

TENURE AND PROMOTION GUIDELINES APPLICABLE TO ALL CASE FACULTY

(Approved February 1, 2012; Title Amended September 25, 2017; Updated September 1, 2020; approved by College Chairs, September 29, 2020; updated to reflect college name change June 11, 2021; Updated and approved by College Chairs, March 8, 2022)

All college and departmental guidelines are intended to provide guidance to faculty members seeking to meet the University's criteria for tenure and promotion set forth in the *Faculty Handbook*, section 2.6. All faculty members should familiarize themselves with those principles, which govern the processes and standards for all departments and colleges of the University. This document is intended to provide clarity to the appropriate sections of the *Faculty Handbook*.

As UNA's largest and most diverse college, the College of Arts, Sciences, and Engineering is composed of nineteen academic departments and the School of the Arts encompassing more than twenty disciplines. Methods of demonstrating professional performance may vary with the traditions and goals of distinct disciplines. Teaching methods will also differ, as will forms of scholarly or artistic performance, but all tenure-track faculty members are expected to demonstrate a pattern of sustained cumulative accomplishment in teaching, scholarly or creative performance, and service.

All faculty members in the College of Arts, Sciences, and Engineering should recognize the following common expectations:

Teaching is a foundational professional function of faculty members at the University of North Alabama. A record of demonstrable success in teaching, as a UNA faculty member, is expected of every successful applicant for tenure and/or promotion in the College of Arts, Sciences, and Engineering.

Scholarship and creative accomplishment are essential to the academic profession. Every successful candidate for tenure

More specific interpretation is provided by departmental guidelines (below). Faculty members are encouraged to discuss questions or concerns in advance of application for tenure and/or promotion with the department chair, tenured members of the department, and the dean.

Criteria for Professor Merit:

Upon reaching the fifth year of service at the rank of Full Professor, faculty are eligible to seek designation as a Professor of Merit by demonstrating sustained, successful, and professionally significant activity over the most recent five years in the areas of teaching, research/creative activity, and service.

In the area of teaching, a demonstrable record of self-assessment, chair evaluations, peer review, and student evaluations should reflect effective teaching; syllabi should contain appropriate student learning outcomes with effective assessments that match the learning outcomes; and evidence should be provided that the candidate remains abreast of recent developments or activity in their field throughout the most recent five-year period since their last promotion.

In the area of research/creative activity, there should be documented evidence of ongoing engagement over the most recent five years with recognized national and/or international organizations, publications, and venues of professional significance respected and deemed appropriate by their department as highly relevant to the candidate's individual discipline.

In the area of service, there should be a professional record of continual service at the departmental, college, and university levels in addition to evidence of sustained professional service during the most recent five years that any candidate has served at the rank of Full Professor.

Criteria for Senior Lecturer:

Upon reaching the fifth year of service, Lecturers are eligible to seek designation as a Senior Lecturer by demonstrating sustained, successful, and professionally significant activity over the most recent five years in the areas of teaching and service.

In the area of teaching, a demonstrable record of self-assessment, chair evaluations, peer review, and student evaluations should reflect effective teaching; syllabi should contain appropriate student learning outcomes with effective assessments that match the learning outcomes, and evidence should be provided that the candidate remains abreast of recent developments or activity in their field throughout the most recent five years.

In the area of service, there should be a professional record of continual service at the departmental, college, and university levels in addition to evidence of sustained professional service during the most recent five years that any candidate has served at the rank of Lecturer.

Candidates are highly encouraged to request a formal peer review once or twice a year. These reviews provide important documentation of your teaching effectiveness as

portfolio of your recent work along with a statement defining your philosophy, goals, and intent.

Additional Creative Endeavors

Many artists or creative individuals work in more than one professional area. Visual Arts and Design welcomes the inclusion of additional creative mediums in your supplemental portfolio of recent works. It would be helpful to include a narrative explaining your goals and intent regarding additional creative works.

- **Exhibitions**

Retain and include copies of exhibition invitations, publicity posters, exhibition articles or publications, installation or gallery talk videos or photographs, exhibition web links, and notes or letters of appreciation as supportive documentation for this section of your portfolio. While Visual Arts and Design is familiar with your work, outside reviewers may not be.

Clients

When presenting commercial work in your professional portfolio, list clients and provide examples of your work. Do not include prices charged for purchased works.

Collections

List organizations or individuals that have purchased or were gifted with your work. Whenever possible, include titles, descriptions, and visual images of the works collected for those who will review your portfolio.

Professional Activities

- **Presentations and Performances**

In your professional area, you may be asked to serve as a keynote or guest speaker, presenter, instructor, or performer. Presentations and performances may be academic, commercial, or artistic in nature, depending upon your professional discipline.

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community, while advocating the value of your creative work to those outside it. Workshops taught may also be included in your portfolio within the area of professional or community service.

There should be a correlation between the nature of the service and your specialized field whenever possible and active participation in service activities should demonstrate your constructive contribution to the overall development and growth of our program within the larger cultural community.

Faculty members are expected to exemplify professionalism in their field when representing UNA on the local, regional, national, or international level and to promote the interests of Visual Arts and Design programs both within university and the surrounding community. Service activities may include but are not limited to:

I Departmental Service

Include a narrative describing the departmental service activities that you participate in. Collect documentation of these activities as they occur throughout the year and use this to substantiate your departmental service narrative. Departmental service includes, but is not limited to, engaging in departmental and inter-departmental programs and committees; active student recruitment and retention for Visual Arts and Design; student portfolio reviews; curriculum development and revision; academic advising; university gallery and departmental events; as well as recommending necessary curriculum resources, studio or lab equipment, and essential facility improvements in your professional teaching area. Additional areas of service may include support or sponsorship of student organizations or honor societies; study abroad programs; student field trips, hosting or supervising student extracurricular events or activities, mentoring, and other related areas of service.

II University Service

This section of your tenure and/or promotion portfolio should include a narrative outlining your engagement in university activities and events, work on national accreditation, service on university committees, cross-curricular collaborations, and any outstanding service you provide to state or national committees in your professional area that represent our University. Collect documentation of these activities as they occur throughout the year and use this to substantiate your university service narrative. Service activities will vary among the professional areas within Visual Arts and Design. An example of this would be the Culinary Arts in which activities such as event management, public workshops and demonstrations, and other related areas of service should be included such as work with The American Culinary Federation Education Foundation Accrediting Commission (ACFEFAC) that heightens program viability.

National Accreditation

Using their professional knowledge, some Visual Arts & Design faculty work on acquiring and maintaining accreditation from national accrediting agencies such as the National Association of Schools of Art and Design (NASAD), the Council for Interior Design Accreditation (CIDA), and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). This faculty effort is critical to our success because national accreditations validate the quality of

our department; enhance the reputation of our university; and advance our goal of competitive student recruitment and retention. Document and describe your role and the nature of your work regarding national accreditations here.

III Professional/Community Service

Professional or community service activities include the dissemination of knowledge locally, regionally, or nationally through public lectures, presentations, workshops, and exhibitions in galleries, museums, or other educational institutions; the contribution of knowledge and skills through interdisciplinary collaboration, editing, manuscript translation, peer reviews; the demonstration of leadership and organizational skills through uncompensated positions in professional or community organizations such as engaging in curatorship, chairing conference sessions, designing or grading advanced placement, or serving as consultants. Professional and community service activities will vary

To be awarded tenure, the candidate will demonstrate:

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Culinary Federation Education Foundation Accrediting Commission, and the Southern Association of Colleges and Schools Commission on Colleges. Based upon the size and scope of our program and available resources, the level of achievement for scholarly and creative endeavors is defined as follows:

Faculty will commit to vigorous engagement in creative research, publication, presentation, and exhibition within their area of expertise. According to the level of professional development expected, research and exhibition activities may encompass local, regional, national, and international venues. Studio art is a professional area in which scholarship can be aesthetic inquiry which may not align with traditional forms of academic description. However, candidates should demonstrate a course of intentional creative inquiry, exploration, and growth evidenced by a series of exhibitions for professionally discerning audiences. The quality of a professional exhibition and publication record will be held at a higher premium than quantity.