

BYLAWS
Department of Art
Florida State University

STATEMENT

The bylaws here presented are subject to the higher authority of the regulations adopted by the Florida State University Constitution, the Florida State University Board of Trustees, and the statutes adopted by the Florida Legislature. They are subject to review and revision by the procedures explained in ARTICLE V every year ending in five (5) or zero (0) or when necessitated by a special committee established by the Chair.

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As amended and approved by Faculty, April 27, 2010
As amended and approved by Faculty, September 24, 2010
As amended and approved by Faculty, April 26, 2011
As amended and approved by Faculty, October 16, 2012
As amended and approved by Faculty, January 11, 2013
As amended and approved by Faculty, February 8, 2013
As amended and approved by Faculty, March 8, 2013
As amended and approved by Faculty, February 7, 2014
As amended and approved by Faculty, April 18, 2014
As amended and approved by Faculty, September 19, 2014
As amended and approved by Faculty, April 30, 2015

- Faculty governance is being exercised through the selection of members of unit Curriculum, Bylaws, and Evaluation committees.
- The decisions of these committees are the responsibility of the faculty members.

- Faculty and staff members are expected to be familiar with and follow the Florida State University Substantive Change Policy as found on the university web site <http://provost.fsu.edu.sacs>

ARTICLE I. Membership and Eligibility to Vote

Section 1. Membership in the Department of Art shall include:

1. Full-time or part-time regularly appointed faculty in tenured or tenure-earning positions
2. 9 and 12-month faculty in non-tenure-track positions hired before 2010
3. 9 and 12-month faculty in non-tenure-track position hired after 2010
4. Temporary or part-time faculty appointees, including those serving as:
 1. Visiting faculty with less than 9 month appointments
 2. Adjunct appointees
 3. Professors emeriti
5. Administrative and Professional (A&P) personnel
6. USPS personnel
7. Graduate students
8. Undergraduate Students

Section 2. Eligibility to Vote

Only the membership defined in A and B above hereafter referred to as the Faculty will be entitled to vote in faculty meetings and/or by mail/e-mail ballot.

ARTICLE II. Meetings

Section 1. General Faculty meetings

1. The full Faculty shall meet in regular session at least three times each semester during the regular academic year and in extreme circumstances may meet on special call during the summer. Only decisions, which cannot be delayed, may be made during summer term, subject to a quorum of the Faculty. If necessary voting can be accomplished through e-mail. The Chair shall establish dates and times of meetings. Special meetings of the Faculty may be called by the Chair or upon written request of three voting members.
2. The first meeting during the Fall term will normally be scheduled in the first two weeks of classes. During this meeting, election and appointments of members for all committee vacancies will occur.
3. The Chair shall nominally preside over meetings of the Faculty. In the absence of the Chair, the Associate Chair or another member designated by the Chair shall preside. The individual chairing the meeting will determine and distribute protocol for participation in the meeting.
4. The Chair shall prepare and distribute to Faculty an agenda prior to each meeting of the Faculty. Any Faculty member may place an item on the agenda by submitting it one week before the meeting. Items may be added to the agenda at the meeting by a majority vote.
5. The Chair will arrange for minutes to be taken at all faculty meetings, which, after approval by the Chair, will be distributed to Faculty for approval. Minutes

of the previous meeting will be distributed prior to, or at the beginning of the next meeting for approval by vote. Approved minutes will be kept by the office for 5 years and be available for all Faculty.

6. At any time, the Chair or the Faculty, by majority vote, may recognize non-members to address the Faculty, and may limit time per speaker.
7. One half plus one of the Faculty will constitute a quorum of any Faculty meeting. Simple majority will carry in matters that require a vote, unless otherwise stipulated herein.

ARTICLE III. Officers, Directors and Area Heads

Section 1. General Information

1. The Chair may appoint an Associate Chair from the permanent faculty, and such other officers required, to assist in the performance of his/her official duties. These officers serve at the discretion of the Chair and may be removed at the Chair's sole initiative. It is the responsibility of individual faculty members in turn to serve their share of terms in such offices.
2. All officers, directors and area head appointments will only be held by tenured faculty (except in approved circumstances) and faculty may only hold one appointment during any given academic year.
3. All appointments shall be made in the early spring and become effective the beginning of the academic year.
4. The incoming officer will shadow the outgoing officer during the Spring semester prior to assuming the position. The Chair may petition the Executive Committee for exceptions to these rules.
5. The Associate Chair and Directors will be appointed by the Chair in consultation with the Executive Committee, and will serve three-year renewable terms and receive a two-course reduction in the academic year teaching load. Associate Chair and Directors appointments may be extended for one additional three-year term. Prior to renewing an appointment, the Chair will consult with the Executive Committee and poll the full Faculty regarding the acceptability of the appointment. While the Chair makes the final determination regarding appointment renewal, it is expected that renewal of an appointment beyond the initial three-year term is contingent upon approval by the majority of the voting members of the Faculty.
6. If a national search is conducted for an Associate Chair or Director, the term of office shall be five years, normally beginning prior to the start of the fall term of the academic year. Individuals are eligible for reappointment for an indefinite number of terms by the Chair in consultation with the faculty. While the Chair makes the final determination regarding appointment renewal, it is expected that the appointment will be renewed beyond the initial five-year term, contingent upon approval by the majority of the voting members of the Faculty.

Section 2. Chair

1. The Dean of the College of Visual Arts, Theatre and Dance appoints the Department Chair in accordance with University and Departmental bylaws.

2. The Chair's term of office shall be five years, normally beginning prior to the start of the fall term of the academic year. Individuals are eligible for reappointment for an indefinite number of terms by the Dean in consultation with the faculty. The Chair or his/her designate may serve ex officio on any committee in the department
3. Procedures for Selection of the Chair
4. In the first annual Fall faculty meeting of the final year of a Chair's term or upon a vacancy in the office for another cause, the faculty shall elect an Advisory Committee consisting of three tenured faculty members and one non-tenured faculty member or non-tenure track faculty member. The duties of the Advisory Committee will be:
 - i. To represent the department to the Dean on all matters related to the search.
 - ii. To recommend membership on the Search Committee to the Dean.
 - iii. To present to the faculty a job description, which must receive a majority vote from eligible faculty before advertisement.
 - iv. To coordinate the visits of individuals on the short list of candidates generated by the Search Committee.
 - v. To conduct a faculty vote of the "short-listed" candidates, and send to the Search Committee departmental response in the form determined by that Committee.
 - vi. To facilitate the new Chair's transition into the position.
5. Those allowed to vote for candidates for Chair are all eligible voters described in ARTICLE I.

D. Authority and duties of the Chair

1. The Chair shall serve as the Chief Administrative Officer of the department.
2. The Chair shall appoint for three-year, renewable terms an Associate Chair, Directors of BFA, BA/Foundations, and Graduate Programs.
3. The Chair shall appoint any other officers and/or committee member required for the administration and conduct of departmental affairs within two weeks of the annual elections meeting in the Fall term.
4. The Chair, serving as principal financial officer of the department shall: supervise receipt and expenditures of all moneys; in conjunction with the Advisory (Executive) Committee, prepare an annual operating budget and previous year-end financial report. These documents shall be presented to the faculty as early in the academic year as circumstances permit.
5. The Chair, in conjunction with appropriate Faculty committees, shall supervise and coordinate the recruiting of new faculty members.
6. The Chair, after receiving recommendations of the appropriate committee, shall make recommendations for faculty salary increases to the Dean.
7. The Chair shall act as an ex-officio member at meetings of the Faculty Development Committee and the Promotion and Tenure Committee in order to ensure timely preparation of materials and recommendations for promotion and tenure decisions in the department and at the college level.

8. The Chair shall hold an annual evaluation meeting with each E&G-funded faculty member and A&P employee to review his/her overall performance of professional responsibilities consistent with that member's annual assignment of duties for the previous calendar year. For faculty, evaluations shall be made in accordance with policies established for the Office of the Dean of Faculties.
9. Evaluations will be based on all available information including the recommendations of the Faculty Development Committee. The Chair shall provide each faculty member who has not achieved the highest rank possible a written evaluation of his or her progress toward promotion and, if appropriate, tenure.
10. The Chair, with the advice of appropriate committees and officers of the department, shall coordinate all segments of the academic program, such as degree requirements, curricular offerings, and catalog announcements. S/He shall determine and supervise, in consultation with appropriate committees, such matters as the scheduling of classes and the assignment of duties to faculty members.
11. Except when provided for otherwise, the Chair or his/her designee shall serve as liaison officer and departmental representative to officers and bodies outside the department.
12. The Chair is expected to conduct all business and communication as transparently as possible and to regularly inform and consult with the Faculty of matters concerning the unit.

E. Evaluation of the Chair. Beginning in the 2014-2015 academic year, evaluation of the Department Chair is done by the Executive Committee. The evaluation will be based on the review of an annual binder compiled by the Chair. The binder should follow the same guidelines as those described for full-time faculty, yet demonstrating both individual achievements as well as departmental progress and other achievements. The Executive Committee shall submit a written report of its evaluation to the Dean in the spring of every odd-number year.

F. Procedure for Removing a Chair from Office

The department may recommend to the Dean that a Chair be removed from office. Such an action must be taken according to the following procedure.

1. A petition calling for removal must be signed by a majority of the persons eligible to vote for the Chair and submitted to the Dean.
2. The Dean or his/her representative shall preside at a meeting of the faculty to consider the petition. Two weeks notice shall be given for this meeting.
3. To be adopted, a motion for removal must be supported by two-thirds of the members eligible to vote for the Chair in a secret, mail ballot. This process shall be conducted by the Elections Committee, which shall report the vote to the faculty and to the Dean.
4. An approved motion for removal is advisory to the Dean of the College of Visual Arts, Theatre and Dance.

Section 3. The Associate Chair

The Chair in consultation with the Associate Chair will determine the duties of the Associate Chair. The Chair will present an outline of the Associate Chair's responsibilities to the full Faculty at the beginning of the academic year in the first term of the Associate Chair's appointment. Faculty will be notified of substantial changes in the position description. If an Associate Chair is not available, the duties therein default to the department Chairperson.

Section 4. Graduate Program Director.

1. In consultation with the committee and the Faculty (as appropriate), and with the assistance of staff, the Director is responsible for the recruitment, review and acceptance of candidates for graduate admissions, the distribution of waivers and stipends, correspondence with graduate students, maintenance of their files, assignment of their duties, and their initial advising.
2. The Director is responsible for assignment of studio spaces, overseeing the budget and maintenance priorities of the MFA warehouse, setting program deadlines, schedule graduate classes, revising program handbooks, organizing orientations for new graduate students and teaching assistants and make graduate awards.
3. The Graduate Program Director Chairs the MFA Committee.
4. The League of Graduate Artists, in which all MFA students may participate, is an official COGS organization. The MFA Director serves as its advisor.
5. The MFA Director will stay on the Graduate Committee for one semester after stepping down to facilitate and help the new Director with logistics cited above.

Section 5. Bachelor of Fine Arts Director - Studio Art

The BFA Director is responsible for the overall management of the program. Specific duties include, but are not limited to:

1. Supervision of Bachelor of Fine Arts students in their program of study and guide them through the Department's undergraduate program in a timely fashion with the help of the academic advisor of the Department.
2. Coordination of entrance and other reviews for BFA candidates.
3. Coordinate with BFA Thesis and Exhibition instructors on exhibitions and promotion.
4. Supervise staff and GTA regarding warehouse management and event planning.
5. Coordinate assignment of available studio space to students.
6. The BFA Director will stay on the Undergraduate Committee for one semester after stepping down to facilitate and help the new Director with logistics cited above.

Section 6. Foundations and BA Program Director

The Foundations and BA Program Director's primary duties are to:

1. Develop and implement Foundations and BA curriculum in coordination with the faculty.

2. Schedule Foundations and BA classes.
3. Oversee and coordinate orientation and monitoring of adjunct and graduate student faculty assignments with the Chair.
4. Oversee lab fee and equipment budgets.
5. Act as a liaison to two-year colleges statewide to communicate curriculum details/changes.
6. The Foundations and BA Director will stay on the Undergraduate Committee for one semester after stepping down to facilitate and help the new Director with logistics cited above.

Section 7. Area Heads

1. Area heads are the administrative leadership of the curriculum areas taught by the department: Ceramics, Drawing & Painting, Digital Media, Photography, Sculpture, Printmaking, and Foundations.
2. After taking into consideration any area nomination, the Chair will appoint the Area Heads who will also serve as Chair of the Area Committee.
3. Duties of the Area Head include, but are not limited to:
 - a. Maintenance and supervision of facilities in their area,
 - b. Mentoring adjunct faculty, GTA's and TA's working in their area,
 - c. Overseeing operating and lab fee budgets within the area,
 - d. Conducting regular area meetings,
 - e. Develop-curriculum and schedule classes as needed for the area,
 - f. Coordinating area concerns with health and safety officers, and
 - g. Preparing and submitting an annual area report including an area budget request to the Chair.
4. Area heads will serve on the Executive Committee.
5. The length of an Area Head's term shall be determined by the areas in consultation with the Department Chair.
6. Area heads receive a one-course load reduction in the academic year teaching load.

ARTICLE IV. Committees

The Chair will charge each committee with their responsibilities at the beginning of each year. Service on departmental committees is considered to be part of each department member's assignment of duties. In addition, all faculty members are encouraged to raise issues and suggest changes to be considered by any committee.

Section 1. Meeting Management

1. Meetings of committees shall be held only when a majority of the voting members of the committee are present. Unless otherwise specified, all committee members serve in a voting capacity.
2. Unless stipulated in these Bylaws, each committee will elect a Chair who shall be responsible for providing a written report to the faculty at least once a semester.
3. Unless stipulated other wise committees will meet monthly.

4. The Committee Chair shall prepare and distribute to Faculty an agenda prior to each meeting of the Faculty. Any Faculty member may place an item on the agenda by submitting it one week before the meeting. Items may be added to the agenda at the meeting by a majority vote.
5. The Committee Chair will arrange for minutes to be taken at all meetings of the faculty, which, after approval by that Chair, will be distributed to all Faculty. These minutes will be kept by the art office for 5 years and be available for all Faculty.
6. These regulations apply to all standing, ad hoc and area meetings in the Department of Art.

Section 2. Standing Committees

A. Executive Committee

1. Chaired by the Department Chair
2. Members: The Associate Chair, all Directors, and all Area Heads
3. This committee shall meet twice a month or more often as needed.
4. This committee shall be responsible for monitoring and discussing all budgetary matters except for faculty salaries and shall advise the Chair and the department members on these matters.
5. This committee shall consider and discuss issues relating to long-range planning and goals within the department, including potential program developments, in setting the agenda for Faculty meetings and establishing justification for new faculty positions, etc.
6. This committee will be responsible for establishing a calendar each spring for the following academic year. The responsibility includes coordinating the review process for the various programs so as to maximize use of faculty time.
7. The Executive Committee serves as the Department Curriculum Committee.
8. This committee or a subcommittee serves as the Department Awards Committee.
9. The Department Chair may create subcommittees as necessary to complete the committee work.

B. Faculty Development/Promotion and Tenure Committee

1. The Committee will be Chaired by a full professor on the committee, elected by committee members.
2. The committee shall consist of: three Full Professors (elected for two years with staggered terms) and one representative of each of the remaining constituent faculties (Associate Professor, Assistant Professor, NTT Faculty, and Specialized Faculty).

a. Promotion and Tenure Committee.

- i. Membership on this committee will vary depending on the status for which a candidate is being considered. The tenure committee consists of all tenured Faculty. The committee for promotion to full professor will consist of the three full professors from the Faculty Development Committee and the committee for

promotion to associate professor will consist of the three full Professors and one associate professor from the Faculty Development Committee. The full faculty development committee will serve for consideration for promotion of non-tenure track faculty. The Committee will be Chaired by the Department Chairperson.

- ii. This committee serves as the official Promotion and Tenure Committee for the department. It shall operate in accordance with the Collective Bargaining Agreement and by procedures outlined by the Dean of the Faculties.
 - iii. Departmental standards for promotion and tenure are outlined in *Appendix C*. These standards will guide all deliberations and votes undertaken by the Promotion and Tenure Committee.
 - iv. The committee shall meet as often as needed during the academic year.
3. The primary responsibility of this committee will be to establish and carry out procedures for the annual evaluation of tenure and non-tenure track faculty and to consult with the Chair, as requested, for merit evaluations.
 4. The committee shall review annually each faculty member in terms of her/his overall performance of professional responsibilities consistent with that member's annual assignment of duties.
 5. Faculty who are eligible for consideration for promotion or tenure need to identify one tenured faculty as a mentor who is above their rank. (*See Appendix C. Guidelines for Promotion and Tenure*)
 6. The Faculty Development Committee shall provide to the Chair, for use in determining annual merit pay recommendations, a department-wide ranking of all Faculty with assignments in research, teaching and service. These recommendations will be based on vita, evidence of performance, and other documents included in the evaluation files. Department guidelines for merit pay will be followed in these recommendations (*see Appendix D: Merit Pay Guidelines*)
 7. When any member of the committee is being evaluated for any purpose, the member shall be absent from the committee's deliberations and voting.
 8. If requested by the department Chair, the Faculty Development Committee shall also provide to the Chair, for use in determining annual merit pay recommendations, a single, department-wide ranking of all Faculty. This ranking will be determined in accordance with the procedures outlined in *Appendix D: Merit Pay Guidelines*.
 9. The committee normally shall consider grievances of the faculty.
 10. The committee shall meet as often as needed during the academic year.

C. Awards and Events Committee

1. The Awards and Events committee Chair will be elected by the committee.
2. The Awards and Events Committee shall consist of five appointed faculty members.

D. Visiting Artist and Scholar Committee (sub committee of Awards and Events)

1. The Visiting Artist Committee Chair is appointed by the Chair and serves a two-year term. A Chair is eligible for appointment to a second term by the Chair in consultation with the Executive Committee.
2. In addition to the Chair, the Committee will consist of two faculty members and one graduate student representative, elected by LGA and serves for one year (renewable).
3. This committee administers funds provided by the dean of the college to select visiting artists and scholars from faculty and graduate nominations, as well as invite, organize, and promote visiting artist lectures and other events. The committee will also make a special attempt to support a visiting artist in collaboration with a faculty-curated exhibit in the FSU Museum of Fine Arts.
4. Faculty members serve two year terms and are appointed on a rotating basis so that at least one member is continuing each year. The Chair nominates individual faculty members to fill vacancies. A simple majority affirming the nomination is needed to complete the membership process.
5. The committee meets as a group to vet artists for the following year. The operations of the committee are divided according to the following rolls:
 - a. Chair: Organizes meetings, invites artists, administers funds
 - b. Publicity: Runs Facebook group, sends announcements and emails, hangs posters, and handle press releases.
 - c. Logistics: Coordinates visits, assists with presentation technology
 - d. Graduate Student: Videotape lectures, assist faculty with operations
6. The Visiting Artist Committee Chair serves two-year terms (renewable) preceded by a one-semester overlap with his/her predecessor. Committee members may only serve three consecutive year terms preceded by a one-semester overlap with his/her predecessor.
7. The committee shall meet as often as needed during the academic year.

E. Graduate Committee.

1. Chaired by the Graduate Program Director.
2. Members - one appointed graduate faculty representative from: Sculpture/Ceramics, Painting/Drawing, Photography/Printmaking, and Digital Media. Associate Chair and graduate student representative, ex officio elected by the LGA.
3. The Committee is responsible for developing the requirements, curriculum, and procedures of the graduate program. It reviews all aspects of the program, including facilities and resources, ensuring that its curriculum is up to date, respond to student needs, best engages the strengths of the Faculty, and that its procedures and requirements are in accordance with university regulations.
4. The Graduate Committee shall determine graduate assistant assignments based on proposals from faculty.

5. Any curricular recommendations and policy change recommendations go through the Executive Committee.
6. Art Basel will serve as a sub-committee to the Graduate Committee.
7. Approves a faculty member to serve as an advisor to League of Graduate Artists.

F. Undergraduate Committee.

1. Chaired by the Associate Chair.
2. Members: BFA and BA/Foundation directors and two elected faculty.
3. The committee is responsible for oversight of the entrance requirements, curriculum, and procedures of the BFA and BA.
4. Any curricular recommendations and policy change recommendations go through the Executive Committee.
5. Approves a faculty member to serve as advisor to Art Students League.

G. Resource Committee

1. The Resource committee Chair will be elected by the committee.
2. Members: One appointed faculty representative from: Sculpture/Ceramics, Painting/Drawing, Photography/Printmaking, Digital Media , Foundations, and Department Chair and Head of IT, ex-officio.
 1. This committee shall help address facilities and equipment needs of the department and recommend policy for managing resources.
 2. The committee makes recommendations to the Chair on matters such as the purchase and maintenance of equipment, software, and the logistics and implementation of new initiatives related to space and equipment.
 3. The committee administers the equipment fee funds in conjunction with the Chair.

Section 3. Ad Hoc Committees

1. The Chair may establish such Ad Hoc Committees as deemed necessary to assist in the operation of the Department of Art.
2. All Ad Hoc Committee will have a specifically defined narrow purpose and proposed date for dissolution.

ARTICLE V. Amendments to the Bylaws.

Any three members of the Faculty may propose an amendment to these bylaws. A proposed amendment must be made available in writing to the voting membership at or before a departmental meeting that occurs at least one week prior to the date of the meeting at which a vote of adoption is to be taken. To be adopted, a proposed amendment must receive an affirmative vote by a two-thirds majority of the members present and voting (a quorum must be present). All voting on proposed amendments shall be conducted by secret ballot. Approved amendments shall take effect immediately.

“Sunset” Provision

These bylaws shall cease to apply after the academic year 2013-2014 unless they are approved at the last faculty meeting of the spring 2014 term by a ballot vote of a majority of the faculty.

Appendix A. Enumerated Chair Responsibilities

- A. Exert innovative leadership regarding: Community Building in order to:
Foster transparency and communication within the Department, and its membership. Seek out new, as well as maintain existing intra-department and cross-departmental community opportunities for all its members. Actively assist in the creation of community events and promotion of the community to the public.
- B. Exert innovative leadership regarding: Fundraising
Work directly with all faculty regarding funding and resources for their research endeavors. Actively seek out new funding opportunities for research endeavors within the department. Actively seek out and secure funding for promotional, special event, and exhibition opportunities for the Department and its students.
- C. Lead in delegation and oversight of responsibilities to the appropriate Associate Chair and/or committees to:
 - Executing the policies established by the department,
 - Consulting regularly with departmental committee Chairs and program area directors,
 - The agenda and scheduling of faculty meetings, and supervision of the department's Coordinator, Advisor Administrative Services.
 - The assignment of responsibilities for all faculty members.

Appendix B. Graduate Directive Status Guidelines

Graduate Faculty Status Criteria Department of Art Approved by GPC and Nancy Marcus 6/09

Units should refer to the Faculty Handbook for information on which faculty ranks and positions are eligible to be considered for nomination to Graduate Faculty Status. Nominations must be approved by a 2/3 majority of all faculty in a unit holding GFS, the Dean of the college, and the Dean of The Graduate School. Nominations should be submitted using Form GFS-1 available from The Graduate School and be accompanied by an up to date curriculum vitae.

DEFINITION OF GRADUATE FACULTY STATUS

Membership in the graduate faculty authorizes faculty to teach all graduate-level courses, to sit on all graduate-level committees, to Chair all graduate student thesis and dissertation committees, and to participate fully in all components of graduate education, research, and service. Limitation or removal of any of these authorizations from individual GFS faculty is delegated to the unit-level authority where such assignments are made.

NOMINATION CRITERIA FOR GRADUATE FACULTY STATUS

Subject to consideration of special circumstances, minimum qualifications area:

1. An earned terminal degree (Ph. D. or M.F.A.) or equivalent professional recognition in the area of teaching and of thesis and/or dissertation supervision
2. Proven expertise in the teaching area.

LIMITATIONS ON GRADUATE PROGRAM ACTIVITY

For service as Major Professor for Master of Fine Art (M.F.A.) Thesis committees; a faculty member must meet the following minimum criteria:

1. Graduate faculty status (GFS)
2. Rank of either Associate Professor or Full Professor, or rank of Assistant Professor with a successful third-year review; to be Chair of thesis committee
3. Service as a member of a thesis committee
4. Approval of the Graduate Program Director and Chair of Department of Art

Review of participation in graduate teaching and thesis supervision:

Faculty holding GFS are expected to engage actively in graduate education through teaching, mentoring, and research supervision. They should show evidence of research-based scholarship and/or creative research resulting in peer reviewed exhibitions, publications or equivalent work as defined by the Department of Art Promotion and Tenure Criteria Guidelines.

In cases where a faculty member fails to meet these expectations for an extended period (at least three years), the Department of Art Advisory (Executive) Committee may recommend that one or more of the specific authorizations accompanying Graduate Faculty Status be restricted. These authorizations are: 1) to teach graduate-level courses, 2) to serve as a member of master's and/or doctoral committees, and 3) to Chair Masters (M.F.A.) Thesis committees.

Appendix C. Guidelines for Promotion and Tenure

Department of Art Promotion and Tenure Guidelines

Introduction: General Promotion and Tenure Information and University Guidelines
The basic criteria for promotion and tenure in the Department of Art are the three traditional areas of expertise: teaching, research and/or creative activity, and service. Each of these areas must be supported by documentation, and each may be assessed for quality and quantity.

The Department's Promotion and Tenure Committee (see Article 4, Section 2, B.) In accordance with the regulations of the Florida State University, The School of Visual Arts and Dance, and The Department of Art, this committee shall make recommendations to the proper University committees and officers concerning members of the department eligible for promotion and/or tenure. Faculty members do not apply for promotion and tenure. (see Faculty Handbook, Section 5, <http://facultyhandbook.fsu.edu/section5.html#s5a6>)

Annual Reviews: A subcommittee of the Art Department's Promotion and Tenure Committee, consisting of all full professors serving on the Promotion and Tenure committee, shall meet each year to evaluate the progress towards tenure and/or promotion of all faculty members below the rank of tenured full professor.

Third Year Review: Tenure earning faculty members going up for their Second-Year and Fourth-year Reviews must work with the department chair and staff to compile a binder documenting professional accomplishments to date (no outside letters required). The binder will be reviewed by both departmental and CVATD Promotion and Tenure committees.

Although the period of time in a given rank is normally five years, demonstrated merit, not years of service, shall be the guiding factors. Promotion shall not be automatic, nor may it be regarded as guaranteed upon completion of a given term of service. Professional conduct in all areas of responsibility is essential for any promotion. Early promotion is possible where there is sufficient justification. Promotion to Associate Professor and tenure may be sought concurrently.

The particular format and documentation requirements of a candidate's nomination binder may vary from year to year, but the substance of the criteria for promotion and tenure will not change. Each candidate must work with the department chair and staff to compile a completed binder documenting his/her professional achievements in compliance with currently established requirements. The binder must be submitted in a timely fashion to meet the Fall Promotion and Tenure schedule, which commences early in September with the meeting of the departmental Promotion and Tenure Committee. Documents cannot be added or removed after the folder goes to the School of Visual Arts Promotion and Tenure Committee's final meeting.

For complete details regarding procedures, appeals, time frame, and suggested guidelines for preparation of the binder consult: The Florida State University Faculty Handbook as well as (for revisions and up-dates) the most recent annual Memorandum from the Dean of Faculties re: "Promotion and Tenure Process."

I. Art Department Guidelines for Promotion and Tenure

In addition to the University criteria, faculty in the Department of Art must meet the below listed criteria. These criteria will be assessed relative to the departmental Assignment of Responsibility.

- A. Criteria for promotion for non-tenure track faculty, includes an MFA Degree or exceptional comparable professional experience. Promotion shall be based on recognition of demonstrated competency in teaching and service, and, in the area of creativity, activity on a national level.
 - 1. Teaching: see criteria for teaching competency below.
 - 2. Service: is based on both demonstrated competency and Assignment of Responsibility (AOR) percentage.
 - 3. Research/Creativity: is based on both demonstrated competency and Assignment of Responsibility (AOR) percentage assigned.

- B. Criteria for promotion from Assistant Professor to Associate Professor, includes an MFA Degree or exceptional comparable professional experience. Promotion shall be based on recognition of demonstrated competency in teaching and service, and, in the area of creativity, activity on a national level.
 - 1. Teaching: See Appendix D, Section A: Teaching in the Department of Art
 - 2. Service: See Appendix D, Section C: Service Requirements in the Department of Art
 - 3. Research/Creativity: See Appendix D, Section B: Research/Creative Activity in the Department of Art

- B. Criteria for promotion from Associate Professor to Full Professor are superior teaching, superior service to the Department and the University, and research/creative accomplishments of high quality as recognized by one's peers inside and outside the University.
 - 1. Teaching: See Appendix D, Section A: Teaching in the Department of Art
 - 2. Service: See Appendix D, Section C: Service Requirements in the Department of Art
 - 3. Research/Creativity: See Appendix D, Section B: Research/Creative Activity in the Department of Art

- C. Tenure criteria include all of the requirements for promotion to the rank of Associate Professor: excellence in teaching and advising, a high degree of professional standing in the chosen discipline, with an emphasis on service to the Department. Tenure may be granted based on the contribution an individual can be expected to make to the needs of the Department, the College and University, based on meritorious service during the past five years. A majority vote by all tenured faculty is necessary to show

confidence and professional respect with regard to the candidate's capacity to exceed and not merely meet assigned responsibilities. In this respect, tenure criteria are different from that of promotion to Associate Professor.

II. Guidelines for the Peer Review

For promotion and tenure three outside letters of evaluation requested by the department chair are required. The candidate should have some role in selecting evaluators of his or her work. The letters must come from full Professors tenured at institutions outside Florida State University, unless it can be justified in writing by the chair that the writers have equivalent national standing. No letters from inside the University are to be included. The most significant criteria of the review would be to answer the question- "would this candidate be eligible for promotion and/or tenure at the reviewer's university?"

Because the letters should be reflective of the candidate's professional standing, faculty members who are visual artists and designers may be better evaluated by other professionals in the field such as museum curators or gallery directors of significant national standing. The reviewers are asked to offer their professional judgment about the competency and significance of the individual's work as it relates to the discipline of art and/or design. Refer to the faculty handbook for guidelines on the relationship of candidates to letter writers.

III. Eligibility Requirements

The three areas of teaching, scholarly and/or creative activity and service are all evaluated separately using different criteria and instruments of measure according to the candidates assignments of responsibility. The candidate must meet the requirements in each category to be eligible for promotion or tenure. Typically, candidates should only submit information from the last ten years. However, if the candidate has something of merit that occurred beyond ten years, they may request that the promotion and tenure committee allow it to be included.

IV. Specialized Faculty Promotion Guidelines

A. Promotion Criteria

All Specialized Faculty promotion decisions shall take into account:

1. Annual evaluations.
2. Annual assignment of responsibility (AOR).
3. Fulfillment of the department/unit written promotion criteria in relation to the assignment in the supervisor's letter. (All departments/units must have written promotion criteria and procedures for all applicable Specialized Faculty available in the department/unit, posted on a single publicly accessible University Web site, and on file in the Office of the Vice President for Faculty Development and Advancement.)
4. Evidence of sustained effectiveness relative to opportunity and according to assignment in the supervisor's letter.
5. All actions are effective the beginning of the next academic year.

Teaching Faculty promotion decisions shall take into account:

1. Evidence of well-planned and delivered courses.

2. Summaries of data from Student Perceptions of Teaching (SPOT) or Student Perception of Courses and Instructors (SPCI).
3. Letters from faculty members who have conducted peer evaluations of the candidate's teaching.
4. Proven ability to teach multiple courses within a discipline/major.
5. Other teaching-related activities, such as instructional innovation, involvement in curriculum development, authorship of educational materials, and participation in professional organizations related to the area of instruction.

Instructional Support track promotion decisions shall take into account:

1. Evidence of contributions in support of instruction, as attested by internal letters from faculty members at FSU.
2. Other instructional support activities, such as instructional innovation, involvement in curriculum development, authorship of educational materials, and participation in professional organizations.

Research Faculty or Curator track promotions shall take into account:

1. Scholarly or creative accomplishments of high quality, appropriate to the field, in the form of books and peer-reviewed scholarly publications.
2. Success in obtaining external funding, as principal investigator or co-principal investigator on grants.
3. Recognized standing in the discipline and profession, as attested to by letters from outstanding scholars outside the university.
6. Other research-related activities, such as chapters in books, articles in refereed and non-refereed professional journals, musical compositions, exhibits of paintings and sculpture, works of performance art, papers presented at meetings of professional societies, reviews, and research and creative activity that has not yet resulted in publication, display, or performance.

Research Support Faculty promotion shall take into account:

1. Evidence of contributions in support of research, as attested by internal letters from collaborators at FSU.
2. Scholarly or creative accomplishments of high quality and appropriate to the field (books and peer-reviewed scholarly publications).
3. Success in obtaining external funding as principal or co-principal investigator on a grant.
4. Other research-related activities, such as chapters in books, articles in refereed and non-refereed professional journals, musical compositions, exhibits of paintings and sculpture, works of performance art, papers presented at meetings of professional societies, reviews, and research and creative activity that has not yet resulted in publication, display, or performance.

University Librarian and Information Specialties track promotion shall take into account:

1. Demonstrated excellence in specialized area of librarianship.
2. Participation in continuing education in the form of appropriate academic course work, workshops, institutes or conferences.
3. Participation or membership in professional associations.
4. Attainment of an advanced degree.
5. Publications.

6. Evidence of commitment to the service concerns of the University or the community.

B. Ranks

1. Promotion in the specialized faculty ranks is attained through meritorious performance of assigned duties in the faculty member's present position.
2. Promotion to the *second rank* in each track shall be based on recognition of demonstrated effectiveness in the areas of assigned duties.
3. Promotion to the *third rank* in each track shall be based on recognition of superior performance in the areas of assigned duties.

C. Promotion Process

1. Recommendations for promotion begin with the faculty member's supervisor and are submitted to the appropriate officials for review.
2. The supervisor may not withhold a faculty member's materials from review should the faculty member wish to be considered.
3. Each department considers all faculty members who are eligible for promotion each year. Although the period of time in a given rank is normally five years, demonstrated merit, not years of service, is the guiding factor. Promotion shall not be automatic nor may it be regarded as guaranteed upon completion of a given term of service. Early promotion is possible where there is sufficient justification.
4. Specialized faculty members who have been assigned an administrative code shall be subject to the normal promotion criteria and procedures for the applicable rank. They may not substitute performance of their administrative duties for qualifications in teaching or research. The duty assignments of such employees shall accord them an opportunity to meet the criteria for promotion; however, the number of years it takes a faculty member to meet the criteria in teaching or research and scholarly accomplishments may be lengthened by reduced duty assignments in those areas; the number of years over which such accomplishments are spread shall not be held against the faculty member when the promotion case is evaluated.
5. All faculty members are informed of their prospective candidacy by their supervisor. If they wish to proceed, they also have an opportunity to assist in preparing their binder prior to review. The faculty member shall have the right to review the contents of the promotion binder and may attach a brief response to any material therein. Once the departmental committee has reviewed a binder, no material may be added to it or deleted from it except under the conditions specified in the Collective Bargaining Agreement under Articles 14 and 15.
6. The promotion committee for specialized faculty must include one or more peers (i.e., non-tenure track and/or specialized faculty). The promotion committee of the department/unit reviews the binders of prospective candidates in that department, recommends action on the nomination of each candidate by secret vote, and prepares a report of the committee's recommendations. Specialized faculty do not review binders of tenure track or tenured faculty candidates, unless the unit's bylaws allow that process.
7. Each department/unit has one committee, elected by the faculty according to the process defined in the bylaws of the department/unit, which is charged with the responsibility of reviewing the records of all prospective candidates for promotion in that department/unit and recommending action on the nomination of each candidate. If a department/unit has fewer than 10 faculty members, and the bylaws of the department do not provide for a faculty committee for review of promotions, the

faculty of the department/unit shall be combined with similarly situated departments/units determined by the President or designee to elect a joint faculty committee.

8. In addition to the departmental committee, the department chair (or equivalent administrator) independently reviews the binders of all prospective candidates in that department and recommends action on the nomination of each candidate by submitting to the dean a report of the departmental committee recommendations and the chair's recommendations on all submitted binders.
9. Prospective candidates will be informed of the results of the recommendations at each level of review. A candidate may withdraw his or her file from consideration within five working days of being informed of the results of the consideration at a given level. If a candidate chooses to withdraw, he or she must notify in writing, through the chair and dean, the Office of the Vice President for Faculty Development and Advancement.
10. Once the departmental committee and department chair have reviewed the binder, the applicable director, dean, or vice president considers these recommendations, independently reviews the binders, and then submits his or her advice regarding whether the candidate meets the appropriate promotion criteria to the Office of the Vice President for Faculty Development and Advancement.
11. The dean may place a letter of evaluation on the record of achievement as reflected in the binder.
12. The bylaws of a college/unit may also institute a faculty committee to review all Specialized Faculty promotions within the college/unit.
13. The Office of the Vice President for Faculty Development and Advancement confirms that the candidate meets the eligibility requirements and then forwards its recommendation to the Provost or Vice President for Research.
14. The Provost or Vice President for Research considers the previous recommendations, independently reviews the binders, and then forwards his or her recommendation to the President for a final decision.

D. Promotion Binder

Promotion binders for all Specialized Faculty shall include:

1. Professional vita
2. Assigned duties
3. Annual evaluations
4. Chair/supervisor's annual letter of appraisal toward promotion
5. Letters of recommendation
6. May also include evidence of the other considerations specified in department/unit promotion criteria

Promotion binders for all faculty with teaching assignments shall include:

1. A list of courses taught since appointment to the rank from which being considered for promotion, with the percentage of effort assigned, enrollment, and grade distribution for each course.
2. A summary of the results of the polls of student perceptions of teaching shall also be included for each course.

Promotion binders for all teaching track faculty shall include:

1. Two or three letters from faculty members, besides the department/unit chair, who have conducted a peer evaluation of the candidate's teaching.

Promotion binders for faculty members in the Instructional Support Track shall include:

1. Two or three letters from faculty members, besides the department/unit chair, who have reviewed the faculty member's service in support of instruction and teaching if applicable.

Promotion binders for faculty members in the Research track shall include:

1. Three letters of recommendation from faculty members of higher rank outside the University that attest to the quality of the candidate's research and/or other creative activities and her/his recognition in the field.
2. Descriptions of the contracts and grants for which the candidate has served as Principle Investigator (PI) or co-PI since the last promotion or initial appointment, as appropriate, including: the title of the project; the funding agency; the list of PI and co-PIs; any other institutions involved; the FSU share and amount of funding.

Promotion binders for faculty members in the Research Support track shall include:

1. Two or three letters from faculty members, besides the department/unit chair, who have reviewed the faculty member's service in support of research.
2. If the duty assignments over the period since last promotion included a research component, the binder shall also include evidence of the quality of the research.

Appendix D.

**Department of Art: Merit Pay Guidelines
General Merit Pay Criteria**

The basic criteria for Merit Pay in the Department of Art are the three traditional areas of expertise: teaching, research and/or creative activity, and service. It should be understood that satisfactory performance is expected from all faculty members and is in itself not considered for merit. Available merit raises shall be awarded on the basis of excellent performance in accordance with assignment of responsibilities.

Documentation

Each of these areas must be supported by documentation and each will be assessed for quality and quantity. Annual evaluations for merit will be based on an up-to-date curriculum vitae in the format of the FSU CV database, syllabi and SPOT reports for all classes taught, and the Faculty Annual Self Assessment Form. The Faculty Development Committee will review this information using the appropriate rubric and make recommendations to the Chair. The deadline for information will be February 15th of each year (This information covers 1 January – 31 December each year.).

Assignment and Evaluation by Chairperson

Assignments of responsibility (AOR) are based on the appropriate areas of teaching, service and research/creative activity. Merit pay evaluation must be consistent with these

assigned duties. Responsibilities should be listed as a percentage of total contractual time spent in the respective areas. Each faculty member shall be notified of his/her assignment of responsibilities by the beginning of each academic year.

Eligibility Requirements

A. Teaching in the Department of Art

Excellence in teaching is recognized as one of the major criterion for faculty evaluation and advancement. Teaching and advising at both the undergraduate and graduate levels are included in this category.

Evaluation

Standard criteria for teaching effectiveness include subject matter expertise, active, participatory contributions to BFA/MFA reviews, new course development and re-development of existing course.

Evidence of Teaching

The standard materials submitted include:

1. Copies of course evaluation forms administered in the past year.
2. Peer evaluations of teaching based on classroom visits – one per calendar year for assistant and associate professors.
3. Course materials including but not limited to syllabi and assignment sheets.
4. MFA and BFA committee participation.

General Teaching expectations, by rank

Non-Tenure Track faculty members at all ranks are expected to contribute to the development of new courses, deepen their teaching practice through inventive assignments and student work displays, and participate regularly in MFA and BFA reviews according to their individual annual Assignment of Responsibility.

An **Assistant Professor** is expected to contribute to the development of new courses, deepen his/her teaching practice through inventive assignments and student work displays, and participate regularly in MFA and BFA reviews. Any semester prior to going up for Promotion and Tenure, a course release may be negotiated with the Chair.

An **Associate Professor** is expected to contribute to the development of new multi-course curricula and special programs, and play a leading role in MFA and BFA reviews, including chairing committees where appropriate, and to continue to expand on his/her teaching practice through inventive assignments and students work displays, and participate regularly in MFA and BFA reviews.

A **Full Professor**, in addition to the above stated responsibilities is expected to actively contribute to the development of programs or focus areas where appropriate and play a leading role in MFA and BFA reviews, including chairing committees.

B. Research/Creative Activity in the Department of Art

Research in the Department of Art is evidenced in the form of creative activity, i.e. in the production of works of art and/or design in a broad range of mediums as well as scholarly research and publication by faculty members in their capacity as professional working artists/designers.

Evaluation

Standard criteria for research/creative activity effectiveness includes but is not limited to exhibitions, publications, curatorial projects and scholarly presentations.

Evidence of research

Evidence of research may include:

1. One-person exhibitions
2. Group exhibitions
3. Museum collections
4. Grants, residencies and fellowships
5. Commissions: public, private
6. Lectures and visiting artist activities
7. Articles and books published, presentation of papers.
8. Reviews, citations, works illustrated.
9. Media coverage
10. Curatorial activities.
11. Jurying of shows, book reviews.

General Criteria for Research/Creative Activity by Rank:

An **Assistant Professor** is expected to be working to further his/her artistic practice and professional activity moving it from a regional/state to a national level.

An **Associate Professor** is expected to be working to attain national/international recognition each year, including solo exhibitions at galleries of recognized professional standing, and/or evidence of professional activity at the national/international level in the creative/professional areas listed above.

A **Full Professor** is expected to be working to broaden their national/international recognition each year, including solo exhibitions at galleries and museums of recognized professional standing, and/or evidence of major projects at the national/international level in the creative/professional areas listed above.

C. Service Requirements

Meritorious service at the departmental level constitutes particular excellence and achievement in performing normal service responsibilities, as well as any productive

support provided for the operations of the department, college, university and national/local community outreach.

Evaluation

Standard criteria for effectiveness in service refers to activities in one of the following categories: 1) professional or academic associations, 2) department, college, university service, and 3) public or community service.

Evidence of Service may include

1. Active participation, including leadership roles, in professional associations nationally and internationally.
2. Active participation in committees at the department, college and university levels.
3. Participating on other institutional activities such as major student/faculty openings, fundraising events, awards events, acting as the Graduation Representative for the department or School to University, etc.
4. Service to community on the basis of art/design expertise, in educational settings, and in other civic or humanitarian activities that enhance the visual environment or protect the health, safety, and well being of the public.

General Criteria for Service by Rank:

An Assistant Professor is expected to serve on at least two departmental committees and seek opportunities for modest university or community service. Any semester prior to going up for Promotion and Tenure, a service release may be negotiated with the Chair.

An Associate Professor is expected to be working at a higher level of service, including two departmental committees, one College committee, University committee or working group. Some service to the profession or community outreach is also expected for this rank.

A Full Professor is expected to serve on at least two departmental committees, and one college or university committee. Greater departmental, college, university, professional, and community service is expected for this rank. Service as a program director or area head, chairing a committee, and helping with facilities planning are examples.

D. Evaluation Procedure

It should be stressed, especially with regard to both creativity/research and service that the principle tool of evaluation in the art world is peer review. It is therefore essential that the Faculty Development Committee as a whole review and discuss each faculty member's binder and provide a written review of their findings. However, by university policy, no evaluation process shall require a forced distribution of evaluation of ratings. Therefore, a faculty member can request a meeting with the chair to discuss annual evaluations for feedback.

Appendix E.

FSU's Annual Evaluation Summary Form

FSU's Annual Evaluation Summary Form is available at <http://fda.fsu.edu/Forms>
The faculty acknowledged on 3-8-13 that a new form will be used as of Spring 2014 for the year 2013. Changes to this form include:

1. AOR percentages are included on the form
2. a five-point evaluation is to be used for each area of responsibility
3. "Overall Performance" evaluation may be weighted according to the performance on all areas of responsibility.
4. Faculty performance shall be assessed using the following rating:
 - Substantially Exceeds FSU's High Expectations
 - Exceeds FSU's High Expectations
 - Meets FSU's High Expectations
 - Official Concern
 - Does Not Meet FSU's High Expectations
5. Meritorious performance is now defined in the collective bargaining agreement as "Performance that meets or exceeds the expectations for the position classification and department/unit"
6. Merit criteria must reflect distinctive levels of merit reflecting the differences in performance
7. New Performance Improvement Plan (PIP) Provisions
 - A PIP is required when a non-tenured faculty member receives a "Does Not Meet FSU's High Expectations" rating
 - Tenure faculty members may be placed on a PIP if they receive an overall performance rating of "Does Not Meet FSU's High Expectations" on three or more of the previous six performance evaluations

Appendix F.

Election of Faculty Senate Representatives

Elections of faculty to the faculty senate are conducted by the Dean of the College of Visual Arts, Theatre & Dance.

Appendix G:

Honorific titles for Specialized Faculty as of Fall '14

- Specialized faculty in the Department of art will utilize the honorific title of "(Assistant/Associate/Full) Teaching Professor".
- (Departments may hold votes of the faculty to grant to specialized faculty honorific titles containing the word "professor;" such titles should be appropriate to the classification (such as Assistant Teaching Professor or Teaching Professor) and

may be granted with the recommendation of a **majority vote of the tenured faculty.**)