

**IDTP Statement of Rules and Procedures, Criteria, and Standards
for Appointment, Evaluation, and Reappointment of Associate Instructors and Lecturers
within the Entertainment Arts and Engineering Program**

Submitted September 15, 2012 (revised Jan 29, 2012), by Robert Kessler, Executive Director,
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Appointment, Reappointment, and Evaluation of Lecturer Faculty and other Non-Faculty Instructional Personnel

A. Introduction and background information on the Entertainment Arts and Engineering Program

Introduction

This document serves as the “Statement of rules with procedures, criteria, and standards for initial appointment, periodic evaluation, and reappointment (including reappointment with promotion) of Lecturer faculty,” and was developed by the Entertainment Arts and Engineering Program pursuant to University Rule 6-310 (IDTP) and University Policy 6-310.

<http://www.regulations.utah.edu/academics/6-310.html>

<http://www.regulations.utah.edu/Rules/academics/R6-310.html>

Other relevant University Policies are **Policy 5-001** (Personnel Definitions); **Policy 6-309** (Academic Staff, Educational Trainees, Postdoctoral Fellows and Medical House staff).

Appointment to a faculty Lecturer position makes applicable a range of University regulations, including the provisions of the Faculty code providing for rights and responsibilities. See Policy 6-316. See also Policy 6-300-Sec. 4 (auxiliary faculty generally); and Policy 6-311-Sec. 5 (advance notice of termination for long-term auxiliary faculty).

To see each policy, refer to the policy list in the University of Utah Regulations Library at <http://www.regulations.utah.edu/info/policyList.html>

Auxiliary Faculty categories are defined at

http://www.admin.utah.edu/facdev/faculty_ranks_categories.htm

Lecturer faculty and Associate Instructors contribute in significant ways to the teaching, service, research, and administrative mission of the Entertainment Arts and Engineering Program. The purpose of this document is to define the policies and describe the procedures to appoint Lecturer faculty and Associate Instructors, reappoint them, and evaluate their performance on a regular basis.

Background Information

Mission of the Entertainment Arts and Engineering Program

The Entertainment Arts and Engineering (EAE) program is an interdisciplinary program between the Colleges of Engineering and Fine Arts and delivers undergraduate and graduate classes in the area where computers and arts combine. EAE began in 2007 as undergraduate emphases in the School of Computing and the Department of Film and Media Arts. Graduate emphases were added in 2010/11 attached to the MS in Computing from the School of Computing and an MFA

in Film and Media Arts from the Department of Film and Media Arts. Starting July 1, 2012, EAE is now an interdisciplinary program reporting directly to the Deans of the two colleges with its own base budget and organizational identity.

In its relatively short existence, EAE has rapidly gained national recognition and is currently ranked as the number three video game design program in North America by the 2012 Princeton Review, just behind USC and MIT. The program has about 150 undergraduate and 65 graduate EAE students.

The Entertainment Arts and Engineering Program's administrative structure

The Entertainment Arts and Engineering Program has a complex administrative and curricular reporting relationship to the University of Utah's upper administration. The Deans of Engineering and Fine Arts oversee the EAE budget and the hiring and appointment of faculty members who teach in the program. The EAE curriculum is also overseen by the Colleges of Engineering and Fine Arts (who grant the EAE degrees.) The Executive Director of EAE reports jointly to the Deans of both Colleges.

The Executive Director has the administrative responsibilities of managing the budget, personnel, teaching assignments and the oversight of program planning and growth. The Executive Director also teaches in the Program. The Executive Director, together with the directors of the EAE graduate tracks, constitute the program's governing body, the Executive Committee. The Executive Director is appointed for a renewable five-year term by the two Deans. The Executive Director's role is much like that of a department chairman.

An Executive Director who holds a joint appointment undergoes RPT reviews as an Entertainment Arts and Engineering joint appointment and/or as a member of his or her tenure department; this document provides no further information on the review of the teaching and research components of this position. Further, since review of the Executive Director's administrative performance is not governed by Rule 6-310 and University Policy 6-310, no further information is provided here.

B. Overview of teaching personnel in the Entertainment Arts and Engineering Program

Joint Appointment Faculty

The term **joint appointment** (sometimes known as "split appointment") refers to a tenure-line faculty member who has a faculty appointment in a home department and also has responsibilities in EAE. The funding obligation for such a person's single faculty appointment at the University is "split" between two units—the home department and EAE. Accordingly, the appropriate fraction (typically 50% although it may be higher or lower) of each joint appointment faculty member's teaching and other professional responsibilities are housed in Entertainment Arts and Engineering, and the other fraction in his or her home department. As described in University Policy:

“When a candidate for retention, tenure or promotion in a department is also a member of an academic program, the department chairperson shall notify the chair/director of the academic program of the action to be considered at the same time that the faculty candidate is notified. Academic program faculty as defined by Procedures established by the program (and not participating in the departmental review committee) shall meet to make a written recommendation which shall be sent to the department chair in a timely manner.” (U. Policy 6-303-III-C-4)

The EAE Executive Director shall respond to this request and provide a recommendation letter to the joint appointment faculty member’s home department.

As members of the Entertainment Arts and Engineering Executive Committee, joint appointment faculty are involved in EAE curricular and other policy planning, participate in the procedures for appointments and reviews of Lecturers and reviews of long-serving Associate Instructors, and provide other service as negotiated with the Executive Director of EAE.

Given the interdisciplinary nature of the Entertainment Arts and Engineering field, joint appointment faculty will typically have home appointments either in the School of Computing or the Department of Film and Media Arts. Due to the diversity of teaching requirements between these two departments, teaching loads are negotiated on a case-by-case basis taking into consideration the percentage of appointment in each location.

Associate Instructors

This is a “non-faculty” category per University Policy 6-309. Entertainment Arts and Engineering typically employs in this category persons of two somewhat distinct backgrounds. First, there are persons who have completed their graduate degrees and do not necessarily have a contractual association with a U of U department other than Entertainment Arts and Engineering. Candidates for such positions usually hold a Ph.D. or equivalent terminal degree. However, candidates who hold a Bachelor’s Degree and have significant career experience in the fields of animation, gaming, interactive design, and/or computer science are also considered.

Second, there are persons under the personnel category of Educational Trainees (University Policy 6-309), i.e., students pursuing graduate degrees at the University of Utah who may be employed in the category of Associate Instructors. Associate Instructors are appointed for one semester or one year at a time. (University Policy precludes any single appointment for a term greater than one year.)

Lecturers

Lecturers typically are persons who have completed their graduate degrees and do not necessarily have a contractual association with a U of U department or program other than Entertainment Arts and Engineering. Lecturers are usually expected to hold a Ph.D. or equivalent terminal degree, but candidates with a Masters degree, together with significant career experience in the fields of animation, gaming, interactive design, and/or computer science, are also considered. Lecturers will frequently be drawn from the pool of Associate Instructors with

Entertainment Arts and Engineering who have met the criteria for promotion into a Lecturer position. Lecturers may be appointed for terms of up to five years (as determined feasible administratively, and documented with a contract that describes their teaching load and other responsibilities and details their remuneration).

C. Process for appointing, reappointing, and evaluating Associate Instructors and Lecturer faculty

When initially appointing Lecturers and Associate Instructors, Entertainment Arts and Engineering shall follow University Policies 6-310 and 6-302, which includes:

- Verifying that the candidates possess appropriate credentials by way of degrees and field of study for the position, consistent with university policy.
- Maintaining on file a curriculum vitae for each individual hired into one of these positions.
- Ensuring that the terms of such appointments and the process for making such appointments shall be consistent with university policies.

Given the interdisciplinary nature of Entertainment Arts and Engineering, Lecturer faculty and Associate Instructors typically come from the same disciplinary areas as EAE's joint appointment faculty, and possibly other related areas. While each instructor's particular knowledge is based in the discipline that granted his or her degree, Entertainment Arts and Engineering teaching personnel broadly share a focus on the complex interaction of arts and engineering.

Entertainment Arts and Engineering's detailed process to be followed during reviews for appointment, reappointment, or awarding Lectureship rank or promotion after the appropriate period of service is described below (Policy 6-310 and Rule 6-310).

Committees responsible for appointment and/or review process

Entertainment Arts and Engineering Auxiliary Faculty Appointments Advisory Committee (AFAAC)

The review of **Associate Instructors** and appointment/review of **Lecturers** is carried out by the Entertainment Arts and Engineering Auxiliary Faculty Appointments Advisory Committee (AFAAC). AFAAC is comprised of the EAE Executive Director, the EAE joint appointment faculty, and EAE Lecturer ranks (holding the same or higher rank as candidates being reviewed). AFAAC itself selects a chair from its members. The primary function of the AFAAC is to conduct reviews and develop a report and recommendation/vote regarding the consideration at hand for the candidate.

If the decision relates to reappointment of an Associate Instructor, the Executive Director will inform the candidate of the outcome of the AFAAC meeting. However, if the decision is regarding the initial appointment, reappointment, or reappointment with promotion to a Lecturer position, the Executive Director will submit the recommendation to the Deans of Engineering

and Fine Arts, and then to the University Interdisciplinary Teaching Programs Faculty Appointments Advisory Committee (UITPFAAC) and on to the Senior Vice President for Academic Affairs, Academic Senate, and Board of Trustees for final disposition (Policy 6-302 and Rule 6-310.)

Entertainment Arts and Engineering Student Advisory Committee (EAESAC)

One of the reports that AFAAC uses in their determination is solicited from the Entertainment Arts and Engineering Student Advisory Committee (EAESAC). The EAESAC is composed of undergraduate and graduate EAE students. Students serving on EAESAC also generate a report on joint appointment faculty who may be undergoing formal RPT reviews in their home department, plan social events, and represent Entertainment Arts and Engineering on University Committees that call for student participants.

Timeline

All **Associate Instructors and Lecturers** will be reviewed annually. Materials to be reviewed annually will include at least their University-administered course evaluations, course syllabi, and Faculty Activity Reports. In addition, the **Lecturer** and **Associate Instructor** faculty will undergo more thorough reviews at the time intervals specified below (according to the processes, criteria, and standards specified below in Section D). These more thorough reviews will occur when candidates first apply for Lectureship and when they apply for reappointment with promotion, and in any case no less frequently than every five years.

Initial Appointment

Ordinarily, a new course instructor will first be employed as an **Associate Instructor**, and after up to five years in that category, teaching at least two courses per year, will be eligible for consideration for appointment at the rank of **Assistant Professor (Lecturer)**.

Reappointment with Promotion

After attainment of the rank of **Assistant Professor (Lecturer)** and maintaining a teaching load of at least one EAE class per fall and spring semester, a formal review will be held in the third year. Then in their sixth year a second formal review will be held where the candidate will also be considered for promotion to **Associate Professor (Lecturer)**. In their fifth year following that promotion, and maintaining a similar teaching load, the candidate will be eligible to be considered for award of the rank of **Professor (Lecturer)**.

Variations

Variations from the ordinary periods may be considered as appropriate based on individual circumstances. A candidate may qualify for initial appointment at a higher rank or more rapid advancement through the ranks based on a combination of equivalent experience outside of Entertainment Arts and Engineering (another department of the U of U or a different institution

of higher education), or by demonstrating the required achievements in less time than the normal period.

D. Appointment and review process, criteria, and standards

In accordance with the interdisciplinary nature of the EAE program (described above in Section B, “Overview of teaching personnel in the Entertainment Arts and Engineering Program”), the EAE program’s teaching assessment plan will take account of and respect the variation among the methodologies and achievement criteria specific to each discipline.

Detailed criteria for advancement of auxiliary faculty are specified below, but may be summarized as sustained and valuable service to Entertainment Arts and Engineering and its students. In the case of Associate Instructors, clear evidence of continuing significant progress in fulfilling the criteria will be necessary for reappointment. In the case of Lecturers, fulfillment of the criteria will be a minimum standard for reappointment, and surpassing of the criteria through extraordinary initiative will be necessary for promotion.

Associate Instructors

Associate Instructors are typically appointed for one semester or one year at a time (and University Policy precludes any single appointment for a term greater than one year).

The process for initially **appointing** an Associate Instructor includes the following steps and file contents:

- First, if the candidate is someone who has completed his or her graduate degree and does not have a contractual association with a U of U department or program, he or she will be required to submit a letter of interest, a curriculum vitae (CV), supporting materials such as teaching evaluations or evidence of non-teaching career experience applicable to EAE, and letters of recommendation or references who may be contacted for additional information. Where applicable, the candidate should submit syllabi for courses taught at the University of Utah or other teaching institutions, together with a synopsis of teaching evaluations.
- Second, if the candidate is pursuing a graduate degree at the University of Utah, he or she will be required to submit a letter of interest, a curriculum vitae (CV) and supporting materials (syllabi for courses taught at the University of Utah or other teaching institutions, together with a synopsis of teaching evaluations).
- Initial applications are reviewed by the EAE Executive Director, who verifies a candidate’s appropriate credentials and history and makes a determination as to whether they are to be hired.
- Upon a positive recommendation, the Entertainment Arts and Engineering office issues a letter of appointment informing the candidate of the role, duties, length of contract, and remuneration associated with the position. The candidate is required to accept the appointment in writing.

To be **reappointed** as an Associate Instructor, an instructor must meet at least the following teaching criteria:

- Ongoing positive performance on Entertainment Arts and Engineering course evaluations, as compared with the evaluations of faculty teaching courses on similar levels in Entertainment Arts and Engineering and throughout the University.
- Implementation of course syllabi that fulfill Program aims and University expectations for any other attributes for which the course qualifies.
- Completion of the annual Faculty Activity Report.

Lecturers

The process of **initial appointment, informal reappointment, formal reappointment or formal reappointment with promotion** for Lectureship faculty includes the following steps (including the following file contents):

- For all of the above actions, the candidate submits a portfolio including the following items to the Entertainment Arts and Engineering office:
 - A letter to the Executive Director of Entertainment Arts and Engineering requesting Lectureship initial appointment, reappointment, or reappointment with promotion. The letter will emphasize his/her accomplishments within the period since employment by the Program (if being reviewed for reappointment or reappointment with promotion), and will also outline plans for his/her future contributions to Entertainment Arts and Engineering.
 - In addition, the candidate will provide supporting documents, including at least a current CV, syllabi of classes taught in Entertainment Arts and Engineering, and a summary of student evaluations from the last five years of classes taught.
 - Data from the annual Faculty Activity Report.
- For the initial appointment and formal proceedings, the following additional items must be included in the portfolio:
 - A statement of teaching philosophy reflecting the individual's view of the teacher's role and how the individual's activities fit with that philosophy.
 - The candidate will submit the names of at least two references that will be contacted by the EAE office and asked to provide letters of recommendation. These letters will be added to the candidate's file.
- For the formal proceedings, the following items must be included in the portfolio:
 - For any EAE course, student course evaluation information will be added to the candidate's file, as well as peer evaluations of teaching. (The EAE office will handle this step.)
 - The Entertainment Arts and Engineering office will solicit a recommendation from the Entertainment Arts and Engineering Student Advisory Committee (EAESAC). The recommendation will consist of EAESAC's evaluation of the candidate's teaching through examination of his or her student evaluations and, optionally, interviews with students who attended the candidate's classes. This document will be added to the file.

- This application will be reviewed by AFAAC and then passed up the administrative ladder to the Deans of Engineering and Fine Arts, the University Interdisciplinary Teaching Programs Faculty Appointments Advisory Committee and on to the Senior Vice President for Academic Affairs, Academic Senate, and Board of Trustees for final approval (Policy 6-302 and Rule 6-310(IDTP)).
- In addition to the items specified above, candidates may wish to include the following in their teaching portfolios:
 - Representative course syllabi detailing course content and assignments, teaching methods, readings, homework assignments and evaluation activities, possibly highlighting how courses have changed over the years in response to student feedback or instructor growth.
 - Description of steps taken to improve teaching, either through the improvement of individual courses or in general through activities to enhance teaching skills or background knowledge. This could include attendance at special training programs or workshops.
 - Descriptions of instructional innovations attempted and evaluations of their effectiveness.

Auxiliary Faculty in Lectureship ranks are expected to advance EAE's mission through excellent teaching and through sustained and superior service to EAE and its students.

The following timeline is adopted for Lectureship rank candidates:

- An informal reappointment occurs every year that there are no formal proceedings.
- Assistant Professor (Lecturer) faculty will have a formal reappointment evaluation in their third year and will be considered for formal reappointment with promotion in their sixth year.
- Associate Professor (Lecturer) and above will have their formal proceeding every fifth year. Promotion to Professor (Lecturer) may be considered in the first fifth year evaluation.

The following standards apply to increasing levels of promotion:

1. At the time of *initial appointment*, evaluation of Lecturer candidates will be based both on past achievement and the anticipation of future contributions. Such issues as prior teaching experience, related work experience, service, teaching awards and contribution to the education mission of Entertainment Arts and Engineering will be used to determine the appropriate rank. The candidate's activities will be considered in terms of their significance, innovation, consistency and impact as well as their potential for future growth.

2. *Associate Instructor to Assistant Professor (Lecturer)*. The academic record of successful teaching of Associate Instructors who apply for the rank of Assistant Professor (Lecturer) should demonstrate the potential for future excellence. Teaching evaluations, the teaching portfolio, and other relevant experience or expertise will form the core of the evaluation. The rank of Assistant Professor (Lecturer) will be given to candidates who are consistently prepared and effective in their teaching, clearly articulating teaching objectives, using effective methods of conveying

information and skills, and providing timely and meaningful feedback and assessment of student learning. In addition, counseling, mentoring and advising of students in general are activities that contribute to Entertainment Arts and Engineering's teaching mission, and will be evaluated as such.

3. *Assistant Professor (Lecturer) to Associate Professor (Lecturer)*. An Associate Professor (Lecturer) demonstrates creativity in developing new pedagogies and a deep understanding of the discipline. Criteria include performing teaching responsibilities with consistency, imagination and resourcefulness; employing effective methods of teaching; receiving strong teaching evaluations and EAESAC recommendations; and regularly interacting with students in advising and mentoring roles. The successful candidate shall have made efforts to enhance teaching methods and improve learning outcomes, or carried out other related activities, and may have applied for teaching grants. Successful candidates will have provided service to EAE as negotiated with the Executive Director through such activities as partnering with other campus units; performing administrative duties; working with industrial and government relations; recruiting students; promoting EAE on and off campus; revising and improving EAE curriculum and programs; and serving on EAE, College, and University committees. Research and scholarship shall not be considered requisite for appointment to this rank but, if fulfilled, would strengthen the candidate's application.

4. *Associate Professor (Lecturer) to Professor (Lecturer)*. Professor (Lecturers) must demonstrate sustained excellence in teaching through teaching evaluations and other indicators of excellence, innovation, and commitment to the EAE Program. Excellent teaching is stimulating, informed, timely and scholarly, employing innovative or effective methods of teaching. This is demonstrated in part through consistently high teaching evaluations, strong EAESAC recommendations, and regular interaction with students in advising and mentoring roles. Other considerations might be winning national or University teaching awards, developing new programs and curricula within the College, being awarded grants or fellowships, or being recognized in the community for teaching work. Successful candidates will have provided service to EAE as negotiated with the Executive Director through such activities as partnering with other campus units; performing administrative duties; working with industrial and government relations; recruiting students; promoting EAE on and off campus; revising and improving EAE curriculum and programs; and serving on EAE, College, and University committees. Research and scholarship shall not be considered requisite for appointment to this rank but, if fulfilled, would strengthen the candidate's application.