

Department of Art and Design  
College of Arts and Letters  
The University of Southern Mississippi

TENURE AND PROMOTION STANDARDS

May 5th, 2017

The Department of Art and Design adheres to the procedures and standards for the process of awarding tenure and promotion that are defined in the *Faculty Handbook* of The University of Southern Mississippi. The department supplements the material found there with the criteria for tenure and promotion that are listed below. In any case of conflict between statements contained herein and policies set forth in the *Faculty Handbook*, the University document will prevail.

I. CRITERIA FOR TENURE AND PROMOTION

A. Criteria for Tenure

An award of tenure requires excellence in performance and the promise of continued excellence in teaching, research, and service.

Criteria for evaluating a candidate's eligibility for tenure are:

1. Credentials of terminal degree and/or professional experience that is appropriate for the position
2. Excellence in teaching, or in teaching and job performance, as appropriate for the position
3. Excellence in participation in creative, research, or professional activity that is appropriate for the position
4. Excellence in service to the Department, College, University, profession, and/or community
5. Collegiality

## B. Criteria for Promotion

### **Non-Tenure Teaching Track**

#### **Track I- Instructor/Lecturer/Senior Lecturer**

##### From Instructor to Lecturer

The criteria for evaluating a candidate's eligibility for promotion from non-tenure Instructor to Lecturer are:

1. *Advanced degree(s) and/or professional experience that is appropriate for the position*
2. Candidates need to demonstrate a continuous record of teaching excellence
3. *Some creative and scholarly production*
4. *Professional collegiality*

##### From Lecturer to Senior Lecturer

The criteria for evaluating a candidate's eligibility for promotion from non-tenure Lecturer to Senior Lecturer are:

1. *Advanced degree(s) and/or professional experience that is appropriate for the position*
2. Candidates need to demonstrate a continuing record of excellent and innovative teaching coupled with notable service and/or scholarly activities
3. *Creative and scholarly production*
4. *Professional collegiality*

#### **Track II- Assistant Teaching Professor, Associate Teaching Professor, Teaching Professor**

##### From Assistant Teaching Professor to Associate Teaching Professor

The criteria for evaluating a candidate's eligibility for promotion from non-tenure Assistant Teaching Professor to Associate Teaching Professor are:

1. Credentials of terminal degree and/or professional experience that is appropriate for the position
2. Candidates need to demonstrate excellent and innovative teaching coupled with contributions in either service (departmental/collegiate/university or discipline) or notable creative or scholarly activities.
3. *Creative and scholarly production*
4. *Professional collegiality*

From Associate Teaching Professor to Teaching Professor

## 5. Collegiality

A faculty member normally should hold the rank of Assistant Professor for a minimum of five years in order to be eligible for consideration for promotion. Up to two years as Assistant Professor or higher rank at another university may be recognized in the minimum service, if

It shall be the duty of the department chair to initially contact each potential referee by telephone or email; to inquire about their availability to be of service to the Department of Art and Design as an external evaluator. Nominees who consent to serve the university in this

## II. DOCUMENTATION OF REQUIREMENTS FOR TENURE AND PROMOTION

The candidate for tenure and/or promotion must provide to the committee a dossier that contains the evidence that the candidate has satisfactorily fulfilled the criteria of evaluation. The required format for the dossier is described at the end of this document.

### 1. Credentials of terminal degree and/or professional experience that is appropriate for the position

Candidates must possess the appropriate terminal degree or professional equivalency. Professional equivalencies will be judged on individual merit. The candidate's faculty position shall be commensurate with the candidate's background and experience.

#### **Non-Tenure Track Positions**

Track I- For a position as Instructor – Senior Lecturer, *Advanced degree(s) and/or professional experience that is appropriate for the position*

Track II- For a position as Assistant professor – teaching professor, Credentials of terminal degree and/or professional experience that is appropriate for the position

#### **Tenure Track Positions**

For a position in studio art, an MFA in studio art in the appropriate specialty

For a position in art education, a PhD or EdD in art education

For a position as museum director, an MFA in studio art or a PhD in art history

For a position in art history, a PhD in art history

For professional experience in any area, career accomplishment appropriate to the specific area

### 2. Excellence in teaching or in teaching and job performance, as appropriate for the position

Teaching is the most important single function of the Department of Art and Design. It is expected that each faculty member will excel in teaching. Enthusiasm for teaching and the ability to stimulate students to achieve at the highest levels possible are essential for tenure and promotion. Candidates should substantiate the quality of their teaching with information derived from a variety of sources. No single source will serve as the sole criterion.

For teaching, evidence of success as demonstrated by syllabi, student evaluations, and grade distributions

For job performance of administrators (such as the chair of department and the museum director), evidence of success in accomplishment of responsibilities listed on the



#### 4. Excellence in service to the Department, College, University, profession, and/or community

Faculty are expected to serve on committees, accept special assignments, and assume professional duties within the institution. Outside the University, they are expected to serve their profession. Effective contributions in the broader community can also support a candidate's application. Service, while an important consideration in evaluating a faculty colleague, cannot substitute for excellence in teaching or excellence in creative or research endeavors.

Appropriate evaluations and documentation may be made from sources such as:

- a. A list of specific assignments and organizations.
- b. A list of services performed, with note made of the extent of the candidate's involvement and leadership.
- c. Significance of the service.
- d. Awards or symbols of recognition.
- e. Assessments from people involved with the service or in a position to appreciate the value of the service.

#### 5. Collegiality

All faculty are expected to exhibit professionalism as they work within the Department, College, University, profession, and community.

Appropriate considerations may involve, but are not limited to:

- a. Willingness to act professionally for the greater good of the department
- b. Cooperative attitude toward other faculty, staff, and students
- c. Willingness to teach courses assigned by the chair
- d. Willingness to teach courses at the times assigned by the chair
- e. Willingness to engage in committee work
- f. Willingness to engage in advisement and retention of students
- g. Willingness to assume leadership roles
- i. Willingness to engage in recruitment endeavors
- h. Willingness to abide by decisions of the tenured and tenure track faculty



### III. TENURE AND PROMOTION COMMITTEES

#### A. Tenure Committees

In the Department of Art and Design, all tenured faculty, regardless of rank, will act as a committee of the whole to vote on matters of tenure.

#### B. Promotion Committees

Only faculty holding a rank equal to or higher than the rank being considered, regardless of their tenure status, may vote on promotion recommendations. Accordingly, appropriate faculty in the Department of Art and Design will act as a committee of the whole to vote on matters of promotion.

#### C. Committee organization and responsibilities

## V. REQUIRED FORMAT FOR TENURE AND PROMOTION DOSSIERS

Application and Dossier. Written instructions for the preparation of promotion dossiers are distributed to the heads of academic units by the Provost and may be obtained from the department offices or from the Office of the Provost. Members of the academic staff wishing to be evaluated for promotion in academic rank must prepare and submit their dossiers to the chair of the academic department in which they hold academic appointment no later than the date published in the Provost's calendar (generally in late September – early October). Candidates may supplement their dossiers with additional relevant information before the Personnel Committee completes its evaluation of the candidate.