Personnel policies voted and approved at the Art Department meeting of November 15, 2004. These policies replace any previously approved policies for future reviews.

Art Department Policies and Procedures will conform to Governance policies effective for the University of Southern Maine and adhere to the standards of the National Association of Schools of Art and Design where they do not conflict with the Governance document to the Agreement between the University of Maine System and the Associated Faculties of the University of Maine System.

**Personnel Committee**

The Personnel Committee of the Art Department shall be formed in accordance with the Governance policies effective for the University of Southern Maine and shall consist of all Art Department tenure-track faculty.

The position of Personnel Committee Chair will rotate annually among all tenured faculty. The Personnel Committee Chair will be appointed by the Art Department Chair, and the Department will vote to approve the appointment.

The position of Personnel Committee Secretary will rotate alphabetically among all committee members. A person being evaluated will not take minutes for his/her evaluation. Personnel minutes should be confidential, and comments in the minutes will not be attributed to individuals.

**Voting**

Each committee member shall have one vote. Committee members must be present for the discussion to vote. There is no voting by proxy. Voting shall proceed by writing Yes, No, or abstain upon a ballot. Blank ballots will be counted as abstentions. Ballots will be sealed in separate envelopes for each faculty member under review. Balloting will be done at the conclusion of deliberations on each faculty member. Ballots will be opened after all deliberations and voting on all members has concluded. Votes shall then be counted by the Personnel Committee Chair in the presence of the committee and be recorded. The person being evaluated has the option of leaving the room during the vote count. If s/he is not present during the vote count, the Personnel Committee Chair will inform the reviewee of the results.

Nepotism rules and regulations of the University shall apply. No person shall vote on decisions affecting a close relative, spouse, or partner.
A quorum consists of a simple majority of possible voting members in a given semester for pre- and post-tenure reviews, and 2/3 of possible voting members in a given semester for tenure and promotion decisions.

**Review Process**
A sub-committee of three, tenured and/or tenure-track, faculty members of the Department will prepare a preliminary evaluation of individual faculty for tenure, promotion, and pre- and post-tenure review. The Personnel Chair will be responsible for overseeing the composition of subcommittees. At least one member of the subcommittee must be tenured. The Personnel Chair will make his/her selection first (since this is the most specific choice). The process is as follows:

Step 1: The Personnel Chair selects 1 member related by discipline to the reviewee:
- 2-D or 3-D for studio for each other
- Art History and Art Education for each other

Step 2: The Reviewee selects 1 member.

Step 3: The Department Chair selects 1 member.

When the Personnel Committee Chair is being reviewed, the Department Chair will make the first choice (usually done by the Personnel Chair).

When the Department Chair is being reviewed, the Department Co-Chair makes the third choice. If there is no Co-Chair then the Personnel Chair makes the third choice.

When the Department Co-Chair is being reviewed, the Department Chair makes the third choice.

The Personnel Chair does not participate in the sub-committee but may sit in on a sub-committee at the request of the sub-committee.

The sub-committee will choose a chair and will evaluate the reviewee’s personnel file and presentation materials according to the criteria and standards outlined in the UM-AFUM Agreement, in University and College policies, and in the section on evaluation criteria below. It will then provide a preliminary evaluation in writing to the Personnel Chair who will distribute it to the full Personnel Committee at least one week prior to the evaluation. (The reviewee gets a copy of the preliminary evaluation.) The Personnel Committee will then assess its agreement with the preliminary evaluation and add comments indicating whether the assessments stated express minority, majority, or individual opinions. Assessments must be based on material in the personnel file and presentation materials, or other verifiable sources. Evaluations must be substantiated.

External letters are an important part of promotion and tenure cases. (They are not required for pre-tenure or post-tenure reviews.) One of the critical functions
of these letters is to assess a candidate's scholarship by experts in his/her field. As appropriate, some external letters may address a candidate's contributions to professional service, while other letters should include statements about the impact of the candidate's scholarship on the field, its quality and promise. Letters must be from individuals who are recognized experts in the field and who do not have a personal connection with the candidate; external evaluators should include a 2-page c.v. to indicate their expertise.

Candidates for tenure and/or promotion should meet with the Personnel Committee Chair and at least one other faculty member in the May preceding their application for tenure and/or promotion to identify external evaluators. The Personnel Committee Chair will contact external evaluators, provide guidelines to the evaluators for their letters (i.e., evaluators need to discuss the quality, promise, and impact of scholarship), and send appropriate materials from the candidate to the evaluators if necessary.

The Personnel Committee Chair will draw names by lot to determine the order of personnel actions relative to CAS deadlines. The faculty member under review may address the committee before deliberations and the committee may ask questions of the faculty member prior to voting. The member being reviewed will leave the room during deliberations and will not vote.

The Personnel Committee Chair, on behalf of the Personnel Committee, will forward findings and recommendations in writing to the Art Department Chair who in turn will forward them to the Dean. The Department Chair will not write or send a separate letter. The Department's recommendations will be sent in letter form, not as minutes, to the Dean. The reviewee receives a copy of this letter. The reviewee has one week to respond to the Dean in writing with a copy to the Department Chair. A copy of the final letter will be available in the Art Office.

Sabbatical requests will be reviewed by the full Personnel Committee.

**Presentation of Review Materials**

It is the faculty member's responsibility to use the appropriate presentation format required by USM available on the Provost's website, and to make sure that personnel files are up-to-date, clearly presented, and contain all pertinent information. As appropriate, the materials shall be presented to the Dean of the College of Arts and Sciences with copies to the Department Chair.

The Department Chair shall provide the following materials to the Personnel Committee Chair for each faculty member being reviewed:

1) Personnel file for each faculty member being reviewed.
2) Results of student evaluation questionnaires, (including student evaluation printouts and written comments), subject to the rules and
regulations of the Governance document. Student evaluations will
cover the period under review up to and including five years.
3) Any other material relevant to professional activities.

Criteria for Evaluation
Basic expectations for all tenured and tenure-track faculty include the following:
faculty are expected to regularly participate in portfolio and junior reviews; hold
office hours (at least 3 hours per week outside class time); be available for
advising during office hours and pre-registration time; participate in assigned
and ad hoc department committees; and attend department meetings and
personnel meetings.

Each faculty member is expected to meet professional responsibilities and teach
courses effectively. S/he should also maintain competence in the discipline,
pursue professional creative/scholarly activity, and serve the Department,
University, and profession. The faculty member's professional contribution to
the discipline, teaching, and service will be the basis of promotions and merit
raises.

Faculty members will be evaluated on the basis of the following categories--
Teaching, Research, and Service.

Teaching
Student evaluations and teaching materials will be considered in deliberations
about teaching effectiveness. Reviewees should submit teaching materials to
demonstrate the qualities and concepts that drive their teaching. These may
include syllabi, assignments, tests or other teaching materials. Peer observation
of teaching may also be considered in the evaluation process for tenure and
promotion at the faculty member's request.

Other factors to be considered include:

- Involvement in curricular development
- Active engagement in the development of students' technical, visual, creative,
  and critical skills through projects, presentations, critiques, discussions, and
  written assignments
- Design of a new course
- Conducting upper-level courses with a critical component, either by critiques
  or assisting students with developing their own critical text or presentation
- Independent Study students
- Bringing students on field trips to view original art
- Assisting students and providing feedback for senior exhibitions
- Quality of student work
- Acceptance of students into graduate programs or employment in the field
- Staying abreast of current developments in the discipline
- Presentation of scholarship or creative work to professional communities
Research and Professional Activities
For tenure and promotion, faculty must be involved in intellectual development reflected in original creative and scholarly work. Creative and scholarly work must involve substantial external peer review by recognized professionals in the field. This work will vary by the extent and quality of the reputation of the institution, publication, or exhibition relative to a local, regional, national, or international audience. The evaluation of creative and scholarly work will be guided by the following questions:

a) Does the research make an original contribution to the discipline?

b) How selective is the research's sponsor? Is the work refereed or juried?

c) How widely known is the research? Does the work address a local, regional, national, or international audience?

d) Who conducts the external review? What are their particular qualifications in the field?

If the Personnel Committee feels it cannot adequately provide peer review in a particular field or type of scholarship, it will acknowledge that fact and recommend to the Dean that an alternative peer review of scholarship be sought.

Research is defined as the preparation and production of original creative and scholarly work appropriate to the discipline. The products and activities will vary according to discipline, and can include those items listed below:

**General/All Areas**
- Works-in-progress
- Future plans and projects
- Participation in professional conference/symposium as a presenter
- Guest artist/lecturer at a university, college, museum, or gallery
- Receives a grant through a peer review process for original research, curriculum development or creative work
- Receives a residency to develop creative work or original research
- Committee member or conference organizer
- Attendance at conferences, workshops, etc.

**Text-Based**
- Publishes a book
- Publishes an article
- Publishes an essay in an anthology
- Publishes a textbook
- Publishes a book or exhibition review
- Serves as a reader for a press or journal
- Serves as editor for journal, anthology, or encyclopedia
- Unpublished manuscripts that reveal evidence of original scholarship in the judgment of the peer committee and an external reviewer
Electronic or Media-Based
- Develops a software program
- Publishes software
- Reviews of software
- Breadth of public use of software
- Creates a Web Page/Site for use outside the faculty member's own classes

Visual-Based
- Participates in a juried exhibition
- Participates in a group exhibition
- Has a solo exhibition
- Has a solo traveling exhibition
- Catalogue of work published
- Reviews of exhibition
- Has work in a museum or institution collection
- Produces public art project
- Produces commissioned work

Art Policy-Based
- Engages, by request, in development of legislative policy
- Bears major responsibilities in national, regional, state and local educational/cultural organizations relative to the development and implementation of governing policy

Service

Effective service is a significant component of faculty evaluation. Service will be evaluated at the discipline, department, college and university levels, as well as professional service to the wider community.

Discipline:
- Involved in adapting to new technologies and processes
- Orders and maintains supplies
- Oversees design, improvement, and maintenance of discipline area
- Supervises part-time faculty in discipline
- Conducts searches for part-time faculty in discipline
- Organizes work-study students as monitors/workers
- Responsible for major equipment/slide library
- Maintains health/safety binder information and trains technician/students
- Holds and attends discipline meetings

Department:
(Also see basic expectations of faculty above.)
- Serves as Chair or Assistant Chair of the department
- Serves as Chair of department committee
- Participates actively and effectively in department committees
• Follows departmental and university decision-making processes
• Acts to broaden the experiences of the students by initiating exhibitions, exchange opportunities, programs, internships, speaker, etc.

College/University
• Serves in an administrative position
• Chairs a committee
• Actively participates on a committee or in university governance
• Organizes or participates in a University-wide lecture, exhibition, presentation, symposium

Professionally-Related Community
• Offers professional presentations or educational instruction to community groups
• Serves on boards, volunteers and or consults with professionally related community institutions and projects
• Assists studio art alumni in the continuing development of their work and/or in selecting venues for exhibition

Professional Discipline
• Organizes conference, seminar or event
• Gives evidence of professional leadership by holding office in a state, regional or national association
• Serves as editor or reviewer for professional journal
• Serves as juror for an exhibition