

Department of Art and Art History
PROCEDURES, STANDARDS, CRITERIA AND EVIDENCE
FOR RETENTION, PROMOTION, AND TENURE

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Effective Date and Application to Existing Faculty

This document constitutes the Statement of RPT Standards, Criteria, and Procedures for tenure-line faculty required by University Policy 6-303. These standards, criteria, and procedures will be effective as of July 1, 2014. All RPT candidates appointed on or after this date will be considered under these new RPT standards. Candidates whose appointments began prior to that date who are reviewed for promotion with granting of tenure (assistant to associate level) will have the option of choosing the old RPT requirements or the new RPT requirements. Previously appointed candidates to be reviewed for promotion to the rank of Professor may choose the old requirements for reviews completed in or before the 2016-2017 academic year. In each case, the new requirements will apply unless the candidate’s choice of the old requirements is communicated to the Department Chair by signed letter before review materials are sent to reviewers for external evaluations.

I. INTRODUCTION

The Department of Art and Art History provides a setting for research, teaching, and service in art history, studio art, and art education and is committed to excellent performance in these areas. Faculty members, with a terminal degree in their field or commensurate professional experience, are recruited for their outstanding achievement, or promise of such, to carry out the goals of the discipline and the University and to cultivate a national and international profile. A wide diversity of aesthetic and scholarly points of view is encouraged in faculty ranks. Art historians are expected to establish a body of scholarship. Studio artists are expected to establish a body of

creative work. Art educators are expected to be professionally active in either exhibitions or publication, or a combination of the two areas. Faculty should also work toward a shared sense of educational priorities that help students to realize their individual goals in the context of professional career training. In addition, the members of the faculty value service to the discipline within and outside of the University.

The Department fosters a faculty member's professional growth and contribution to her/his respective specialization. It expects that faculty members will carry out their duties in creative and/or scholarly research, teaching, and service in a cooperative, collegial manner and demonstrate the ability and willingness to perform as responsible members of the faculty, as set forth in University Policy 6-316, Code of Faculty Rights and Responsibilities (<http://www.regulations.utah.edu/academics/6-316.html>).

Department faculty pledge to mentor tenure-track faculty regularly throughout their pre-tenure probationary period. New hires will be assigned a tenured faculty member who will serve as their mentor and who will be expected to provide advice and guidance regarding the junior faculty member's professional career and the preparation of their dossier for retention, promotion and tenure reviews. The mentor will be assigned by the department chair in consultation with the area head or director of art history.

The standards for review of tenure-track and tenured faculty, in accordance with University policies, are set forth in these guidelines. All procedural matters relative to retention, promotion, and tenure are governed by University policies as articulated in University Policies 6-303, 6-311 and 6-316, which are available at the University Regulations Library site (<http://www.regulations.utah.edu/info/policyList.html>). (If University policy changes for those sections that are quoted or cited in this document, the most updated policies can be found on the Regulations Library site.) All details outlined in this document that are specifically related to the unique characteristics of the Department of Art and Art History are intended to conform strictly to University policies.

II. DEFINITIONS AND QUALIFICATIONS

A. Criteria and Standards for Tenure and the Appointment, Retention, and Promotion at Each of the Tenure-line Faculty Ranks

1. Visiting Appointments.

All visiting appointments are contracted on a one-year, automatically terminal basis. All such appointments shall become open to any candidate annually irrespective of prior service in the appointment, with the provision that no one person shall be in a visiting position longer than three continuous years.

2. Instructor.

Per University policy, “i. Appointments to positions in the Tenure-line category at the Instructor rank shall be without tenure and only for a limited term, not to exceed three years, at that rank, because they are intended for individuals who have not quite achieved their terminal degree or board certification. A Tenure-line faculty member initially appointed at the rank of Instructor may be promoted to the usual entry-level rank of Assistant Professor by action of a letter to the cognizant Senior Vice President from the dean and department chair verifying that the faculty member has completed the terms for such a promotion specified in the initial letter of appointment and has received positive annual retention reviews, as per Policy 6-303-III-B. An Instructor may be terminated without formal review for failing to complete the requirements for promotion to Assistant Professor in the period of time specified in the initial letter of appointment. A department may institute a formal review in any year if it wishes to recommend termination of an Instructor for failure to meet performance standards for retention. ii. If an Instructor is promoted to Assistant Professor, the period served at the rank of Instructor may, at the option of the faculty member, be excluded from the pre-tenure probationary period otherwise applicable pursuant to Policy 6-311.” (Policy 6-300-III-B-3-c)

3. Assistant Professor.

The tenure-track rank of Assistant Professor is given to a person who holds the terminal degree or commensurate professional experience in art education, art history, or studio art and has demonstrated special ability, or shows exceptional promise, as a scholar and/or artist and teacher. For retention reviews during the probationary period, in keeping with the University’s requirement that a candidate’s record at a minimum “must demonstrate reasonable potential for meeting the standards established for tenure” (see Policy 6-303-III-A-2-c-i), the department’s criteria and standards are that candidates are expected to be building a continuous, substantive record of scholarship and/or creative professional activity, teaching, and service.

4. Associate Professor.

Promotion to the rank of Associate Professor ordinarily occurs jointly with the granting of tenure and both decisions are based on the same criteria and standards. In keeping with the University’s requirements of a combination of “sustained effectiveness” and “excellence” as standards for tenure (see Policy 6-303-III-A-2-c-i), the department criteria and standards are as follows: In a decision to grant tenure, and promote to this rank, careful consideration is given to the candidate’s past and present teaching, research and publications, exhibition record, professional competence, and involvement in the University community. Promotion to this rank is given to a person who has met the requirements for appointment and retention as an Assistant Professor and who has established 1) a record of excellence or sustained effective performance in creative and/or scholarly research with a combination of a known regional, national and/or international reputation among her or his peers in the discipline, 2) a record of excellence or sustained effective performance in teaching, and 3) at least effective performance in service, which includes demonstrating a capacity for leadership within the department. Candidates must

receive a ranking of excellent in either teaching or research, sustained effective performance in the other, and at least effective in service. If an excellent ranking in creative and/or scholarly research is met, a minimum ranking of effective in teaching must be met. If an effective ranking in creative and/or scholarly research is met, a ranking of excellence must be met in teaching.

Tenure: The requirements for achieving tenure are the same as those requirements for promotion to Associate Professor, which means the votes taken for promotion and tenure will be identical.

5. Professor.

The rank of Professor is given to a person who has met the requirements for promotion to/or appointment as an Associate Professor and who has further established 1) a sustained and distinguished record of creative and/or scholarly research, which has earned a sustained and expanding reputation among her or his peers, on national and international levels, as an outstanding scholar and/or artist, 2) a sustained record of excellence in teaching, including work with advanced students, 3) an exemplary record of service, including demonstrations of sustained leadership. Except for extraordinary instances, when specific and persuasive justification is provided, faculty will not be evaluated for promotion to the rank of professor until they have completed at least five years of service in the rank of Associate Professor.

6. Granting of Tenure to Associate Professors or Professors without Tenure.

The department does not promote current tenure-track faculty to the Associate Professor or Professor rank without the concurrent granting of tenure. Under some circumstances a candidate may be hired at the rank of Associate Professor or Professor without the immediate granting of tenure and then be reviewed for tenure in a subsequent year, but no sooner than one year from the initial appointment. The subsequent conferral of tenure requires that the candidate has provided convincing evidence that he or she will continue to achieve the standards expected of an Associate Professor (if hired at that rank), or that he or she will continue to achieve the standards expected of a Professor (if hired at that rank).

III. DESCRIPTION OF STANDARDS AND EVIDENCE

The Department of Art and Art History commits to the highest standards for faculty members concerning superior intellectual attainment and responsible faculty conduct.

A. Criteria for Evaluation.

The department affirms the importance of professional commitments to creative and/or scholarly research, teaching, and service. It assumes that its faculty will strive for excellence in each category, while recognizing that only rarely will an individual attain equal distinction in all three.

1. Creative and/or Scholarly Research

Excellent: The candidate has made outstanding and sustained contributions in one or more areas of scholarship and/or professional/creative work. The contributions are original, consistent over time, and have established the individual as a recognized scholar and/or artist in his or her area of research and practice nationally or internationally.

Effective: The candidate has made significant and sustained contributions in one or more areas of scholarship and/or professional/creative work. The quality and quantity of scholarship and/or professional/creative work reflect a substantial, positive impact in at least one area.

1a. Studio Artists.

Studio artists are expected to establish and develop a professional identity through exhibition of their creative work in a combination of regional, national and/or international venues. Artists are encouraged to engage in a range of activities in support of the dissemination of their research. In their second probationary year, studio faculty will meet with the Department Chair, the RPT Chair, the Area Head, and their mentor to determine a coherent agenda of creative research, using the following list of indicators that guide retention, promotion, and tenure decisions in the department. (This list is not exhaustive.)

- i. active record of exhibitions, including juried exhibitions, invitational exhibitions, public or private commissions, and/or electronic or traditionally published design work; graphic design faculty's creative studio accomplishments are judged against standards that include professional competitions, the number and stature of commissioned works for clients, and exhibition of work,
- ii. quality of creative work as judged by the inclusion of creative works in established regional, national, or international art and design exhibitions, collections, or critical review of candidate's creative works in professionally recognized publications,
- iii. article(s), essays or review(s) authored by the candidate and published in peer-reviewed professional publications,
- iv. publishing curriculum or other educational materials,
- v. presentation of a juried paper, demonstration or poster session at a conference or invited public lecture at a museum, gallery, college or university,

- vi. chairing a professional session or conference that includes their creative or scholarly research,
- vii. creative work awards, residencies, fellowships, and/or successful grant funding for creative research proposals,
- viii. invitation(s) to serve as exhibition curator, consultant, or juror,
- ix. other work or activities as determined appropriate by the RPT Advisory Committee and Department Chair.

1b. Art Historians.

Art historians are expected to establish and develop a flourishing academic identity and promote the discipline of art history in a broad intellectual environment. Assessment is based on a clear demonstration of active, ongoing, and substantive commitment to scholarly research that principally includes electronic or print publication by a recognized scholarly press or organization (publication contract and evidence that the manuscript has been accepted for publication and is in press will be deemed the equivalent of publication) as well as a range of activities in support of the dissemination of their research. In their second probationary year, art history faculty will meet with the Department Chair, the RPT Chair, the Art History Program Director, and their mentor to discuss a coherent research agenda, using the following list of indicators that guide retention, promotion, and tenure decisions in the department. (This list is not exhaustive.)

- i. publication of a single or co-authored scholarly manuscript,
- ii. publication of essays or substantial entries in a scholarly book, museum or exhibition catalogue, conference proceedings, or peer-reviewed journal,
- iii. publication of a book review,
- iv. chairing a professional session or conference that includes their scholarly research,
- v. presentation of a juried paper at a conference or invited public lecture at a museum, college or university,
- vi. publishing curriculum or other educational materials,
- vii. post-doctoral fellowship awards,
- viii. serving as exhibition curator, consultant, or juror,
- ix. successful grant funding for scholarly research proposals,
- x. other work or activities as determined appropriate by the RPT Advisory Committee and Department Chair.

1c. Art Educators.

Art educators are expected to establish and develop a professional reputation by focusing on either creative work or publication, or a combination of the two. Art educators are encouraged to engage in a range of activities in support of the dissemination of their research. In their second probationary year, art educator faculty will meet with the Department Chair, the RPT Chair, their Area Head, and their mentor to determine a coherent agenda of creative and/or scholarly research,

using the indicators that guide retention, promotion, and tenure decisions in the department listed in 1a and/or 1b above. (These lists are not exhaustive.)

2. Teaching

Excellent: The candidate is a highly motivated and dedicated teacher with superior knowledge of subject matter, superior classroom performance, and a strong commitment to continued pedagogical development.

Effective: The candidate is deemed effective through a thorough knowledge of subject matter, good and communicative classroom performance, and a strong commitment to continued pedagogical development.

A teaching portfolio should reflect continued development of content and methodology in one's own area of expertise as well as fostering initiatives that advance and disseminate pedagogies. The documentation may include but is not limited to:

- a. knowledge of subject matter, both its traditions and contemporary perspectives,
- b. quality of course material organization in syllabi and handouts,
- c. evidence of a demonstrated ability to communicate subject matter in ways that motivate students,
- d. evidence of a demonstrated ability to mentor students effectively,
- e. guest lectures in other courses,
- f. workshops,
- g. collaborative, interdisciplinary projects,
- h. successful grant funding for teaching proposals,
- i. teaching awards,
- j. community-engaged learning courses and other pedagogical endeavors,
- k. other evidence as determined appropriate by the RPT committee and Department Chair.

Student course evaluation results are required to be included in the RPT file (Policy 6-303-III-D) and are accepted as an important means of evaluating the candidate's teaching abilities. In-class reviews by Center for Teaching and Learning Excellence (CTLE) representatives are required during the year prior to a formal review, and the information resulting from those observations will be included in the RPT file.

3. University, Professional, and Public Service

Excellent: The candidate shows a strong and continuous history of service at the department, college and/or university levels along with service off-campus through local, national and/or international organizations.

Effective: The candidate shows a history of service at the department, college and/or university levels along with service off-campus through local, national and/or international organizations.

Professional growth for art educators, art historians, and studio artists is monitored by affiliation with, and activity in, professional organizations; and by maintaining contacts and dialogue with a local, national, and international network of academicians and professionals. The activity must be clearly related to the professional criteria and position of the candidate. The following list of off-campus service activities is intended to be suggestive rather than required or exhaustive:

- a. administrative work for the community, such as city, county, or state committees or boards, or providing professional development for area educators,
- b. service as consultant in areas of the candidate's expertise, made available to local or national communities; community service can substitute for other service obligations.

IV. PROCEDURES

A. RPT Advisory Committee Membership

Only the faculty members identified as eligible voters normally attend or participate in RPT discussions. University Policy 6-303 describes voting eligibility as follows:

“Retention. ... all tenured faculty members, regardless of rank, are eligible to participate in the consideration of and to vote on recommendations in individual cases on matters of retention. Other faculty members may participate in the consideration of candidates for retention if allowed by department rules, but may not vote.

Promotion. ... all tenure-line faculty members of equal or higher rank than that proposed for the candidate for promotion are eligible to participate in the consideration of and to vote on recommendations in individual cases on matters of promotion. Other faculty members may participate in the consideration of candidates for promotion if allowed by department rules, but may not vote.

Tenure. ...all tenured faculty members, regardless of rank, are eligible to participate in the consideration of and to vote on recommendations in individual cases on matters of tenure. Other faculty members may participate in the consideration of candidates for tenure if allowed by department rules, but may not vote.” (Policy 6-303-III-E-1-a)

B. RPT Advisory Committee Chair and Presenter

1. RPT Advisory Committee Chair.

The faculty of the Department of Art and Art History shall annually elect early in the spring semester a tenured faculty member, other than the Department Chair, to the position of RPT Advisory Committee Chair.

2. RPT Advisory Committee Presenter.

The RPT Advisory Committee Chair, in consultation with the Department Chair, will assign the presentation of a candidate's file to individual committee members. The presenter is charged with the responsibility of familiarizing herself/himself with the file's contents and presenting it for committee discussion. Candidates' files will be available to members of the committee at least one week prior to the RPT meeting, and all voting members of the committee are expected to review the files before the date of the committee meeting.

C. Reviews and Voting Procedures

Reviews of candidates shall be of three types:

1. First-year Administrative Review.

The purpose of the Administrative Review is to provide, in an informal context, an evaluation of the progress by the candidate toward promotion and tenure. As part of the departmental mentoring program, the review is intended to encourage active, fruitful dialogue with new faculty. It shall take place toward the end of the Spring Semester of the initial year of appointment; the Department Chair shall conduct the meeting.

At least one week prior to the meeting, the candidate shall submit to the Department Chair and RPT Chair an updated curriculum vitae and a summary or list of activities related to department achievement criteria and standards as outlined in section III of this document.

The candidate shall meet with the Department Chair, the RPT Chair, the Area Head/Program Director, and a faculty mentor to discuss the RPT process, to review the candidate's activities in creative and/or scholarly research, teaching, and service, and together to analyze the results of the fall semester course evaluations. No vote is taken. The Department Chair and the Area Head/Program Director will jointly author a summary of the discussion and recommendations. After no more than ten (10) business days following the meeting, the Department Chair shall deliver to the candidate the jointly authored summary. Within seven (7) business days following the receipt of the summary, the candidate shall have the opportunity, but not the obligation, to add a written statement to her/his review file in response to the summary report. A copy shall become a part of the candidate's permanent file that shall be kept in a secure location in the office of the Department Chair. Copies of the summary report and any response from the candidate shall be forwarded to the dean of the College of Fine Arts.

2. Informal Review.

The full RPT Advisory Committee conducts an Informal Review in those years when a formal review is not held (see informal/formal review calendar below). The candidate and the Department Chair, in cooperation with the RPT Chair, shall assemble an electronic file to be maintained on secure servers.

The Department Chair is responsible for ensuring that the following current and complete materials are included in the file (as required by Policy 6-303-III-D):

- a. previous reports of past reviews,
- b. electronic copies of student course evaluations from previous semesters.

The candidate has the responsibility to ensure that the following current and complete materials are in the file:

- a. a personal statement from the candidate summarizing her/his progress to date and future plans in the areas of creative and/or scholarly research, teaching, and service,
- b. current curriculum vitae,
- c. documentation of creative activities through exhibition announcements, catalogues, published reviews of creative work, juried awards, and/or documentation of scholarly activities including publication off-prints and/or drafts accepted for publication,
- d. documentation including time commitment of service to the department, college, and university and to the art education, art history, or studio art discipline.

The candidate may choose also to include the following materials in the file:

- a. documentation of teaching excellence (e.g. awards, invitations, CTLE reviews),
- b. documentation of successful internal and external grant funding for scholarly and/or creative research, teaching, or other projects,
- c. any other documentation deemed appropriate by the candidate.

The candidate is entitled to see all contents of her/his RPT file upon request, and to add to the file a written response to any of the other contents.

RPT Advisory Committee members shall review the file prior to the Committee meeting, and the Presenter shall present it for discussion at the meeting. At the conclusion of the discussion of the candidate's file, the RPT Advisory Committee shall conduct a vote for retention of the candidate. The actions of the Committee and subsequent steps shall proceed as described in Sections IV-C-4, 5, 6, 7 below.

3. Triggered Review

Per University Policy, “If a tenure-track faculty member does not demonstrate clearly adequate progress to the reviewers in an informal review, the department chair or department RPT advisory committee in consultation with the reviewers may trigger a formal RPT review after giving the candidate written notice of such a review and its timing. The formal RPT review may proceed either in the following year or as soon as the file is completed (including the solicitation and receipt of external evaluator letters if applicable) but no sooner than 30 days after written notice of the review is provided to the candidate.” (Policy 6-303-III-B-1-c)

4. Formal Review.

The full RPT Advisory Committee conducts a Formal Review. The candidate and the Department Chair, in cooperation with the RPT Chair, shall assemble an electronic file to be maintained on secure servers.

The Department Chair is responsible for ensuring that the following current and complete materials are included in the file (as required by Policy 6-303-III-D):

- a. faculty evaluation report prepared by the Student Advisory Committee (SAC) from course evaluations of previous semesters (prepared as described in Section V-D-1 below),
- b. copies of student course evaluations from previous semesters,
- c. written reviews of teaching by CTLE representatives,
- d. three external letters and one internal letter of evaluation (obtained as described in Section V-B-1 below),
- e. a waiver/non-waiver form for letters of evaluation signed by the candidate,
- f. previous reports of past reviews,
- g. signed recommendations submitted by faculty and staff of the department upon invitation from the Department Chair,
- h. any recommendation received from an academic program of which the candidate is also a member,
- i. evidence of faculty responsibility, if any.

The candidate has the responsibility to ensure that the following current and complete materials are in the file:

- a. a personal statement from the candidate summarizing her/his progress to date and future plans in the areas of creative and/or scholarly research, teaching, and service,
- b. a current curriculum vitae,
- c. visual documentation of creative activities through digital or slide images, exhibition announcements, catalogues, published reviews of creative work, juried awards, and/or documentation of scholarly activities including publication off-prints and/or drafts accepted for publication,
- d. a representative sampling of syllabi from introductory through advanced courses,

- e. documentation of service and time commitment to the department, college, and university and to the art education, art history, or studio art discipline.

The candidate may choose also to include the following materials in the file:

- a. documentation of teaching excellence (e.g., awards, invitations),
- b. documentation of successful internal and external grant funding for scholarly and/or creative research, teaching, or other projects,
- c. any other documentation deemed appropriate by the candidate and/or the Department Chair.

The candidate is entitled to see all contents of her/his file upon request (except for confidential letters of evaluation from evaluators if access has been waived), and to add to the file a written response to any of the other contents.

5. Quorum and Absentee Voting

“Quorum. A quorum of a department advisory committee for any given case shall consist of two-thirds of its members, except that any member unable to attend the meeting because of formal leave of absence or physical disability shall not be counted in determining the number required for a quorum.” Policy 6-303-III-E-3)

“Absentee voting. Whenever practicable, the department chairperson shall advise all members on leave or otherwise absent of the proposed action and shall request their written opinions and votes. Absent members' written opinions shall be disclosed at the meeting and their votes will be counted the same as other votes. Absentee votes must be received prior to the meeting at which a vote is taken by the department advisory committee.” (Policy 6-303-III-E-4)

6. Committee Report

“After due consideration, a vote shall be taken on each candidate for retention, promotion, or tenure, with a separate vote taken on each proposed action for each candidate. The secretary [designated by the RPT chair] shall make a record of the vote and shall prepare a summary of the meeting which shall include the substance of the discussion and also the findings and recommendations of the department advisory committee. If a candidate is also a member of an interdisciplinary academic program through a shared-appointment agreement and...the program produces a recommendation, the department advisory committee report shall reflect the department's discussion and consideration of the report and recommendation of the academic program.” (Policy 6-303-III-E-6)

7. Approval of the Committee Report

“This summary report of the meeting, signed by the secretary and bearing the written approval of the committee chairperson, shall be made available for inspection by the committee members. After allowing an inspection period of not less than two business days nor more than five business days, and after such modification as the committee approves, the secretary shall forward the summary report to the department chairperson and the candidate, along with a list of all faculty members present at the meeting.” (Policy 6-303-III-E-7)

“Confidentiality. All committee votes and deliberations are personnel actions and should be treated with confidentiality in accordance with policy and law.” (Policy 6-303-III-E-8)

8. Action of the Department Chair

“Recommendations. After studying the entire file relating to each candidate, the department chairperson shall prepare his/her written recommendation to be included in the file on the retention, promotion, or tenure of each candidate, including specific reasons for the recommendation. Notice to faculty member. Prior to forwarding the file, the department chairperson shall send an exact copy of the chairperson's evaluation of each faculty member to that faculty member. Candidate's right to respond. The candidate shall have the opportunity at this time, but not the obligation, to add a written statement to his/her [informal or] formal review file in response to the summary report of the department RPT advisory committee and/or the evaluation of the department chairperson. Written notice of this option shall be included with the copy of the chairperson's evaluation, which is sent to the candidate. If the candidate chooses to add such a statement to the file, that statement must be submitted to the department chairperson within seven business days, except in extenuating circumstances, of the date upon which the chairperson's evaluation is delivered to the candidate. If the candidate submits a written statement to the department chairperson within this time limit, the candidate's statement shall be added to the review file without comment by the chairperson. Forwarding files. The department chairperson shall then forward the entire file for each individual to the dean of the college.” (Policy 6-303-III-F-1, 2, 3, 4). (This is the final step for informal reviews.)

9. Actions and Appeals Procedures at the College Level and Beyond

For formal reviews only, subsequent procedures are described in University Policy 6-303-III- G, H, I, J (action by the dean, college advisory committee, cognizant vice president, University Promotion and Tenure Advisory Committee, appeals, final action by president).

D. Pre-tenure Probationary Period and Formal/Informal Review Calendar

The customary pre-tenure probationary period, per Policy 6-311, shall be seven (7) years for a person whose initial tenure-line faculty appointment is in the rank of instructor or

Assistant Professor and shall be five (5) years for a person whose initial tenure-line faculty appointment is in the rank of Associate Professor or Professor. Faculty reviews are conducted in each year of the pre-tenure probationary period according to the schedule below, with one mid-probationary formal review for retention and one final formal review for tenure and promotion.

Shortening or extending the probationary period. Candidates may request early tenure and promotion reviews (i.e., shortening the otherwise applicable probationary period) on the grounds described in and by following the procedures provided for in University Policy 6-311- Sec. 4-C-1. Candidates are encouraged to consult with the dean and senior colleagues before requesting early review for tenure.

If the candidate has had an authorized extension of the probationary period (e.g., under Policy 6-311- Sec. 4-C-2; or Policy 6-315), the years of the formal retention review and the mandatory review for tenure shall be adjusted accordingly. When extensions of the probationary period authorized by University policies do postpone formal reviews, then informal reviews will occur in any year in which a formal review is not held (except for a candidate who is on leave during the time an informal review would otherwise occur).

Following are typical schedules and timelines for the various ranks:

1. Assistant Professor Review

Academic Year 1: An Administrative Review shall be held in the Spring Semester of the first year of a candidate's appointment for the purpose of mentoring new faculty.

Academic Year 2: An Informal Review shall be held in the Fall Semester according to the timetable established by the College of Fine Arts. The results may trigger a formal review in the following year.

Academic Year 3: An Informal Review shall be held in the Fall Semester according to the timetable established by the College of Fine Arts. At this time, the candidate shall be made aware of any potential difficulties in the record for promotion and tenure.

Academic Year 4: A Formal Review for retention shall be held in the Fall Semester according to the timetable established by the College of Fine Arts. This is regarded as a crucial year in the career of the candidate as she/he advances toward the achievement of promotion and tenure.

Academic Year 5: An Informal Review shall be held in the Fall Semester according to the timetable established by the College of Fine Arts. At this time, the candidate shall be made aware of any potential difficulties in the record for promotion and tenure. The results may trigger a formal review in the following year.

Academic Year 6: An Informal Review shall be held in the Fall Semester according to the timetable established by the College of Fine Arts.

Academic Year 7: A final Formal Review shall be held in the Fall Semester for the purpose of consideration of promotion to Associate Professor and the simultaneous granting of tenure. It shall be held according to the timetable established by the College of Fine Arts.

2. Associate or Full Professor without Tenure Review

Academic Year 1: An Administrative Review shall be held in the Spring Semester of the first year of a candidate's appointment for the purpose of mentoring new faculty.

Academic Year 2: An Informal Review shall be held in the Fall Semester according to the timetable established by the College of Fine Arts. At this time, the candidate shall be made aware of any potential difficulties in the record for promotion and tenure.

Academic Year 3: A Formal Review for retention shall be held in the Fall Semester according to the timetable established by the College of Fine Arts. This is regarded as a crucial year in the career of the candidate as she/he advances toward the achievement of tenure.

Academic Year 4: An Informal Review shall be held in the Fall Semester according to the timetable established by the College of Fine Arts.

Academic Year 5: A final Formal Review shall be held in the Fall Semester for the purpose of consideration of the awarding of tenure. It shall be held according to the timetable established by the College of Fine Arts.

3. Post-tenure Associate or Full Professor Review

This review will take place in the spring semester of the fifth year after tenure and every fifth year thereafter. The Tenured Faculty Review Committee conducting such reviews consists of faculty holding the same rank as or higher than the reviewed faculty member. The Department of Art and Art History will follow the guidelines from the College of Fine Arts and the University for this process.

V. ANNUAL CALENDAR AND RPT PROCESS

A. March

1. Department Chair shall determine obligatory RPT and post-tenure reviews for the upcoming academic year and will notify, by letter, tenure-track and tenured faculty who are to be reviewed. Consideration for early tenure shall be treated according to University Policy 6-311 Section 4-C.
2. Department Chair notifies Associate Professors who are eligible for promotion, asking if they wish to request a formal RPT review for consideration of promotion.

3. Department Chair convenes a faculty meeting to elect an RPT Advisory Committee chair.
4. Department Chair shall notify the faculty advisor to SAC and the SAC president which faculty evaluation reports for post-tenure reviews must be completed before the end of Spring Semester.
5. The Department Chair and the RPT Advisory Committee Chair will have a face-to-face meeting with each tenure-track faculty candidate to discuss the candidate's progress toward promotion and tenure.

B. April

1. Department Chair informs faculty and staff of upcoming formal RPT reviews of candidates and (per Policy 6-303-III-D-9) solicits names of potential internal (University of Utah) and external evaluators (outside the University, preferably from out of state) from the candidate and the faculty. Potential evaluators must be professionals in the candidate's field or allied fields or academic peers who can evaluate the scholarly and/or creative research and professional standing of the candidate according to the standards of the specific academic discipline. Qualifications of the potential evaluators must be clearly identified.
 - a. Candidates undergoing formal RPT reviews will supply five names for external evaluators and two names for internal evaluators. The relationship between the candidate and the potential evaluator must be explained and contact information provided. Candidates may also provide names of those in his/her area that would pose a conflict of interest if asked to serve as an evaluator.
 - b. After the Department Chair and the RPT Chair compile a list of the names from the submissions of the candidate and other faculty members, the Department Chair and representative member(s) of the discipline area select names of three external evaluators and one internal evaluator for the formal review of each candidate. The final list of evaluators shall represent a balance among recommendations from all submissions and must include a minimum of one of the candidate's nominations.
 - c. The list of evaluators' names, their qualifications, their relationship to the candidate, and contact information are added to each candidate's file. The list of names must be categorized according to the source of the nomination (candidate, RPT Advisory Committee, Department Chair, others).
2. Candidates for formal RPT review sign a waiver/non-waiver form governing confidentiality of evaluation letters. A copy of the signed form accompanies each evaluation letter request.

C. May – July

1. Candidates for formal RPT reviews in cooperation with the Department Chair and the RPT Chair assemble materials, before 30 May, to be sent to evaluators. The file reviewed by the evaluators must have materials from the original assembled materials that relate to the areas (professional/creative/scholarly, teaching, and/or service) to be evaluated.

- a. Department Chair in conjunction with the RPT Chair contacts internal and external evaluators to ask about their willingness and availability to serve as evaluators.
 - b. Department Chair in conjunction with the RPT Chair arranges for materials to be sent to evaluators for their evaluation before the end of July. As soon as a commitment from the potential reviewer is confirmed, the candidate's materials will be immediately made available to the evaluators – either in print or electronically. A copy of the Department of Art and Art History's RPT guidelines shall accompany the materials sent to evaluators to aid in their review.
2. Faculty advisor to SAC ascertains that SAC will have appropriate membership for preparation of faculty evaluation reports during Fall Semester.
 3. Department Chair prepares the cumulative file on each candidate for informal and formal RPT reviews including the responses from the external and internal evaluators. Formal reviews must provide a substantive assessment of the candidate's creative and/or scholarly research, teaching and service to date. (Policy 6-303-III-B-2)

D. August - September

1. Department Chair and RPT Chair meet with department SAC President to initiate faculty evaluation report process for formal RPT review files. Per Policy 6-303-III-C-3, the SAC shall “submit a written report evaluating teaching effectiveness and making RPT recommendations as appropriate with respect to each candidate to be considered, stating as specifically as possible the reasons for each recommendation. The SAC evaluation and report should be based on guiding principles approved by the University RPT Standards Committee and provided to the SAC by the department chairperson.”
2. Candidates undergoing informal RPT reviews, in cooperation with the Department Chair, assemble the file for RPT Advisory Committee evaluation.
3. Department faculty and staff are notified of their right to submit written recommendations for RPT reviews.
4. All RPT files are closed to further additions by 30 September and contents are available for examination by members of the RPT Advisory Committee prior to the meeting. Before the close date, candidates may submit a response to any of the file contents.

E. October

1. The RPT Advisory Committee chair schedules a meeting of the committee no later than 15 October and organizes the agenda of formal and informal files to be reviewed.
2. Guidelines for conducting the RPT Advisory Committee meeting:
 - a. Determine whether quorum is met (see section on Quorum and Absentee Voting above).
 - b. Determine by vote of those present whether Department Chair is invited to participate in the discussion. Per Policy 6-303-III-E-5, “Department chairpersons, deans, and other administrative officials who are required by the regulations to make their own recommendations in an administrative capacity may attend, and

upon invitation by majority vote of the committee, may submit evidence, judgments, and opinions, or participate in discussion.”

- c. Divide the secretarial duties of the files to be reviewed among the members of the committee.
 - d. Conduct substantive discussion of the materials in comparison with department RPT criteria.
 - e. Record exact committee vote, including positive votes, negative votes, absentee votes, and abstentions.
3. Actions subsequent to the RPT Advisory Committee meeting. The summary report of the meeting should be written such that valued activities performed by candidate are recognized at other voting levels of review. An electronic version of the summary report of the candidate’s file shall be sent to the committee members for their inspection.

VI. APPENDICES

Appendix A: University RPT Standards Committee Notice of Final Approval



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Memorandum

To: Brian Snapp, Department of Art and Art History

Cc: Raymond Tymas-Jones, Dean, College of Fine Arts
Amy Wildermuth, Associate Vice President for Faculty, Academic Affairs

From: Hank Liese, College of Social Work *Hank Liese*
Co-Chair, University RPT Standards Committee 2013-2014

Subject: Approval of RPT Statement

Date: May 28, 2014

This is to confirm that the attached version of the Department of Art and Art History's RPT Statement, dated as approved on May 28, 2014 by the University Retention, Promotion, and Tenure Standards Committee, has been reviewed and approved by the Committee pursuant to University Policy 6-303. The Statement may be implemented for RPT proceedings in your Department for the academic year 2014-2015 (as of July 1, 2014).

Congratulations on completing the approval process, and revising your Statement to comply with University Policies and to serve well the missions of your Department, College, and the University.

Please ensure that a copy of this approval notice is attached to all copies of the final approved version of the RPT Statement.