

9/22/05

Pittsburg State University

College of Arts and Sciences

Department of Art

GUIDELINES FOR RECOMMENDATION FOR PROMOTION

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

1. Earned a terminal degree in the area of assigned specialty. 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 arts administration

(M.A., M.S.).

2. Served the sufficient number of years in rank in a tenured or tenure-earning appointment 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 promotion recommendation.

4. Received overall adjectival ratings of at least Meritorius on the annual Faculty Performance Appraisal Report in the chosen

area of excellence, (i.e., teaching, scholarship, or service).

5. Fulfilled the promotion criteria specified in the most current AGREEMENT BETWEEN PSU/KNEA AND PSU/KANSAS BOARD OF

REGENTS as related to appropriate area of specialty.

6. Documented accomplishments in the chosen area of excellence, (i.e., teaching, scholarship, or service) that are, in the

professional judgments of Department and University evaluators, of such recognizable merit so as to be sufficient to justify the granting

of promotion to the next higher academic rank.

a. Excellence in scholarship for studio art faculty would include invited and/or juried exhibitions at the national and

regional levels as well as evidence of applications for solo exhibitions.

b. Excellence in scholarship for academic art faculty would include invited and/or juried (peer reviewed) publications

at the national level as well as presentations (national or regional) and/or regional publications.

c. Excellence in teaching would include summarized and submitted course evaluations for all courses taught.

d. For promotion to Professor, the candidate would have received at least three letters of recommendation for promotion

from outside the PSU community (i.e., art faculty of profession rank from peer institutions, prominent museum and

gallery directors, recognized members of the artistic, scholarly, and/or educational community-at-large).

7. Demonstrated positive and supportive relationships with faculty colleagues in order to advance the educational mission of

the Department.

B. The Department of Art Promotion Committee is comprised of:

1. (for nominations to Assistant Professor) all Department faculty with the rank of Assistant Professor, Associate Professor, and Professor;
2. (for nominations to Associate Professor) all Department faculty with the rank of Associate Professor, and Professor;
3. (for nominations to Professor) all Department faculty with the rank of Professor.

C. Procedures for promotion in the Department of Art are:

1. General Overview: Faculty who wish to be promoted should indicate such to the Department Chair near the end of the academic year before the year in which they may apply. The candidate should use the summer and early fall to prepare the promotion dossier according to models available in the Office of Academic Affairs while referring to the section on PROMOTION in the AGREEMENT BETWEEN PSU/KNEA AND PSU/KANSAS BOARD OF REGENTS. During dossier preparation the candidate will select one of three categories, Teaching, Scholarship/Creative Activity, or Service, as their primary area of excellence. Documentation should be presented in the dossier to clearly substantiate professional accomplishments in that chosen area. While the candidate is not required to submit evidence of excellence in all three categories, they will provide evidence of substantial professional accomplishments in the two remaining areas. Dossiers will be given to the Department Promotion Committee in the fall of the year in which they may apply in accordance with published Promotion Procedure Schedule in the AGREEMENT. The Committee will make a recommendation and forward the Dossier to the Department Chair, who will recommend and advance the Dossier forward to the Dean for a recommendation. The dossier will be advanced forward through the subsequent committees and administrative chain, resulting in a final recommendation on 9/22/05 promotion. At each level the Candidate will be informed of the action of any committee and/or administrator. The Candidate may withdraw the application for promotion at any time.

2. Specific Activities:

a. Candidate for Promotion:

- 1) obtain and review Department goals and objectives, Department promotion guidelines, timelines, and documents, University guidelines and dossier preparation guidelines (Office of Academic Affairs) 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 Promotion and the AGREEMENT BETWEEN PSU/KNEA AND PSU/KANSAS BOARD OF REGENTS (CORE OF ACADEME--APPENDIX A);
- 3) notify the Department Chair of your desire to be nominated for promotion at the end of the academic year before the year in which you may apply;
- 4) generate and present a Promotion Dossier (evidence of accomplishments) to Department Promotion Committee in September of the year in which you may apply.

b. Department Promotion Committee:

- 1) convene upon receipt of a Departmental "Nomination for Promotion" form and advise upon the appropriateness of the nomination, voting to recommend or reject the nominee as a promotion candidate;
- 2) elect Promotion Committee Chair;
- 3) review Promotion Dossier;
- 4) deliberate and vote to recommend or reject the candidate's application for promotion;
- 5) prepare and include in the dossier a statement supporting the recommendation;
- 6) forward the dossier to the Department Chair according to published timelines.

c. Department Chair:

- 1) provide faculty member with Department promotion guidelines, timelines, and documents;
- 2) counsel and guide the faculty member into activities that may increase probability of promotion;
- 3) prepare a written assessment of the faculty member's progress toward promotion at the end of the second year in rank and "once again at such time as requested by the faculty member" (AGREEMENT, 1999, p. 39);
- 4) prepare a Departmental "Nomination for Promotion" form at the request of the faculty member;
- 5) review Promotion Dossier;
- 6) deliberate and vote to recommend or reject the candidate's application for promotion;
- 7) prepare and include in the dossier a statement supporting the recommendation;
- 8) forward Dossier and recommendations to Dean.

The Department of Art Faculty who hold the rank of Associate Professor and above agreed on the above Promotion Guidelines on __22 September 2005_____.

Marjorie Schick, University Professor

Malcolm E. Kucharski, Associate Professor

Larrie J. Moody, Associate Professor and Chair

Subsequently, these guidelines were approved by the following officials:

Lynette Olson, Dean,
College of Arts & Sciences

Date

Robert K. Ratzlaff, Vice-President,
Academic Affairs

Date