

Pittsburg State University  
College of Arts and Sciences  
Department of Art

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**GUIDELINES FOR RECOMMENDATION FOR TENURE**

**A. To be considered for tenure in the Department of Art, faculty must have:**

1. **Earned** a terminal degree in the area of assigned specialty prior to tenure review. The appropriate terminal degrees are:
  - a. Doctorates from nationally accredited institutions of higher education for the fields of art history (Ph.D.) and art education (Ed.D., Ph.D.);
  - b. Masters of Fine Art degrees from nationally accredited institutions of higher education for the appropriate fields of studio art (M.F.A.);
  - c. Masters degrees from nationally accredited institutions of higher education for the field of art therapy (M.S., M.A.) as well as registration with the American Art Therapy Association (AATA) and certification by the Art Therapy Certification Board (ATR-BC).
2. **Served** the sufficient number of years in rank as specified by the *AGREEMENT BETWEEN PSU/KNEA AND PSU/KANSAS BOARD OF REGENTS*
3. **Met** the general criteria and conditions cited in the *AGREEMENT BETWEEN PSU/KNEA AND PSU/KANSAS BOARD OF REGENTS* as well as any and all other administrative University policies relevant to tenure recommendation.
4. **Received** overall adjectival ratings of at least Above Satisfactory on the annual Faculty Performance Appraisal Report for each of the three probationary years immediately preceding tenure consideration (two for candidates at the rank of Professor). The ratings on the annual reports are considered to be formative rather than summative, and the adjectival ratings do not refer to progress toward tenure.
5. **Fulfilled** the following general Departmental expectations. To receive a positive recommendation for tenure, candidates must provide documentation of accomplishments in the following activities that are, in the professional judgments of the evaluators, of such recognizable merit as to justify the status and commitment of a continuing appointment.
  - a. **sought** opportunities to interact with colleagues in order to improve instruction and Departmental programs;
  - b. **prepared** course outlines and syllabi for assigned classes, while reviewing and revising course materials (course syllabi, class outlines, textbooks, readings, assignment sheets, evaluation instruments [tests, quizzes, checklists, rating scales, rubrics] and instructional media) to remain current in assigned areas;
  - c. **provided** students with objectives relevant to the courses taught, appropriate references, information as to the topics and processes to be covered, and criteria for their at least satisfactory performance;
  - d. **instructed** assigned classes while maintaining safe and efficient classrooms, purchasing supplies for assigned classes, and taking part in Departmental academic and social functions (i.e. faculty, gallery, and committee meetings, candidacy and final reviews, art exhibit openings, receptions, lectures, and the like);
  - e. **evaluated** students' learning in each assigned class, Freshman Portfolio Reviews, and Senior Exhibits, as well as seeking students' feedback through the Departmental Course Evaluation Instrument and Procedure; summarized reports of student course evaluations must be included in the dossier;
  - f. **guided** and advised students by reviewing assigned advisees' requirements for graduation, making out schedules and enrolling them, and sharing professional expertise in order to help them make rational and relevant academic and career decisions, as well as seeking feedback by using the Department's Advisement Survey; summarized reports of the advisement surveys must be included in the dossier;
  - g. **engaged** in and successfully **accomplished** research, scholarship, and/or creative endeavors as defined by the *AGREEMENT BETWEEN PSU/KNEA AND PSU/KANSAS BOARD OF REGENTS (CORE OF ACADEME--APPENDIX A)* in appropriate area of specialty. Studio faculty must show evidence of invited and/or juried exhibitions at the national and regional levels as well as evidence of applications for solo exhibitions. Academic faculty must show evidence of invited and/or juried publications at the national level as well as presentations (national or regional) and/or regional publications;
  - h. **served** on Departmental committees;
  - i. **served** University, professional and/or community needs as they relate to specialty expertise and academic rank.

The above criteria are minimum, but not sufficient, requirements for a positive recommendation for tenure. In addition, to receive a positive recommendation for tenure, candidates must provide documentation of accomplishments in the following activities that are, in the professional judgments of the evaluators, of such recognizable merit as to justify the status and commitment of a continuing appointment.
6. **Demonstrated** positive, and supportive relationships with faculty colleagues in order to advance the educational mission of the Department.
7. **Documented** accomplishments in both *Pre-Tenure* and *Tenure Dossiers*.

**B. Procedures for tenure review in the Department of Art are:**

**1. General Overview:**

Faculty hired on a tenure track who are not to be reappointed for the succeeding year will be notified not later than March 1 if they are in their first year of appointment, and by December 15 if they are in their second year of appointment. They will be notified at least twelve months before the expiration of an appointment after two or more years in the institution. Faculty will receive a pre-tenure progress review during the second year. In order to be reviewed candidates will develop a *Pre-Tenure Dossier*. The review will be conducted by the Department Tenure Committee and will be based upon the written *Dossier* documentation provided by the candidate as well as other information that may be available to the Committee. All such information will be a part of the assessment and will be discussed confidentially in Committee. Too, the Committee may request additional evidence of progress such as classroom observations, further documentation, (and additional *Pre-Tenure Dossiers* ). After reviews and at the end of the second year, each candidate will receive a letter of progress toward tenure from the Department Chair. The letter will specify strengths and weaknesses toward tenure achievement as well as call for any additional documentation deemed necessary. The Office of Academic Affairs will notify candidates of their eligibility and the timelines for tenure at the fall semester of the final year of their probationary period (at the beginning of the seventh year for Instructors, the fifth year for Assistant Professors, the fourth year for Associate Professors, and the third year for Professors).

**2. Specific Activities:**

**a. Untenured Faculty Member:**

- 1) **obtain** and **review** Department tenure guidelines, timelines; and documents, University guidelines, and *AGREEMENT BETWEEN PSU/KNEA AND PSU/KANSAS BOARD OF REGENTS*;
- 2) **engage** in those activities that will result in evidence of growth and development as a professional as referenced in the *Department of Art Guidelines for Recommendation and Tenure* and the *AGREEMENT BETWEEN PSU/KNEA AND PSU/KANSAS BOARD OF REGENTS (CORE OF ACADEME--APPENDIX A)* ;
- 3) **generate** and **present** a *Pre-Tenure Dossier* (evidence of accomplishments) to Department Tenure Committee by 1 November of second year of service;
- 4) **generate** and **present** additional information and evidence of accomplishments as requested by the Committee;
- 5) receive notification by Office of Academic Affairs of preparation of final *Tenure Dossier*;
- 6) **generate** and **present** a *Tenure Dossier* to Department Tenure Committee by the second Friday in October of the appropriate year of service as evidence of accomplishments.

**b. Department Tenure Committee:**

- 1) **convene** and **elect** Committee Chair;
- 2) **consult** with Department Chair as to retention of untenured faculty member for second year of service;
- 3) **review** *Pre-Tenure Dossier* ;
- 4) **organize** classroom observations and call for additional desired evidence of progress toward tenure;
- 5) **consult** with Department Chair as to retention of untenured faculty member for third year of service;
- 6) receive and **review** *Tenure Dossier* and **determine** the Committee's recommendation for tenure; **forward** *Dossier* and recommendation to Department Chair.

**c. Department Chair:**

- 1) **convene** tenured faculty;
- 2) **provide** new untenured faculty member with Department tenure guidelines, timelines; and documents;
- 3) **determine** recommendation of untenured faculty member for second year of service after consultation with tenured faculty;
- 4) **review** *Pre-Tenure Dossier* and determine **recommendation** of untenured faculty member for third year of service;
- 5) **provide** untenured faculty member a written assessment report of progress toward tenure at the end of the second year of service and as requested by untenured faculty;
- 6) receive and **review** untenured faculty member's *Tenure Dossier* and Department Tenure Committee's recommendation; **determine** Chair's recommendation for tenure; **forward** *Dossier* and recommendations to Dean.

**The Tenured Faculty of the Department of Art agreed on the above Tenure Guidelines on \_\_\_\_\_ Date**

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**Marjorie Schick, Professor**

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**Malcolm Kucharski, Associate Professor**

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**Larrie J. Moody, Associate Professor and Chair**

The document, **GUIDELINES FOR RECOMMENDATION FOR TENURE**, with the attachments, **Tenure Procedures and Timelines** and **Tenure Committee Progress Report and Recommendations**, are approved as the departmentally specific criteria for tenure for the Department of Art.

7/24/2008

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**Lynette Olson, Professor and Dean**

**Date:** \_\_\_\_\_

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**Steve Scott, Vice President, Academic Affairs**

**Date:** \_\_\_\_\_