities at professional conferences, symposia, art fairs, etc.
- 5.6. K-12 outreach activities including: workshops, lectures and recruitment
- 5.7. Office held or appointments to community and governmental boards in connection with the faculty's area of expertise and knowledge.

6. PROCEDURES

6.1. ANNUAL PERFORMANCE EVALUATIONS

- 6.1.1. All regular college and research faculty will produce a written annual

allocation of effort form in consultation with the Department Head at the beginning of the academic year. This document will outline the faculty member's general goals and activities for teaching, scholarship, service and outreach, and the percentage of effort assigned to each area during the next evaluation period. The finalized statement will not be considered final until it has been signed by both the faculty member and Department Head and approved by the Dean.

- 6.1.2. All regular college and research faculty will submit an annual performance report (APR) of their activities to the Department Head on the forms supplied by the College of Arts and Sciences in early fall of each year. This information can be submitted either digitally or on a form and must detail and cite accomplishments in the four areas of faculty effort: teaching research and/or creative activity; service and outreach. The Allocation of Effort and APR forms are the primary components of the faculty member's annual review documentation.
- 6.1.3. The Department Head appraisal will be based on the criteria in teaching and advising, scholarship and creative activity, service and outreach as outlined above as well as the Annual Performance Report and Allocation of Effort form. These three forms will be submitted in the fall to the Dean for review and approval as part of the overall departmental evaluation process.
- 6.1.4. After the Dean has reviewed and approved the written evaluations, the Department Head will provide a copy of the evaluation to the faculty member and will subsequently discuss the evaluation with them. Provisions for appeal are outlined in the University ARP (2018: 3.25 and 2018:10.60).
- 6.1.5. In the Spring, the Promotion & Tenure Committee will assess progress toward promotion and tenure of tenure track faculty and associate professors seeking promotion to full, upon request. The Promotion & Tenure Committee is normally comprised of tenured faculty from the Department of Art along with one tenured faculty from another department, as assigned by the Dean. The following restrictions apply:
 - 6.1.6. Only Associate Professors and Professors may assess an Assistant Professor's application for promotion;
 - 6.1.7. Full Professors are the only rank allowed to assess Associate Professors seeking promotion to Professor.
 - 6.1.8. All members of the Promotion & Tenure committee must be physically present at every meeting. No absentee or proxy voting is permitted.
 - 6.1.9. Tenured faculty who are on sabbatical may choose to participate on the Promotion & Tenure committee if they desire.
- 6.1.10. The Department Head shall write an independent evaluation for promotion and tenure. Refer to the College of Arts and Science policy regarding portfolio preparation (2008:3.1)
- 6.1.11. Every tenure track faculty will be evaluated annually; University policy (2018: 9.31) also allows for a third-year probationary review should the faculty member request it. This request should be made the Fall semester before the Spring review of the third year. Tenured Associate Professors may also request a review when seeking promotion to Full Professor.

- 6.1.12. Consistent with section 2018:9.31 of the NMSU Policy Manual, all tenured faculty members must also participate in an Annual Performance Review, receiving an appraisal from the Department head. The policy indicates that: “[if] a tenured faculty member receives two successive unsatisfactory annual reviews with the identical and uncorrected serious deficiencies, this policy provides a mechanism to establish a remedial program for correcting the deficiencies.” If the deficiencies are identified as serious, there are remedies that the Department may seek to aid the faculty member in improvement. If, however, despite everyone’s best efforts these deficiencies persist uncorrected, then tenure may be revoked.

6.2. TENURE CONSIDERATIONS:

- 6.2.1. New Mexico State University describes criteria for tenure and promotion in Section 2018:9.31 of the university’s Policy Manual. See the College Policy Manual (A&S 2008: 5.90.4) and the Department’s criteria above for general guidelines.
- 6.2.2. The departmental Promotion and Tenure Committee will be comprised of all departmental tenured faculty members. The Department Head is not eligible to be part of the committee and may not participate at any deliberations of the committee including voting. (A&S 2008:4.2.2) The committee will have one faculty member from another department in the College of Arts and Sciences appointed by the Dean. This faculty member will have the same voting privileges and other rights as the departmental committee members. If the department cannot form a committee of at least three members, including the external member, the Dean will appoint additional external members. The Department Head will appoint the chair of the Promotion and Tenure Committee. The Dean, Department Head, or comparable administrator may meet with the principal unit’s promotion and tenure committee to discuss procedural matters.
- 6.2.3. In the first year in residence at NMSU, tenure track faculty should assemble a file containing publications, exhibition announcements and catalogs, annual performance reports, CV, teaching evaluations, copies of committee reports, papers, works in progress and a summary of professional activities. Guidelines for this are provided by the Dean of the College of Arts and Sciences and the Promotion & Tenure committee. This file will be evaluated annually to assist the faculty member in preparing a case for tenure. It is recommended that a similar file be maintained when dealing with promotion from Associate to Full Professor
- 6.2.4. In the spring, after the annual performance evaluations are completed, the Promotion and Tenure Committee and the Department Head will make independent recommendations as to whether a new temporary contract should be issued to each tenure track faculty member. The Department Head will provide copies of the Promotion and Tenure Committee and the Department Head’s report to the candidate for discussion. The candidate may respond to the report in writing, requesting clarification from the committee, and may submit supporting documentation for future committee review.

- 6.2.5. Copies of all annual review correspondence shall be maintained in confidential status in the Department's office.
- 6.2.6. At its spring meeting, the Promotion and Tenure Committee will determine which tenure track faculty members will be considered for tenure the following fall. The timeline for application is established at the time of hire as outlined in the letter of hire. In accordance with the NMSU Policy Manual, faculty may also request expedited tenure review (2018:9.35) or extension of the probationary period; however, doing so is not generally encouraged as time is needed in order to achieve excellence in scholarship and creative activity, teaching and advising, and service and outreach. Updated files will be required for consideration of these requests. If a faculty member does not apply for tenure in the fifth year, or extended year as appropriate, and does not submit a resignation letter, the faculty members employment will terminate with the expiration of the current annual contract.
- 6.2.7. **External Referees:** Faculty members coming up for tenure will submit in the spring prior to application a list of potential external referees who are qualified to evaluate their scholarship and creative activity. The Promotion and Tenure Committee will compile its own list of potential external referees, to which it will select two to four names from the candidate's list. External referees should be experts in the candidate's field, and if academics, at rank or higher than the one the candidate is seeking and should not present a conflict of interest (i.e. no close or recent collaborators, no master's or doctoral advisors, business partners, relatives, etc). The Department Head will request letters evaluating the candidate's scholarship from the committee's list of reviewers. Reviewers will be sent a copy of the department's Functions and Criteria statement, the candidate's curriculum vitae, and images of work (for studio faculty) and copies of the candidate's scholarship. Reviewers will receive: (1) A request for a brief statement regarding the individual's qualifications for serving as a reviewer with a current C.V.; (2) A request that the reviewer indicate their relationship, if any, to the candidate; (3) Notification that the candidate will have an opportunity to read the letter of assessment; (4) Notification that third parties in the event of an EEOC or other investigation into a tenure or promotion decision may review letters. Unsolicited letters will not be included in a promotion and tenure application. At least three letters will be collected by the Department Head and placed in the applicant's file. Letters from external reviewers arriving after the stated deadline will not be accepted.
- 6.2.8. During the summer before consideration for tenure, the Department Head will provide advice to the faculty member about materials to be included in the tenure file.
- 6.2.9. At the beginning of fall semester, the faculty seeking tenure will submit their dossier and supporting documentation in accordance with college and university procedures and with the support and oversight of the department head. In response to recommendation from department committee, department head, college committee or dean, have five days to add to dossier any correction of factual errors. Supporting documentation will be secured in the department heads office, with access granted upon request until the

completion of the tenure review process. Materials may not be added to nor deleted from the files after they are submitted to the Promotion and Tenure Committee without the knowledge of the candidate and the committee. In advance of dossier discussions, the Head will discuss tenure and promotion procedures with the Promotion and Tenure Committee. The Committee will then meet in accordance with the College timeline to review the application and vote via a secret ballot created by the committee chair. Voting must be in person with a written vote count recorded. Subsequent to the vote, the committee will make a written recommendation for or against tenure that addresses the candidate's teaching and advising, scholarship and creative activity, outreach and university service. The Committee will prepare a memo for inclusion in the candidate's dossier, which includes the vote and reflects the breadth of the Committee's deliberations, to be signed by each committee member. A minority report may only be submitted in the case of procedural complaints. Upon completion, this memo will be added into the candidate's dossier by the Department Head. All deliberations by the committee throughout this process will be held in the strictest confidentiality.

- 6.2.10. The Department Head writes an independent memo concerning each candidate's case for tenure in relation to the criteria for promotion and tenure as written in this document. This memo will be added to the candidate's dossier by the Department Head. The Department Head will inform each candidate under consideration in writing (NMSU policy, 2018:9.35) of the final vote count from the Promotion & Tenure Committee and provide copies of the Department Head and Promotion and Tenure Committee's recommendation memos. This notification will occur prior to passing the tenure application on to the Dean and Faculty Affairs Committee (NMSU Policy 2018:9.45) Candidates may add a rebuttal to the recommendations to their dossier in advance of its submission to the Dean's office.
- 6.2.11. As per university policy, members of the Promotion and Tenure Committee must participate in discussions before they are eligible to vote. This participation may occur by confidential electronic methods with the permission of the committee chair. Deliberations and voting are conducted in closed session and are strictly confidential. Committee members may vote via confidential electronic methods with the permission of the committee chair. A copy of all written materials in these deliberations will be maintained in confidential files in the department office.
- 6.2.12. In accordance with the NMSU Policy Manual, faculty may temporarily suspend the promotion and tenure process for approved reasons (2018:9.34). Faculty may also withdraw their application from the Promotion and Tenure process in accordance with Policy Manual Procedure (2018:9.35).

6.3. PROMOTION CONSIDERATIONS

- 6.3.1. The application for promotion to Associate Professor typically occurs in conjunction with the application for tenure, which occurs during the sixth year. Appointment or promotion to Professor should not be considered to be forthcoming merely because of years of service to the university or because a

continuous contract is achieved. Rather, a person being considered for a professorship is expected to have maintained all of the qualities and conditions required for tenure at the Associate Professor rank. Consideration for promotion to Professor is reserved for those faculty who exhibit sustained stature in their discipline, exceptional leadership and substantial strength in all areas: teaching, creative activity, service and outreach.

- 6.3.2. A committee composed entirely of professors will consider candidates seeking promotion to the rank of professor.
- 6.3.3. Candidates applying for promotion must demonstrate their qualifications in teaching and advising, scholarship and creative activity, service and outreach; and where applicable, leadership, in accordance with their annual Allocation of Effort.
- 6.3.4. The Promotion and Tenure Committee will consider applications for promotion to Associate Professor and Full Professor. The committee to review applications for promotion will be comprised of all departmental tenured faculty senior in rank to the candidate.
- 6.3.5. When a department recommendation in favor of promotion to any rank is not approved by the administration, the candidate may apply again for promotion (with appropriate updating of files) in succeeding years.
- 6.3.6. The procedure for applying for promotion is the same as that for tenure as outlined in section 6.2.
- 6.3.7. As per university policy, members of Promotion and Tenure Committees must participate in discussions before they are eligible to vote. No absentee or proxy voting is permitted. Deliberations and voting are conducted in closed session. Voting will be by secret ballot. Committee members may file minority recommendations as discussed in 6.2.9 of these guidelines. A copy of all written materials in these deliberations will be maintained in confidential files in the department office.

6.4. Promotion to Associate Professor:

- 6.4.1. **For faculty in Art and Design:** Evidence of excellence in teaching and advising; service and outreach and sustained creative activity and scholarship has laid the foundation for work that contributes to the development of the candidate's field at a national and/or international scope. Typically this would be evidenced by at least three or more activities from the primary tier, combined with activities from the secondary and tertiary tiers.
- 6.4.2. **For faculty in Art History:** Evidence of excellence in teaching and advising; service and outreach, and sustained creative activity and scholarship has laid the foundation for work that contributes to the development of the candidate's field at a national and/or international scope. Typically, this would be evidenced by three or more articles or chapters in refereed art journals or books or similar publications, or the publication of a monograph or textbook by a peer-reviewed university, commercial or other academic press or equivalent venues.
- 6.4.3. There are considerable variations in all categories. Typically, evaluation will be based on the following criteria: peer review, critical reception by a larger

professional audience and exhibitions in venues with international reputations will be considered to have the highest merit, followed (in descending order) by venues with a national reputation, venues with a regional reputation, and local venues (those in Las Cruces). Exhibitions for the purpose of fundraising including art auctions should be identified as fundraisers and will be considered as service.

- 6.5. **Promotion to Professor:** In addition to evidence of ongoing excellence in teaching and advising, scholarship and creative activity, significant outreach and service at the professional, departmental, college and university levels, leadership in these categories is also expected. Leadership is defined as facilitating excellence within the department and university as well as within the candidate's broader professional field. At least three supportive letters from external reviewers are required. Promotion to full professor will be considered when, in addition to the above criteria, evidence is shown that the candidate's scholarly activity is receiving ongoing national and international recognition by one's peers.

6.6. Promotion Guidelines for College Track Faculty

- 6.6.1. College track faculty members are not eligible for tenure, but may request promotion to higher rank (as listed in the University policy manual) if they have met the guidelines established for college track promotion established by the University (2018:9.33). These include five years of continuous service at the current rank, as well as demonstrated excellence in teaching as outlined above; continued activities to improve teaching; service; and participation or leadership in important departmental priorities such as the improvement of student learning and student retention. Candidates for promotion to college associate professor must demonstrate superior teaching and professional growth and leadership. Demonstration of teaching excellence may include student evaluations, reviews by tenure track Department of Art faculty, peer reviews from other programs, and Department Head appraisals. Other activities, such as participation in teaching improvement courses offered by the university, such as Writing Across the Curriculum and The Teaching Academy are evidence of ongoing improvement in teaching. College track faculty may cite university teaching awards and other evidence of teaching excellence. Participation in departmental service may demonstrate leadership.
- 6.6.2. The Department Head and the Dean will develop an appropriate committee to assess applications for promotion in the college ranks. Normally, this will include the members of the Department's Promotion and Tenure Committee and at least one college faculty member from either the department or an outside department who holds the rank being sought or higher. The chair of this committee will be a tenured faculty member from the Department of Art.
- 6.6.3. The procedure for applying for promotion is the same as that for tenure as outlined in section 6.10 onward, with the exception that letters from outside evaluators are not required. Recommendations from both the college faculty Promotion Committee and the Department Head will be given to the Dean's Office and to the candidate. Candidates may respond in writing to these

recommendations.

7. REVIEW AND APPROVAL OF PROCEDURES AND CRITERIA FOR FACULTY EVALUATIONS, PROMOTION AND TENURE

- 7.1.1. Revisions to the Procedures and Criteria for Faculty Evaluations, Promotion and Tenure document go into effect after departmental approval and approval by the Dean of the College of Arts and Sciences.
- 7.1.2. The Department of Art will periodically review its Procedures and Criteria for Faculty Evaluations, Promotion and Tenure. At a minimum, these reviews will be conducted within three years after the Dean has most recently approved revisions to the statement. Candidates whose service has taken place during periods when more than one Functions and Criteria statement have been in effect may follow appropriate university and college procedures in deciding which of the Functions and Criteria statements they will utilize.

Approved

Department of Art Julian M. Bando Date 6-15-18
Dean [Signature] Date 6/15/18

Revised January 2, 2018