

# Gwen Frostic School of Art

## Policy Statement

Revised from 2001 Policy Statement

Ratified 11/10/17 by majority vote of board-appointed faculty

## STATEMENT OF PRINCIPLE

“It is the right, the responsibility, and the privilege of University faculties to participate in the governance of their departments. Fundamentally, what is desirable and intended by the Department Policy Statement is to ensure meaningful participation by department faculties and procedural regularity within departments. It is understood that the ultimate power of decision-making resides with the administration. This Policy Statement is one means by which the faculty of this department make recommendations to Western.” (Mandatory first paragraph for every department policy statement, WMU-AAUP Agreement, 23 §2.1.)

### Abbreviations

PC – Personnel Committee

STC – School Tenure Committee

SPC – School Promotion Committee

SSC – School Sabbatical Committee

## I ADMINISTRATION

### A. Faculty Role in Selection of FSoA Director

The faculty recommends that when circumstances dictate, and at the discretion of the dean, a Search Committee with a majority of the membership coming from full-time, board-appointed faculty in the Frostic School of Art should be involved with the screening, interviewing, and nomination of the candidates. The initiative and responsibility for recommending candidates to the provost resides with the dean.

### B. Assistant to the Director Position(s)

It is recommended that one or two assistants be appointed to aid the director at any given time from among the board-appointed faculty.

## II FACULTY

### A. Definition of Faculty

Faculty include all board-appointed faculty, including term positions. Part-time faculty, who have their own contract, are considered vital members of the school.

### B. Expectations of Faculty

All board-appointed faculty are encouraged to participate in the deliberations and various activities of the school, college, and university. All tenured and tenure-track faculty are expected to engage in professional competence, professional service, and professional recognition as defined by the WMU-AAUP Agreement. The responsibilities of board-appointed, one-year term faculty will be defined by their contract with the university, and may include aspects of professional competence, professional service, and professional recognition as defined in the WMU-AAUP Agreement. All board-appointed faculty are required to attend school faculty meetings.

### C. Appointment of Board-Appointed Tenure-Track and Term Faculty

1. Procedures for Determining New Faculty Expertise:  
The director will seek advice from the Art Advisory Committee as well as the faculty at large when making decisions on current and future personnel needs.
2. Search Procedures for New Faculty Appointments:  
Upon authorization of a position, the director will seek advice from Art Advisory on the appointment of an ad hoc Faculty Search Committee.
  - a. The Search Committee shall review applications and recommend qualified candidates. All faculty shall have the opportunity to review the credentials of the short-listed candidates prior to any interviews or recommendations.
  - b. The Search Committee will help the director make arrangements for the final candidates to visit campus. It is expected the candidates will give a presentation to faculty and students, during which adequate time is allowed for questions. If interviews and candidate presentations are scheduled during the summer terms when many faculty members are away from campus, the director has the responsibility to notify by e-mail or phone each member of the faculty, of the date, time, and location of the on-campus interview and encourage them to attend.
  - c. The Search Committee should make every effort to gather faculty opinion regarding the candidate's credentials and presentations before making a recommendation for hire.
  - d. A candidate shall be recommended to the director for appointment by a majority vote of the Search Committee. The Search Committee will submit to the director a ranking, with a record of the vote and gathered faculty opinions, for all the candidates.

**D. Appointment of Part-Time Faculty**

Frostic School of Art faculty have the right to recommend to the director individuals they feel qualified to hold part-time or temporary teaching positions within the school. Hiring of part-time faculty is the responsibility of the director.

1. Qualifications of Part-Time Faculty:
  - a. The candidate must have the appropriate degrees, teaching experience and/or equivalent professional experience.
  - b. The candidate's philosophy of art, art education, art history, or design should be compatible with current programmatic needs.
2. Rights and Responsibilities:
  - a. Part-time faculty are contractually covered by the WMU-Professional Instructors Organization (WMU-PIO).

- b. Part-time faculty are encouraged to participate in the various activities of the school, and may attend faculty meetings.
3. Evaluation of Part-time Faculty (Annual Performance Reviews):  
Part-time faculty are evaluated according to the procedures outlined in the WMU-PIO Agreement, using the criteria stipulated in their letter of appointment (i.e. instruction, and/or research, and/or service). The FSoA Personnel Committee is responsible for completing the department-level performance reviews of part-time faculty according to the requirements of the provost's office and the WMU-PIO Agreement. The Personnel Committee may request board-appointed faculty to conduct the classroom observations required for the review.

### III OPERATIONS OF THE SCHOOL

#### A. Faculty/Staff Meetings

1. Frequency:  
The faculty will act through monthly faculty meetings during the academic year, the dates to be determined and announced by the director at the beginning of the academic year.
2. Special Meetings:  
The director, or any three faculty, may request a special meeting and provide the agenda. The director will schedule special meetings.
3. Quorum:  
The quorum for a faculty meeting requires a majority of board-appointed faculty.
4. Agenda:  
Faculty will be asked in advance to submit agenda items to the Art Advisory Committee. The final agenda will be prepared by the director and the Art Advisory Committee. It should be distributed to all faculty and staff by the FSoA administrative assistant at least 3 days before the scheduled meeting.
5. Parliamentary Procedures:  
The director will run the faculty meetings. If s/he is absent, a member of Art Advisory will chair the meeting. The current edition of Robert's Rules of Order shall govern the faculty in all parliamentary situations.
6. Attendance:  
All board-appointed faculty should attend every meeting.
7. Voting:  
All board-appointed faculty of the school have voting rights. Absentee and/or proxy voting is allowed only on those items for which notification has been given,

and that are ready for action prior to the meeting. When a vote is scheduled to take place, faculty will inform the director, chair of the meeting, or the person assigned to record minutes for the meeting of his/her absentee vote or proxy voter.

8. Minutes: Written minutes of faculty meetings shall be prepared and distributed to all members within one week of any faculty meeting. The school administrative assistant, or another staff member appointed by the director, shall serve as the recording secretary.

## **B. Committee Appointments and Operations**

1. Committee Service Expectations:  
“The faculty acknowledge, “each faculty member shall bear a fair and reasonable share of necessary, college, and University committee work” (WMU-AAUP Agreement, 42§9). It is recommended that all board-appointed faculty serve on school committees, unless the director and a faculty member agree on alternative assignments. The Art Advisory Committee shall be consulted on any alternative appointments that absolve faculty from committee service within the school.
2. Committee Service Workload Distribution:  
The faculty recommends that professional service be equitably distributed and accounted for in each board-appointed faculty’s assigned workload. For further recommendations, see Workload.
3. Appointing Faculty to School, College and select University Committees:  
The director assigns faculty to committee service in consultation with Art Advisory. The director and the faculty will observe the following process:
  - a. Faculty shall discuss any service they perform outside of the school and college with the director prior to the beginning of an academic year, so that the director and Art Advisory can evaluate the service workload of the board-appointed faculty.
  - b. Faculty may request assignment to specific committees, although the director is not required to honor requests.
  - c. It is recommended that the director and Art Advisory use the following criteria in making committee appointments.
    - i. The particular interests and skills of the faculty
    - ii. A rotation of committee membership, which will allow faculty to have a variety of service and administrative experience over time.
    - iii. An equitable distribution of committee workload among the faculty.
  - d. Before final appointment to any committee, the director should notify the faculty of their pending committee assignments.

- e. Faculty should respond within 3 days to the director's pending assignments.
  - f. If a faculty member does not respond in writing (e-mail is acceptable), to within 3 days of the director's pending committee assignments, the director may finalize the assignments as they were described.
4. It is recommended committee assignments be finalized no later than the end of the third week of fall semester.
  5. The director will distribute a list of committee assignments to all the full-time and part-time faculty and staff in the school. The list will be updated when committee assignments are added or changed.
  6. Minutes and End of Year Reports  
It is recommended all committees keep minutes of their meetings, as well as create a brief written report at the end of the academic year summarizing their activities. The minutes and final reports should be distributed by e-mail, as well as kept as electronic files in the Art office so successive committee members can access them. The minutes and yearly summary may be written as a narrative or a bulleted list. Confidential information, discussed as a part of the required responsibilities of a committee, must not be included in the minutes or yearly report.

#### **IV COMMITTEE STRUCTURE AND OPERATIONS**

##### **A. Art Advisory Committee (elected):**

The Art Advisory Committee is the body that operates as liaison between the faculty and director to promote shared governance. Its major role is to bring concerns of the faculty before the director of the Frostic School of Art. The director may also bring issues pertinent to the school before Art Advisory in order to seek input from the faculty. Art Advisory may formulate positions or otherwise prepare material on issues and concerns for consideration by the faculty, staff and/or director. The faculty may by majority vote at a regular or special school meeting request Art Advisory to consider a particular topic.

##### **1. Duties and Responsibilities:**

- a. Work in liaison with the director and faculty on issues central to the mission of the Frostic School of Art.
- b. Advise the director on faculty appointments to committees in the Frostic School of Art that are not determined by faculty elections, as well as membership in standing and ad hoc committees in the college and university.
- c. Review budget allocations and make recommendations to the director.

- d. Recommend the equitable distribution of resources for faculty as appropriate for each faculty's research and creative activities.
  - e. Collaborate with the director on the agenda for faculty meetings, which will be distributed to all faculty and staff by the FSoA administrative assistant at least 3 days before the scheduled meeting.
  - f. Assist the director with periodic strategic planning.
  - g. Art Advisory shall not be required to fulfill tasks outside of those defined in the School Policy Statement, unless the committee unanimously agrees to expand their charge.
  - h. The assistant director(s) may be invited to Art Advisory as *ex officio*, but will not have voting rights.
2. Duties of the Chair of the Art Advisory Committee:
- a. In consultation with the other members of the committee and the director, create the agenda for Art Advisory meetings.
  - b. Lead the Art Advisory meetings.
  - c. In consultation with the other members of the Art Advisory Committee and the director, create the agenda for faculty meetings.
3. Membership:  
Three full-time faculty members will be elected from the pool of all board-appointed, full-time tenured or tenure-track faculty. At least one member must be a tenured faculty. The chair of the committee must be tenured. Term faculty are not eligible for membership, but may vote if they are in house during the balloting process, and are reappointed in a term or tenure-track position for the following year. Members may serve no more than 2 consecutive terms. Faculty on approved leave are not expected to serve. Vacancies will be filled by a special election of all board-appointed, full-time tenured or tenure-track faculty.
4. Membership Election Procedures:  
Voting for Art Advisory will take place during the last faculty meeting of the current academic year to serve the following academic year. The election will take place after membership on the Personnel Committee has been selected. The director does not vote. The preliminary ballot will elect the chair of Art Advisory from among the tenured faculty. The second round of ballots will elect two additional members from the pool of tenured or tenure-track faculty (see membership criteria above).

**B. Personnel Committee (elected)**

The Personnel Committee (PC) operates as the Frostic School of Art's Tenure Committee (STC), Promotion Committee (SPC), and the Sabbatical Committee (SSC) as described in the WMU-AAUP Agreement.

1. Duties and Responsibilities:

- a. Serve as the school review committees for Sabbatical, Tenure, Promotion, and Performance Review of Term and Part-Time faculty as outlined by the WMU-AAUP Agreement.
- b. Performance Reviews of part-time faculty, which typically operate as follows:
  - i. Receive the list of eligible part-time faculty from the director and determine which faculty must be reviewed during fall or spring semesters.
  - ii. Assign tenured or tenure-track faculty to conduct a classroom visitation of the part-time faculty under review according to policies of the WMU-PIO Agreement.
  - iii. Collect classroom visitation reports, and complete the performance review paperwork, which must include the recommendation of the Personnel Committee regarding possible reappointment for the faculty under review. The performance review forms are distributed by the provost's office to the director.
  - iv. Deliver classroom visitation reports and performance review forms to the director by WMU-PIO deadlines.
- c. Facilitate Performance Reviews of Board-Appointed Term faculty as outlined in the WMU-AAUP Agreement.
- d. Make recommendations for the appointment or removal of the director.
- e. Make recommendations concerning faculty development to the director.
- f. Make recommendations concerning workload equivalencies for administrative and other non-instructional assignments in faculty workload to the director.

2. Membership:

Three full-time, tenured faculty members – any rank – will be elected by the full-time, board-appointed faculty at the last faculty meeting of the academic year, to serve the following academic year. Term faculty are not eligible for membership, but may vote if they are in house during the balloting process, and are reappointed to a tenure-track position for the following year. Two full-time, tenured faculty members will be elected at this time as alternates. When a member of the Personnel Committee must recuse themselves from the committee, the elected alternative(s) will replace that member only on the issue under consideration. The

three members of the Personnel Committee conducting a promotion review to Professor must all hold the rank of Professor. If there aren't sufficient faculty with the rank of Professor elected to the committee or as alternates, the faculty will elect additional alternates.

3. Chair:

To be elected by the committee. If no one on the committee accepts the role of chair, the director, in collaboration with Art Advisory, shall appoint one.

C. Curriculum Committee (appointed)

1. Duties and Responsibilities:

- a. Actively considers the structure of the school's curriculum.
- b. Actively investigates new approaches to art curricula in higher education, and makes recommendations to the faculty
- c. Considers and acts upon curricular proposals from faculty who are not members of the committee

2. Membership:

Depending on the work required during any given academic year, two to three full-time faculty—any rank, any tenure status – will be appointed by the director in consultation with the Art Advisory Committee for the academic year beginning in fall semester. Previous members may be appointed again, if the director and they are in agreement. In addition, an academic advisor will serve as an ex-officio, non-voting member, as will the director.

3. Chair:

To be elected by the committee. If no one on the committee accepts the role of chair, the director, in collaboration with Art Advisory, shall appoint one.

D. Assessment Committee (appointed)

1. Duties and Responsibilities:

- a. Communicate with the faculty regarding the procedures and timelines for the assessment of student learning according to the goals and objectives of the school's assessment plan.
- b. Collect the yearly data (currently winter through fall semesters) for all submitted measures, complete the yearly assessment report and distribute it to the director, dean, and faculty.

2. Membership:

Two full-time faculty—any rank, any tenure status – will be appointed by the director in consultation with the Art Advisory Committee for the academic year

beginning in fall semester. Previous members may be appointed again, if the director and they are in agreement. It is recommended that the committee always have at least one member with prior experience on the committee.

3. Chair: To be elected by the committee. If no one on the committee accepts the role of chair, the director, in collaboration with Art Advisory, shall appoint one.

**E. Scholarship and Awards Committee (appointed)**

1. Duties and Responsibilities:
  - a. Communicate with faculty and students about student scholarship opportunities, award criteria, and application due dates.
  - b. Allocate student scholarships and awards based on the established criteria of the department, college, university, or external donation.
  - c. Make recommendations to the director about scholarship awards based on a budget provided by the director.
2. Membership: Three full-time faculty – any rank, any tenure status – will be appointed by the director in consultation with the Art Advisory Committee for the academic year beginning in fall semester. It is recommended that the committee always have at least one member with prior Scholarship and Award Committee experience, as the logistics of distributing scholarships and awards requires knowledge of multiple endowments, as well as school, college, and university regulations. It is also recommended that the committee represent faculty working in a variety of areas, and that these areas rotate year by year.
3. Chair: To be elected by the committee. If no one on the committee accepts the role of chair, the director, in collaboration with Art Advisory, shall appoint one. Previous members may be appointed again, if the director and they are in agreement.

**F. Exhibitions and Sculpture Tour Committee (appointed)**

1. Duties and Responsibilities:
  - a. Advises and assists the Director of Exhibitions in determining exhibitions, the visiting artists program, and rotations in the Sculpture Tour.
2. Membership: Three members, appointed by the chair, in consultation with Art Advisory, for the academic year beginning in fall semester. Faculty membership should broadly represent the diverse disciplines of the school. Each area should be offered the opportunity to be represented on this committee at least once every four years. No faculty shall serve more than 2 consecutive years. (Also see University Art Collection under College Committees.
3. Chair: Director of Exhibitions.

**G. Graduate Review Committee (appointed)**

1. **Duties and Responsibilities:**

Investigate and propose policy, standards and procedures for graduate programs, including selection, assignment, and use of graduate assistants, when applicable. The committee recommends action to the faculty and director.

2. **Membership:**

Two to three full-time faculty, with membership on the graduate faculty, will be appointed by the director in consultation with the Art Advisory Committee for the academic year beginning in fall semester. As long as the only graduate program in the school is the MA in Art Education, the committee must include at least one faculty in Art Education. The director will serve as an ex-officio, non-voting member. In addition, so long as an undergraduate advisor remains involved in advising graduate students, that person will also serve as an ex-officio, non-voting member.

3. **Chair:**

As long as the only graduate program in the school is the MA in Art Education, the chair must be a faculty member in Art Education.

**H. Studio Art Center International (Florence, Italy) Faculty Director**

1. **Duties and Responsibilities:**

- a. Promotes study abroad opportunities at Studio Art Center International in Florence.
- b. Hold workshops for students prior to application deadlines to promote SACI programs
- c. Attend the annual SACI consortium meeting if funds are available from the director.

2. **Membership:**

One faculty member will be appointed by the director in consultation with the Art Advisory Committee for the academic year beginning in fall semester.

**I. Ad Hoc Committees**

It is recommended the director consult with the Art Advisory Committee before creating or modifying any Ad Hoc Committees.

**J. Faculty Search Committees (see II. C. 2)**

**K. Strategic Planning Committee**

Strategic planning may take place periodically in order to study and make recommendations concerning short-term and long-term objectives of the school regarding academic (research, practice, faculty development), programmatic (curriculum, instruction), and governance issues

## **V TENURE AND PROMOTION POLICIES AND PROCEDURES**

The purpose of the following section of the Policy Statement is to establish consistent guidelines and expectations for tenure-track faculty during tenure reviews, and for faculty applying for promotion in the Frostic School of Art.

### **A. Qualifying Requirements – Educational Attainments**

1. In the disciplines of art history and art education, the earned doctorate constitutes the conventional terminal degree.
2. In the disciplines of art practice, the earned Master of Fine Arts degree constitutes the conventional terminal degree and is regarded as such by Western Michigan University.
3. Exceptions: School of Art faculty who may not meet the minimum qualifying degree requirements may be considered for tenure or promotion based on merit, i.e. outstanding attainments, special skills or experience particularly valuable to the discipline. The basis for determining equivalencies will be the suggested guidelines for tenure and promotion.

### **B. Tenure Review Process**

It is the responsibility of the faculty candidate for reappointment (typically second-year, fourth-year, and sixth-year or final tenure reviews), to provide the Frostic School of Art with the materials required by the WMU-AAUP Agreement and this Policy Statement by the contractual deadline.

1. Tenure reviews for the FSoA are the responsibility of the Personnel Committee, which operates as the School Tenure Committee (STC) as stipulated in the WMU-AAUP Agreement. Only tenured faculty members may serve in this capacity.
2. The materials faculty provide for evaluation will be securely kept in the school for review by the Personal Committee, at least until the committee has completed its review.
3. The Personnel Committee will evaluate all the data submitted as it relates to a candidate's professional competency, recognition and service. The Personnel Committee will make recommendations for renewal of a tenure-track appointment or final tenure using the same criteria and with the same ranked order of value as specified in the promotion section of this policy statement.
4. Positive recommendations shall require a majority vote of the Personnel Committee.
5. Faculty who wish to appeal the Personnel Committee's tenure review recommendation, must do so in writing to the chair of the Personnel Committee, within the schedule specified in the WMU-AAUP agreement,

6. The timetable and deadlines for all aspects of the tenure review process, including appeals, are published in the WMU-AAUP Agreement, Article 17.

**C. Promotion Review Process**

It is the responsibility of the faculty candidate for promotion to provide the Frostic School of Art with the materials required by the WMU-AAUP Agreement and this Policy Statement by the contractual deadline.

1. Promotion reviews for the FSoA are the responsibility of the Personnel Committee, which also operates as the School Promotion Committee (SPC) as stipulated in the WMU-AAUP Agreement. However, since faculty on the SPC must be tenured, full professors, associate professors on the Personnel Committee must be replaced by full professors elected by the board-appointed faculty, to serve as alternate members for promotion reviews. Faculty under consideration for promotion in any given year will not serve on the SPC that year.
2. The materials faculty provide for promotion will be securely kept in the school for review by the School Promotion Committee. The SPC will evaluate all the data submitted as it relates to a candidate's professional competency, recognition and service. The SPC will make a recommendation for promotion using the criteria stipulated in the WMU-AAUP Agreement, "For the purpose of clarification in the
3. promotion review process, the following terms are presented ordinally, from high to low: outstanding; substantial; significant; satisfactory, unsatisfactory" (18.§3.7).

Positive recommendations shall require a majority vote of the School Promotion Committee.

4. Faculty who wish to appeal the recommendation of the School Promotion Committee must do so in writing to the chair of the SPC, within the time frame mandated in the WMU-AAUP agreement.
5. The FSoA representative on the College Promotion Committee "is a tenured full professor elected by the school's faculty. Each CPC shall elect its own chair. The chair of each CPC shall notify the dean and the Chapter of the names of the members and chair of the CPC (see election procedures in Agreement" (WMU-AAUP Agreement, 18.§6.7.1).
6. The timetable and deadlines for all aspects of the tenure review process, including appeals, are published in the WMU-AAUP contract, Agreement 18.

**D. External Review Process for Final Tenure Review or Promotion**

External review in the area of professional recognition for traditionally-ranked faculty is allowed in the final tenure review and in the promotion review. External review may be initiated by the candidate, the School Tenure Committee (in the case of a final tenure review), the School Promotion Committee (in the case of a promotion review) or the director of the FSoA. Reviewers external to the faculty of Western Michigan University

shall be appropriate to the tenure candidate's specialty area. By mutual agreement of the candidate and the chair of the STC (in the case of a final tenure review) or the School Promotion Committee (in the case of a promotion review), one reviewer may be from Western Michigan University, but external to the school. (see WMU-AAUP Agreement, articles 17.§5 and 18.§5).

1. Criteria for External Reviewers:

External reviewers must be highly qualified artists/scholars with a professional stature or academic rank comparable to or exceeding that which the candidate is seeking. While it is acceptable that external reviewers already know a candidate's work through exhibitions, performances, publications, presentations, etc., every effort should be made to ensure that the external reviewers have no direct personal or professional connection to the candidate that would bias the evaluation.

2. The External Review Process and Deadlines:

A candidate undergoing external review shall submit a list of six to eight (6-8) suggested external reviewers to the DTC chair (Personnel Committee chair) a minimum of two weeks prior to the deadline (see Agreement) of the academic year preceding the candidate's final review.

a. Qualifications of External Reviewers:

This list shall include a brief statement regarding the qualifications of each suggested reviewer and the candidate's relationship to them. The chair of the School Tenure Committee or School Promotion Committee may solicit additional recommendations from the STC or SPC (as determined by their role in the final tenure or promotion review), and/or director of the FSoA. From the composite list of potential reviewers, the candidate and the STC or SPC chair shall work together to assemble a list of four (4) mutually acceptable external reviewers and four (4) ranked alternates that must be submitted to the Director of the FSoA by the contractually-specified deadline of the academic year preceding the candidate's final tenure review (see WMU-AAUP Agreement, Article 17). If the candidate and chair of the STC or SPC are unable to reach agreement in assembling this list, each will be responsible for selecting two of the four recommended reviewers, then the chair of either the STC or SPC will determine the first alternate, the candidate will determine the second alternate, the STC or SPC chair the third alternate, and the candidate the fourth. If four (4) external reviewers cannot be secured by the Director from this initial list (see next paragraph), then the STC or SPC chair and the candidate should work together to assemble a short list of additional names as needed. If the candidate and STC or SPC chair are unable to reach agreement in assembling this additional short list, then the STC or SPC chair will determine the new first alternate; the candidate will determine the new second alternate, etc. The director must have the four (4) external reviewers secured by the contractual deadline (see WMU-AAUP Agreement Articles 17 and 18) of the academic year preceding the candidate's final tenure review.

b. Statement of Confidentiality:

The Director's request to each external reviewer is contractually-required to include WMU's statement on confidentiality: "Your letter of evaluation, as part of an official review file, will be held in confidence and will not be disclosed to the faculty member under consideration or to the public except as required by law or University policy. In all such instances, the information made available will be provided in a form that seeks to protect the identity, privacy, and confidentiality of evaluators." The Director of the FSoA must send materials to each secured reviewer no later than the contractually specified deadline of the summer preceding the candidate's final tenure review (see WMU-AAUP Agreement, Articles 17 and 18). Throughout the process, all direct correspondence with external reviewers must be initiated from the office of the Frostic School of Art Director.

c. External Review Materials:

Faculty under external review must submit their required review materials to their department head by the contractually agreed deadline (WMU-AAUP Agreement Article 17 and 18) of the academic year preceding their final tenure review. By this deadline, faculty must provide the Director with four (4) (or the agreed upon number of external reviewers) copies of the following, each in a separate binder:

i. Narrative letter

This is where the candidate should summarize the full scope of their accomplishments, point out important elements in their vita, make specific reference to their accomplishments in Professional Recognition that will be specifically reviewed in the supporting materials.

ii. A current professional vita

iii. Supporting Materials

The purpose of external review is to evaluate the quality (not quantity) of a candidate's professional recognition. Supporting materials for the evaluation should include a table of contents and be arranged/identified in some meaningful fashion within the binder. External reviewers will not be expected to return these supporting materials to Western, so the candidate should only provide originals with this in mind. It is recommended that studio art faculty include electronic files of their materials appropriate to their research.

iv. After receiving supporting materials from the candidate, the FSoA Director shall add a cover letter as the first item in each binder that specifies the following:

- 1) the purpose of the external review
- 2) the desired scope of the external evaluation
- 3) who shall have access to the reviewer's identity and comments

4) the contractually-specified date that evaluation comments must be returned, and a reminder that materials sent do not need to be returned. The STC or SPC chair (as determined by the type of review) and the candidate shall be given the opportunity to review this cover letter and provide feedback to the Director before materials are sent to the reviewers.

**E. Tenure or Promotion Adjunctive Files and the Abbreviated Files**

The Adjunctive Tenure File or Adjunctive Promotion File refer to the materials prepared by a bargaining unit faculty member in the application for tenure or promotion. The WMU-AAUP Agreement and the WMU Provost address aspects of the adjunctive files, and it is recommended that faculty applying for tenure or promotion consult both documents. The Abbreviated Tenure File and Abbreviated Promotion File include specific material copied from the adjunctive files that is sent to the dean, provost, and in the case of promotion, to the College Promotion Committee, according to the review schedule in the WMU-AAUP agreement. For example, information on the Provost's website indicates, "All materials submitted by faculty must be made available to the department tenure or promotion committee (DTC or DPC), and reviewed by the DTC, DPC, and the chair/director. The faculty member is required to submit the comprehensive file/portfolio. Subsequently, each department/school is required to create an abbreviated file (see details below). For the college level review, some colleges ask for both the comprehensive and abbreviated file, while others only request the abbreviated file. For review by the provost, only the material in the abbreviated file is forwarded for review. In all cases, the comprehensive file must be kept at the department level, should it be requested by the college or provost. Should a faculty member wish to, s/he may submit both the comprehensive file and an additional abbreviated file, as long as the abbreviated file meets the above outlined format."

1. In addition to materials required by the WMU-AAUP agreement or the WMU Provost's Office, an adjunctive tenure or promotion file might include the following:
  - a. Cover letter with a Research/Artist Statement
  - b. Letter of Appointment
  - c. Previous tenure review letters
  - d. Updated curriculum vitae, with education (degrees conferred including institutions, thesis title, supervisory panel), experience, awards/honors, grants/funding, and the following if applicable: exhibitions (separate peer-reviewed and invited), publications (separate peer-reviewed and invited with abstract), lectures, conference papers, workshops, curatorial experience, residencies, memberships/ affiliations, leadership in professional organizations, bibliography, skills...). All references to publications, exhibitions, press, and lectures should be fully documented, with title, location, date, and page numbers of publications.
  - e. Statement of teaching philosophy
  - f. Peer classroom visitation reviews
  - g. Examples of research and creative activities, for example:

- i. Hard or digital copies of publications
- ii. Hard or digital copies of press
- iii. CD with research/creative activities (images + image list)
- iv. Student portfolios (if applicable).
- v. External review letters (if they have been requested according to contractual procedures, recommended minimum of 4).
- vi. Other professional achievements included by the faculty member

## **VI JUDGMENTAL CRITERIA FOR TENURE OR PROMOTION**

The areas to be evaluated for tenure and promotion reviews include professional competence, professional recognition, and professional service.

### **A. Professional Recognition in the Practicing Arts, criteria (not in ranked order) may include):**

1. Invitational and juried exhibitions, including those hosted on the web
2. Solo and group exhibitions, including those hosted on the web
3. Invitational and juried performances
4. Awards, prizes and inclusion in public or private collections
5. Holding office in state, regional, national and international professional associations
6. Receipt of Grants, Commissions, Fellowships, or Residencies
7. Academic and professional research and publications, including those published electronically
8. Visiting artist/scholar record
9. Presentation to professional organizations or at professional conferences
10. Participation in workshops, panels, group presentations in national, regional and other major conferences
11. Duty on art exhibition juries, including electronic exhibitions
12. Consultation and professional practice at local, regional, national levels
13. Fellowships
14. Residencies
15. Performances
16. Curatorial Projects

### **B. Professional Recognition for Designers may include all criteria listed for the Practicing Arts, as well as the following (not in ranked order):**

1. Evidence of self-authored / initiated projects published or produced (e.g. motion graphics, web/mobile apps, artists' books, informational and children's books, graphic novels, garment, product design, web design, etc. as appropriate to the faculty's area of expertise)
2. Receipt of professional projects for a client or organization
3. Inclusion in regionally, nationally, or internationally renowned design competitions

**C. Professional Recognition for Art Historians with a terminal degree of PhD, criteria (not in ranked order) may include:**

1. Publication of scholarly research, including those published electronically
2. Holding office in state, regional, national and international professional associations
3. Contributing papers or service to such organizations
4. Receipt of research grants, travel grants, fellowships, and residencies
5. Visiting lectureships or professorships
6. Research or activities for purposes other than publication (historic preservation, curatorship)
7. Duty on art exhibition juries, including electronic exhibitions
8. Participation in workshops, panels, group presentations in national, regional and other major conferences
9. Presentation to professional organizations and at professional conferences
10. Duty on art exhibition juries, including electronic exhibitions
11. Consultation and professional practice at local, regional, national levels
12. Activity as critic in the arts
13. Curatorial Projects

**D. Professional Recognition for art educators with a terminal degree of PhD or EdD, criteria (not in ranked order) may include:**

1. Publication of scholarly research, including those published electronically
2. Participation in workshops, panels, group presentations in national, regional and other major conferences
3. Presentation to professional organizations
4. Holding office in state, regional, national and international professional associations
5. Contributing papers or service to such organizations
6. Proposal and/ or Receipt of research or travel grants
7. Visiting lectureships or professorships
8. Awards, honors, and prizes
9. Consultation and professional practice at local, regional, national levels
10. Fellowships and residencies
11. Development of Special Outreach Programs

**E. Professional Recognition for art educators with a terminal degree of MFA, criteria (not in ranked order) may include:**

1. Publication of scholarly research, including those published electronically
2. Participation in workshops, panels, group presentations in national, regional and other major conferences
3. Presentation to professional organizations
4. Holding office in state, regional, national and international professional associations
5. Contributing papers or service to such organizations
6. Proposal and/ or Receipt of research or travel grants
7. Visiting lectureships or professorships

8. Awards, honors and prizes
9. Consultation and professional practice at local, regional, national levels
10. Fellowships and residencies
11. Development of Special Outreach Programs
12. Invitational and juried exhibitions
13. Solo and group exhibitions

**F. Professional Competence:**

1. Statement of Teaching Philosophy
2. Teaching/List of Courses Taught (provide brief description, title and enrollment)
3. Syllabi/Assignment examples (with assessment rubrics if applicable)
4. Student/Faculty Mentoring
5. Curriculum Development
6. Area Accomplishments
  - a. Examples of student supervisory accomplishments (i.e. student's placement in graduate programs, exhibitions, residencies and other competitive achievements)
7. Student Evaluations
8. Examples of unsolicited student comments in support of teaching and service
9. Examples of Student Work with images + image list (if applicable)
10. Classroom Visitation Letters (see WMU-AAUP Agreement, 16.§3.3).
11. Externally held visiting lectureships or fellowships
12. Software or other applicable skills

**G. Professional Service:**

1. List of WMU Service (University level, College level, School of Art level, Studio Area level)
2. External Service (International and National Organizations, community service, etc.)

**H. Additional Judgmental Materials:**

5-Year Plan (if applicable for tenure-track faculty seeking tenure)  
 CD of support materials (PR materials, publications, etc.)  
 Any other document the faculty member deems necessary to support their application for tenure

**VII SABBATICAL LEAVE POLICY**

**A. Eligibility, Requirements, and Selection Process for Sabbatical Leave:**

The criteria for sabbatical leave are stipulated in the WMU-AAUP Agreement, Article 16.

**B. School Sabbatical Committee:**

The Personnel Committee assumes the task of serving as the Sabbatical Leave Committee. All faculty eligible for sabbatical consideration who wish to apply must submit the current sabbatical request form to the Personnel Committee by the WMU-AAUP contractual deadline. This form may be obtained from the provost's office. The Personnel Committee

will determine if a sabbatical proposal meets the established university criteria, and if, in their professional judgment, it is worthy of support. The Personnel Committee will make its final recommendations to the director, who should receive the committee's recommendations in time to read, assess, recommend, and forward those approved to the dean of the college.

C. Appeals:

Within three working days of notification, a faculty member who has not been recommended for sabbatical leave and wishes to appeal the decision must do so in writing to the Chair of the Personnel Committee. The committee will hear appeals within three working days.

## VIII EVALUATION OF FACULTY

A. Student Evaluations:

Student ratings of faculty are stipulated in the WMU-AAUP Agreement. Faculty members may choose to use additional evaluative tools. Western agrees to take the evidence on professional competence provided by such instruments into consideration in tenure and promotion reviews; however, no single item, or small subset of items, on the student rating forms shall be used as the sole basis for a reappointment, tenure, or promotion decision. While the individual scores shall be considered confidential and given only to each individual faculty member, the director will maintain records of the results of the evaluations subject to the restrictions and guidelines stipulated in Article 11 of the WMU-AAUP Agreement.

B. Self-Evaluation and Peer Evaluations:

A faculty member can request self-evaluations or peer evaluations to be used as a means of enhancing teaching. This information may be included with a faculty member's application for reappointment, promotion and tenure.

C. Classroom Visitations

Classroom visitations are required and/or allowable as stipulated in the WMU-AAUP Agreement (16.§3.3).

## IX FACULTY WORKLOAD

A. Statement of Principle:

It is recommended the Frostic School of Art promote a balance among professional competence, professional recognition, and professional service assignments that supports and encourages productivity in ways that have the greatest impact across the mission of the School, the College, and the University. In adherence to article 42 of the WMU-AAUP Agreement, in alignment with the expectations of a Carnegie Foundation High Research Activity (RU/H) institution, in compliance with workload standards of accrediting agencies appropriate to the Frostic School of Art, and following the recommendations of

professional organizations representing the component areas, the following workload guidelines pertain to board-appointed faculty.

**B. Categories of Workload:**

The three areas of performance, used to assess faculty for promotion and tenure evaluations, shall also constitute the general categories of workload.

1. Professional Competence:

Classroom teaching comprises regularly scheduled courses, including face-to-face, distance, and hybrid delivery. Non-classroom teaching comprises arranged instructional activities, including, but not limited to:

- a. Work on BFA exhibition committees, student theses (Art History BA, Honors College, Master's and PhD).
- b. Comprehensive exams.
- c. Clinics, laboratory supervision, practica.
- d. Internships, field supervision.
- e. Student performances, independent studies, special projects.
- f. Sponsoring visiting artists/scholars, facilitating workshops, and coordinating field trips.
- g. Comprehensive preparatory tasks and grading related to classroom and non-classroom instruction.
- h. Advising, supervising, mentoring, and consulting with students.

2. Professional Recognition:

- a. Engaging in scholarly and/or creative activities at a professional level that include, but are not limited to research, writing, publication, developing creative projects and research, grant development, exhibitions, presentations to professional organizations and conferences, grant development, leadership roles in professional organizations etc. (See Section VI Judgmental Criteria for Tenure and Promotion above on professional recognition)
- b. Supporting, in a variety of ways, the proper and efficient functioning of the academic and professional societies in leadership roles, editorial and advisory work, conference organization, committee and board work, and other activities essential to the strength of professional societies related to academic disciplines supported by the Frostic School of Art.

3. Professional Service:

- a. Supporting the proper and efficient functioning of the university, including, but not restricted to committee work or consultation to the department, college, university and its communities, centers, and institutes.
- b. Professional service external to the university including board memberships, leadership in professional organizations, and unpaid professional consulting
- c. Fulfilling ongoing school needs of both a maintenance and developmental nature.

- d. Area coordinator of a division within the school.
- e. BFA, BA, and MA thesis committees (when not counted in a teaching load)
- f. Supervising special student projects and travel (when not counted in a teaching load)
- g. Recruitment and promotional events and activities

### C. Quantifying Workload

Workload for full-time bargaining-unit faculty is quantified as twenty-four (24) credit-hour units over an academic year, which may be balanced, by mutual agreement between the faculty member and the Director, to include fewer than twelve (12) credit-hour units (or equivalent work assignment) in one semester with more than twelve (12) credit-hour units (or equivalent work assignment) in another semester.

It is recommended that faculty who are actively engaged in teaching, professional recognition, and service be assigned a workload distributed per academic year as follows:

- about twelve (12) credit hour units, or four (4) courses of teaching (professional competence).
- about six (6) credit hour units of research/creative activities (professional recognition).
- about six (6) credit hour units of professional service.

#### 1. Professional Competence

It is recommended that teaching assignments per semester consist of six (6) credit hours or two (2) classes. Most courses in the FSoA are 3 credits. Credit hours of teaching may be increased or decreased by mutual agreement between the faculty member and the director, with a commensurate adjustment of credit hours for professional service and/or professional recognition in the Frostic School of Art, so that a total of twenty-four (24) credit-hour units of workload are maintained over the academic year.

#### 2. Professional Recognition

Professional recognition is a fundamental part of the mission of WMU and the Frostic School of Art. To afford faculty the opportunity to meet the University's criteria for promotion, tenure, and continued professional growth, it is recommended those faculty actively engaged in significant ongoing professional recognition activities be assigned a workload as described in Section X. C. of this policy statement.

#### 3. Professional Service

The director, in consultation with the Art Advisory Committee, should take into consideration the time commitment required for various committee assignments so that an equitable distribution of work can be distributed among the faculty.

- a. Service to national and international professional organizations may be included in a service workload assignment or may be included in Professional Recognition.

**D. Distributing Workload Assignments:**

The Director of the Frostic School of Art shall make workload assignments that take into consideration the needs of the school, its students, and its faculty. Each faculty member is assigned an individual faculty workload. In principle, individual faculty workloads should be as equivalent as possible among faculty. That is, the summated activities of each faculty member—categorized as competence, recognition, and service—ought to contribute more or less equally to the school's function and goals.

1. Professional Competence (Teaching Assignments)

Teaching assignments are made by the director as determined by prediction of class needs, curriculum requirements, and assessment of the best teaching contributions each member can make to the total program. Area coordinators, working with other faculty in their area, may make recommendations to the director regarding the scheduling of coursework necessary to allow students to complete their degrees in a timely manner. Individual faculty also have the right to make recommendations concerning teaching assignments to the director at any time.

2. Professional Recognition Activities

It is recommended that all board-appointed, full-time, traditionally ranked faculty who are actively engaged in teaching, professional recognition, and service receive assigned time for professional recognition activities, as part of their contractual workload. The director will determine application deadlines, and notify faculty at least 30 days prior to a deadline. However, assigned time can be awarded at any point, with a concomitant reduction in teaching and service assignments, since grants, residencies, and other opportunities for professional recognition are often announced according to timetables that conflict with WMU course scheduling.

- a. For faculty members who demonstrate significant, ongoing professional recognition activities, there shall be no limit to the number of semesters in which they receive a workload assignment for professional recognition.
- b. If the director denies a request for a workload assignment for professional recognition activities, the faculty member may appeal to the Art Advisory Committee, which will review the faculty's proposal, and make a recommendation to the director.

3. Professional Service (Committee or Service Assignments)

Service should be equitably distributed among board-appointed faculty. The director, in consultation with Art Advisory, makes assignments. Individual faculty have the right to make recommendations concerning service assignments to the director at any time.

E. Workload Adjustment:

By mutual agreement between the faculty member and the Director, individual faculty workload – 12 credit hours per semester - may be adjusted based on a number of factors for an individual engaged in the following activities. Adjustments are generally applied to the next semester of the academic year, although in some cases, approved adjustments of fewer than three credit hour units may be accrued and “banked,” to be applied to future workload adjustments.

1. Courses with high enrollments:

Policies regarding the establishment of class-size capacities for specific courses are governed by article 42.14 of the WMU-AAUP Agreement. Within the boundary of the maximum enrollment capacity, it is recognized that the same course (or similar courses) may be offered within different ranges of class size, and that additional adjustment shall be available for offerings with higher levels of enrollment

2. Baccalaureate Writing Requirement courses:

Courses designated in the current course catalog as a Baccalaureate Writing Requirement in the FSoA.

3. Supervising graduate theses:

It is recommended thesis committee chairpersons in ART 7000 be allocated 0.5 credit hour units for each student enrolled per semester. Credit hour units may accrue, to be applied as a future workload adjustment.

4. Multiple and new course preparations:

It is recommended a teaching load shall not normally exceed three separate course preparations per semester, nor more than one new preparation (i.e., new to the faculty member, including a new topic for an existing course number) per semester.

5. New course development:

It is recommended workload adjustment be allocated in negotiation with the Director based on the complexity of a new course. It is further recommended that at minimum, one credit-hour unit will be allocated for development of a new course. Credit hour units may accrue, to be applied as a future workload adjustment.

6. Significant curriculum revision or development:

It is recommended workload adjustment be allocated in negotiation with the Director based on the complexity of curricular revision or design. It is further recommended that at minimum, three credit-hour units be allocated for development of a new program curriculum.

7. Service to the School, the College, or the University:

It is recommended adjustments for service obligations beyond the duties of a faculty member defined in this document, shall be negotiated with the Director,

and may include service as chair of a committee serving the School, the College, or the University, or serving as a member of an ad hoc committee. See Committees section of this document.

8. Coordinator of a disciplinary area:  
The workload of an area coordinator may be adjusted in negotiation with the Director. Considerations for workload adjustment include coordination of areas with multiple fixed-term instructors and/or part-time instructors, and areas where a significant amount of time is dedicated to maintenance of equipment and facilities.
9. Director of the Design Center:  
The workload of the Director of the Design Center may be adjusted in negotiation with the Director. Considerations for workload adjustment include extra contact hours with students during intern hours, management of client meetings, and field trips outside of intern hours.
10. Substantial research, creative, and/or other scholarly activity:  
Workload adjustment may be allocated in negotiation with the director based on evidence of substantial progress in a program of scholarship.
11. Significant grant development:  
Workload adjustment may be allocated in negotiation with the director based on preparation of major proposals for external funding for which the faculty member is a principal investigator/project director. The proposal should be submitted for review to a funding agency within 12 months of the time that an adjustment is approved.
12. Service to professional organizations:  
Workload adjustment may be allocated in negotiation with the director for significant service responsibilities in a nationally or internationally recognized professional organization.
13. Significant community service:  
Workload adjustment may be allocated in negotiation with the Director for coordination of significant community-based experiential learning programs, as defined by the Faculty Senate, with direct educational benefits to students in the Frostic School of Art.

#### F. Workload Notification

1. The director shall notify each board-appointed faculty member and their area coordinator of their *proposed* instructional assignments at least 30 days prior to the date course offerings are opened for viewing by the campus community, in order to allow time for the faculty member to review the assignment and request changes.

2. “As soon as possible prior to the start of fall and spring semester, the department chair will distribute to the department the scheduled workload assignments of all department bargaining unit members, recognizing that these may be subject to change as the academic year progresses.” (WMU-AAUP Agreement 42.6.2) Also see VIII. B of this Policy Statement on procedures for distribution of committee assignments.
3. A faculty member who perceives that her/his instructional workload exceeds the recommended parameters set forth in the WMU-AAUP Agreement or this policy statement shall have the right to appeal to the Director, prior to initiating the formal appeals process set forth in article 42.10 of the Agreement.
4. On the occasion that a particular service assignment includes compensation for the assignee, including, but not limited to, assigned time or access to increased professional development funding, such compensation will be announced to the full faculty prior to commencement of the service assignment.

## X SUMMER SESSIONS AND EXTENDED UNIVERSITY PROGRAMS

### A. Summer I and II Teaching

1. Course scheduling will be determined by student and programmatic needs.
2. Principles for scheduling courses are as follows:
  - a. There are no individual courses which automatically must be scheduled during Summer I and Summer II sessions.
  - b. Courses which have priority are those that have greater student demand than can be met during the regular fall and spring semesters, and that are program requirements.
  - c. It is recommended there be a mix of both introductory, mid-level, and advanced.
  - d. It is recommended there be mix of courses from different areas.
3. Faculty  
Board appointed full-time faculty members will be given priority for summer sessions. Non-board appointed faculty may be considered when full-time, qualified faculty are not available.
4. Selection of Faculty  
Faculty are selected for summer sessions with reference to programmatic needs and through the use of an accumulative rotational priority list. In determining who will teach, the following items will be considered:
  - a. A need for the course has been established.
  - b. The person is qualified to teach the course.
  - c. The person highest on the priority list is considered first.

5. Faculty Priority in course scheduling

Placement on the priority list will be established as follows:

- a. Highest priority goes to those faculty who can meet course scheduling principles b. and c.
- b. Next highest priority goes to those faculty who have not taught in a summer term for at least two years. Next priority goes to those who did not teach in the previous summer term.
- c. Faculty will be limited to teaching one course per summer term unless they have not taught in at least two successive prior years or unless they are uniquely qualified to teach in an area and other faculty are not available to teach those same courses.
- d. When possible, new faculty who are in their first two years of service will be given special consideration for summer appointments but their appointment will not take precedence over the need to meet principles 2b and 2c under “Course Scheduling.”

6. Appeals

Faculty members have the right to appeal summer teaching assignments and class scheduling. Appeals should be made directly to the director prior to the scheduling deadline.

**B. Extended University Programs**

1. Scheduling

Off campus scheduling is done by the director. In determining who will teach, the director will seek from the faculty a list of those members who wish to be considered for off campus teaching assignments. Selection will be done on a rotational basis.

2. Appeals

Faculty members have the right to appeal teaching assignments. Appeals should be made directly to the director prior to the scheduling deadline.

**XI AMENDMENTS TO POLICY PROCEDURES**

**B. Amendments to the School Policy Statement may be made in the following ways:**

1. Upon interest by a majority of full-time faculty members, a special committee can be appointed to oversee the review and the making of recommendations to the faculty as a whole for the purposes of discussion and ratification. A majority of full-time faculty members eligible to vote is necessary for ratification.
2. Amendments may be proposed by any three voting faculty member at regular or special meetings by placing such amendments on the official agenda. Amendments shall be adopted by written ballot, after written notice of motion three weeks prior

to the ballot, with the right of any faculty member to call a meeting to discuss. A majority of members eligible to vote is necessary for ratification of such amendments.

3. Once each academic year, the director of the FSoA may request in writing a faculty review of some or all sections of the School Policy Statement according to procedures outlined in the WMU-AAUP contract, 23.§5.
4. Following ratification, the amendments to the Policy Statement shall be submitted for approval as specified in the current agreement.

Appendix 1 – Recommended Course Capacities  
(not yet approved by the administration as defined in the WMU-AAUP contract Article 42:14)

All course sections have a capacity of 20 students, with the following exceptions:

Art Education

All Master's in Art Education courses taught online are capped at 15, except  
7000 is capped at 7

Art History

2000 level classes are capped at 85  
3000 level classes are capped at 30  
4000 level classes are capped at 20  
5000 level classes are capped at 10  
2000 level Art History courses taught online during summer terms are capped at 30  
3000 level Art History courses taught online during summer terms are capped at 25

Ceramics

All ceramics courses are capped at 15

Direct Encounter with the Arts

ART 1480 Direct Encounter with the Arts is capped at 160

Foundations

Art 1080 Form and Space is capped at 16

Graphic Design

The following Graphic Design courses are capped at 10  
Art 3710 Special Topics  
Art 4610 Senior Projects  
Art 4920 Graduation Presentation  
Art 5700 Intern I  
Art 5710 Intern II

Metals and Jewelry

All Metals and Jewelry courses are capped at 15

Photography & Intermedia

The following Photography and Intermedia courses are capped at 16  
ART 2160 Black and White Photography I  
ART 3160 Black and White Photography II  
ART 5480 Photography Workshop  
ART 5350 Intermedia Workshop

Printmedia

ART 2430 Lithography is capped at 13

Sculpture

ART 2310 Sculpture I is capped at 16

ART 3310 Sculpture II is capped at 16

ART 5310 Sculpture Workshop is capped at 10

42.§8.3 Scholarly Activities Leave. Bargaining unit faculty members in the University Libraries shall be eligible for scholarly leave dedicated to the pursuit of research, writing, and other scholarly activities as indicated in the Department Policy Statement.