

**The Department of Art + Art History  
Policies and Procedures  
Tenure & Promotion, Third Year Review,  
and Non-Tenure-Track (NTT) Faculty Promotion**

In accordance with the Tenure and Promotion Guidelines of Florida International University and the College of Communication, Architecture + The Arts, the Department of Art and Art History participates in the shared collegial process of evaluating and, where appropriate, recommending candidates for tenure and promotion. The Department endorses the following guidelines for Policies and Procedures:

**POLICIES**

**Article I. Participation**

The AAH follows the same guidelines as the College in regards to who participates in the review, vote, evaluation and recommendation to third year review, tenure and promotion.

**Article II. A+AH Criteria**

**Section 1.** The faculty of the Department of Art and Art History must consider merit in the scholarship of teaching, research, creative work, and service. It must also address the nature of faculty work that is both *in* and *about* the visual arts and/or its history.

**Article III. A+AH Criteria for Excellence in Teaching**

**Section 1.** The faculty shall demonstrate excellence in the scholarship of teaching. Evaluations and recommendations must consider course content, aesthetic and intellectual currency, instructional innovation, course and curriculum enhancement, support of students, and student evaluations of faculty.

**Section 2.** Consideration must also be given to recognition, such as invitations to review student work, publications on pedagogy, exhibition and performance of student work, faculty awards for teaching, awards and prizes for student work, and, where customary, contracts and grants funded to conduct instruction.

**Article IV. A+AH Criteria for Excellence in Research and Creative Work**

**Section 1.** The faculty shall demonstrate excellence in the scholarship of research or creative work, or both research and creative work, as applicable to the professional discipline of the faculty member.

For promotion to Associate Professor:

Faculty research and creative work must demonstrate quality, consistency, and productivity, achieving national/international recognition through well-respected, peer-reviewed journals and/or other venues that are consistent with national professional recognition. Applicants' files should reflect, at minimum, a course of professional development that establishes their independent artistic/scholarly standing or increasing leadership roles in collaborative/team-based scholarship.

For promotion to Full Professor:

Research and creative work must demonstrate a record of sustained research, and/or community-engaged scholarship, and/or creative work that has received national/international status through highly recognized, peer-reviewed venues. The record should clearly demonstrate independent artistic/scholarly standing, or leading roles in nationally or internationally recognized collaborative/team-based scholarship.

**Section 2.** Evaluations and recommendations must consider the merit of the research in light of the following criteria:

Art faculty:

Art exhibitions are considered as significant as research in the visual arts. They may be classified as Local, Regional, National, and International for ranking purposes. Solo exhibitions rank higher than Group exhibitions. Invitational exhibitions rank higher than Juried exhibitions or open group shows. There are exceptions: an exhibition that has a nationally recognized juror may be considered more prestigious than an invitational one. It must also be considered that exhibitions that travel and generate or attract significant national and international audiences and recognition are important.

External funding, grants, fellowships, visiting artist awards represent artistic merit.

Publication of books, book chapters, catalogs, exhibition reviews in newspapers and art journals by the faculty as well as those published materials that include the faculty member's work as their subject are significant documents for artistic achievement and recognition.

Art History faculty:

Publications in nationally recognized refereed, juried journals, museum exhibition catalogues, book chapters, and books involving original research that make significant contributions to the field and show evidence of advancing the discipline follow research directives similar to other disciplines.

## **Article V. Criteria for Excellence in Service**

**Section 1.** The faculty must demonstrate a record of substantial professional service including, for example, leadership in regional, national or international professional societies, organizing conferences, serving on editorial boards; service to schools, agencies, companies and community organizations; and evidence of service to the department, college or university, including participation in collegial governance.

## **Article VI. Third Year Review**

The AAH follows the same guidelines as the most recent University and the College in regards to who participates in the review, vote, evaluation and recommendation to third year review.

## **Article VII. Non-Tenure-Track (NTT) Faculty Promotion**

It is not expected that faculty will receive an initial appointment as Associate Teaching Professor. This is a position typically obtained through promotion from Assistant Teaching Professor. Such promotion will not be considered prior to the start of the sixth year of continuous service as an Assistant Teaching Professor. Candidates who have held the position of Visiting Assistant Teaching Professor and for whom there has been no break between the visiting and regular appointment may aggregate their full-time teaching service to reach the required total of five completed years.

In May each year, the Provost will submit a list of those eligible to apply for Non-Tenure Track Promotion consideration during the next academic year.

### For promotion to Associate Teaching Professor:

Promotion to Associate Teaching Professor requires a consistent record of outstanding teaching. In addition to the candidate's qualitative self-evaluation, the promotion dossier should also include student evaluations, peer evaluations, indications of any teaching awards received, and annual assignments and annual evaluations. A formal classroom evaluation of Assistant Teaching Professor is strongly encouraged. Documentation of this should be included in the file. Though not required, evidence of excellence in creative/scholarly research will be valued as a means of supporting excellence in teaching.

There must be evidence of consistent meritorious achievements in teaching, advising (including student engagement and mentoring), and in other assigned administrative or service activities. Student evaluations of teaching should be outstanding. In addition, the evaluation will consider such items as peer reviews of one's teaching, one's importance to, and role in improving, the unit's instructional or academic program of course development (or in other areas of assignment) and use of innovative techniques or technologies.

Any pedagogical publications, discipline publications, classroom and laboratory innovations, contributions to student advising, and university service should be included in the promotion application along with evidence that the Assistant Teaching Professor

has used the assessment of student learning outcomes to influence in a positive manner his or her teaching. Assistant Teaching Professors are not required to apply for promotion at any time, and an Assistant Teaching Professor applying and failing may continue as an Assistant Teaching Professor.

Promotion applications will be considered by a committee composed of two Associate Teaching Professors (or Assistant Teaching Professors, if no Associate Teaching Professors are in the department) and three tenured faculty members, chaired by one of the tenured faculty members. The committee makes a recommendation to the department faculty who vote by secret ballot on the application. The Chair makes a recommendation to the Dean who makes a recommendation to the Provost. The promotion is effective in the semester subsequent to the approval by the Provost.

Assistant Teaching Professor promoted to Associate Teaching Professor receive a promotion increment as established in the BOT-UFF Collective Bargaining Agreement.

For promotion to Teaching Professor:

Promotion to Teaching Professor uses the same criteria as those for promotion to Associate Teaching Professor. The consistency of teaching success, evidence of teaching quality enhancement, contribution to pedagogy, innovation, and service are important considerations for promotion to Teaching Professor. Associate Teaching Professors are not required to apply for promotion at any time, and an Associate Teaching Professor applying and failing may continue as an Associate Teaching Professor.

In addition to the above, there should be evidence of superior achievements in teaching (or in other areas of assigned duties), development of innovative techniques or technology, nominations or receipt of teaching awards, grants, or other forms of recognition for achievements. Though not required, evidence of excellence in creative/scholarly research will be valued as a means of supporting excellence in teaching.

Promotion applications will be considered by a committee composed of two Teaching Professors (or Associate Teaching Professors, if no Teaching Professors are in the department) and three tenured faculty members, chaired by one of the tenured faculty members. The committee makes a recommendation to the department faculty who vote by secret ballot on the application. The Chair makes a recommendation to the Dean who makes a recommendation to the Provost. The promotion is effective in the semester subsequent to the approval by the Provost.

Associate Teaching Professor promoted to Teaching Professor receive a promotion increment as established in the BOT-UFF Collective Bargaining Agreement.

**Article VIII. Confidentiality of External Review Letters**

The candidate for tenure and/or promotion in the Department of Art + Art History will not have the access to see the external review letters during the process of the reviews.

Reviewed by the Dean's Office, approved and adopted by the Department of Art + Art History 17 full-time faculty unanimous vote on March 11, 2021.