

ORGANIZATION AND PROCEDURES OF THE DEPARTMENT OF ART CONSERVATION

The ORGANIZATION AND PROCEDURES of the department are intended to facilitate broad participation in formulation of decisions; to provide a means for making decisions with sufficient deliberation yet with practical expediency; and to provide equitable distribution of administrative burdens.

I. The Department

A. Definition

The Department of Art Conservation at the University of Delaware is a unit within the College of Arts and Sciences. It administers three academic programs: an undergraduate program leading to a B.A. degree in Art Conservation, a Master's-level program leading to a M.S. degree in Art Conservation jointly sponsored with Winterthur Museum, Garden & Library (WUDPAC), and a doctoral program in Preservation Studies.

The faculty, dedicated to the continual improvement of the department and the preservation of our global cultural heritage through the pursuit of excellence in teaching, research, and service, is comprised of:

- Permanent full-time University of Delaware faculty holding primary academic rank (both tenure and continuing track) in the Department of Art Conservation, including the Chair of the Art Conservation Department,
- Employees of the Winterthur Museum holding the rank or title of Affiliated Winterthur Professor, Associate Professor, or Assistant Professor in Art Conservation,
- Permanent or full-time University of Delaware faculty holding joint appointments in the Department of Art Conservation, and
- Additional adjunct, affiliated, or part-time Department of Art Conservation professional teaching staff.

B. Faculty Responsibility and Voting Rights

Permanent, full-time faculty holding primary academic rank in Art Conservation have full voting membership and full voting privileges on all matters subject to general departmental review and decision.

In addition, all Department faculty holding rank or title of Affiliated Winterthur professor, and adjunct appointments, have voting privileges

on policies and procedures relating to the Winterthur/University of Delaware Program in Art Conservation. (See Section V.A) ¹

C. Art Conservation Department Meetings and Areas of Responsibility

1. **Meetings.** Permanent, full-time faculty holding primary academic rank in the Department of Art Conservation will conduct regularly scheduled meetings throughout the academic school year, normally once a semester, and on an *ad hoc* basis if the need should arise. These meetings will be presided over by the Chair of the Art Conservation Department or designate. A quorum will be achieved when more than 50% of the Department faculty are present. Typically, an agenda will be provided by the Chair in advance of the meetings. Agenda items may be introduced prior to the meeting. Acceptance of previous minutes, old or unresolved business, new business, and any other topics deemed appropriate, will be included as agenda items.

New business, as a regular agenda item, will be introduced at a meeting, and then be held or tabled for consideration and discussion until a subsequent (usually the next regular) meeting is convened, and acted on, if a vote is required. Issues needing action require a 75% positive vote of all permanent, full-time faculty holding primary academic rank in Art Conservation.

2. Areas of responsibility include but are not limited to:

- Issues pertaining to promotion and tenure.
- Review and appointment of faculty, including Affiliated Winterthur Professors, and all other full-time, joint, adjunct, S-contract, and part-time or temporary teaching faculty. Faculty subject to review are faculty members who carry substantive teaching responsibilities.² Appointment rank will be based on guidelines established in the Department's Promotion and Tenure Guidelines.

¹ This is a large faculty with primary teaching responsibility in the Winterthur/University of Delaware Program in Art Conservation. Most Winterthur professors are responsible for a 30%-50% annual teaching workload in addition to Winterthur responsibilities. Teaching percentages are negotiated annually with the Art Conservation Department Chair, WUDPAC Director, the Winterthur Director of Conservation, and the faculty member based on student specialty and faculty availability.

² Some courses may include guest lecturers to augment course topics taught by academic rank faculty. Guest lecturers will normally be defined as those persons teaching a total of not more than six 3-hour lectures per course. Guest lecturers will not be subject to annual review and appointment procedures. Guest lecturers who may be teaching more than six 3-hour lectures per 3-credit course code (or 50% of a course) must be approved by the Department in advance of their teaching assignments.

- Departmental workload agreements.
- Curriculum review and revision
- Peer review and contract renewals
- Approval of standing committees

II. The Department Chair

A. Definition

The Chair is responsible for administering policies and procedures of the University and the Department and for representing the Department within the institution and to outside agencies.

B. Appointment procedures

The Dean of the College, following University procedures, shall appoint a search committee to nominate candidates for Chair. Subject to the procedures established by the President, the Provost, and the Dean of the College of Arts and Sciences, the department participates in the selection process by presenting its recommendation for chairperson to the search committee and registering its support (or lack thereof) for a search committee's recommendation in a formal vote to be forwarded to the Dean of the College.

C. Term of Office and Reappointment

In accordance with University regulations, the Chair shall be appointed by the President for a five-year term upon the recommendation of the Dean and the Provost. Reappointment for an additional term requires review according to the procedures established by the University, including recommendation from the Department to the Dean.

III. Search Committees

A. Search Committees for new full-time Department members shall be appointed by the Chair, seeking counsel of the Department and final approval from the College of Arts and Sciences and the Office of Human Resources. If deemed appropriate, members external to the Department (as defined in Section 1.A) may be appointed, but in no instance should external members constitute the majority of the Committee. Search committees follow University of Delaware and College of Arts and Sciences recruitment and hiring procedures. Once the interviews are complete, the Search Committee works in consultation with the Department Chair and faculty to select preferred candidates.

B. The Search Committee shall recommend candidates to the Department and provide a rationale/justification for all candidates interviewed. All

candidates' justifications should state whether they would or would not be acceptable and why. Departmental approval of the recommended candidates requires a 75% positive vote of all permanent, full-time faculty holding primary academic rank in Art Conservation, excluding the Chair of the Department. Specific voting outcomes on acceptability of the candidates at rank should be documented.

C. The Department Chair will make a recommendation to the Associate Dean who will seek the approval of the Dean. Recommendations should include the rationale/justification described above and the CV of the candidate. Once approved by the Dean, the Associate Dean will deliver the offer parameters to the Department Chair, who will then negotiate with the candidate.

IV. Bachelor of Arts Program in Art Conservation

The University of Delaware's Art Conservation department offers an undergraduate degree in art conservation that helps prepare students for graduate-level study and employment in the conservation of material culture, historic preservation, museum studies, library science, or other allied fields.

A. The Undergraduate Program faculty consists only of permanent, full-time faculty holding primary academic rank in the Department of Art Conservation.

B. The Director of the Undergraduate Program

1. Appointment

The Director of the Undergraduate Program will be appointed for a five-year term by the Department Chair in consultation with the Department faculty members..

2. Responsibilities

The Director of the Undergraduate Program is responsible for administering the undergraduate program, ensuring proper academic advisement of all undergraduate art conservation majors, corresponding with prospective students, and reviewing and revising the curriculum. It is expected that all Department faculty members will assist with these activities, as needed.

C. **Ad Hoc Committees and Task Forces** will be appointed by the Director of the Undergraduate Program and the Chair of the Department as needed.

V The Master of Science Program in Art Conservation

The Winterthur/University of Delaware Program in Art Conservation (WUDPAC)

is a program sponsored jointly by the Art Conservation Department of the College of Arts and Sciences of the University of Delaware and Winterthur Museum. The University awards an M.S., and WUDPAC concurrently awards a Certificate in Art Conservation.

A. WUDPAC Faculty— Definition and Responsibilities

WUDPAC faculty consists of all departmental faculty members as listed in Section 1.A with teaching, research and/or service responsibilities within WUDPAC.

WUDPAC Winterthur and adjunct or affiliated faculty members will be appointed for a three-year, renewable term by a committee comprised of all full-time, permanent faculty in the Art Conservation Department and the Director of Conservation at Winterthur. A 75% positive vote is required for all adjunct appointments.

Faculty appointments and promotions will be made in accordance with the Department of Art Conservation Promotion and Tenure Procedures and University Faculty Senate guidelines. Winterthur and adjunct or affiliated faculty members are appointed based on demonstrated achievement in teaching, research, and service. In considering the promotion of affiliated faculty the percentage (%) of contracted time annually will be considered.

Areas of responsibility for the WUDPAC faculty include:

1. Issues pertaining to curriculum review and revision.

A WUDPAC Executive Committee will be formulated annually (see Section V.E.1) to review policies and procedures and to recommend changes to the WUDPAC curriculum. Where appropriate, an ad hoc WUDPAC Curriculum Committee (or other committee/task force as needed) will be convened for advice and consultation.

2. WUDPAC policies and procedures.

Responsibilities include creating, and periodically reviewing guidelines for the master's program, and its day-to-day operational policies and procedures. These guidelines, the WUDPAC Program Procedure and Policy Guide, will be distributed to all WUDPAC faculty, students, and staff annually. Significant changes to these guidelines will first be ratified by the Executive Committee and will require an affirmative vote of the permanent full-time University of Delaware faculty holding primary academic rank in the Department of Art Conservation.

3. WUDPAC admission requirements and procedures.

Responsibilities include creating admission requirements to WUDPAC consistent with College and University guidelines for admissions, reviewing them periodically, administering admissions procedures. An Admissions Committee (see Section V.E.2) will be selected by the WUDPAC Director to administer the process of admissions annually. Changes in Admissions requirements and procedures will first be ratified by the Executive Committee and will require an affirmative vote of the permanent full-time University of Delaware faculty holding primary academic rank in the Department of Art Conservation.

B. Program Meetings

Program faculty will conduct regularly scheduled meetings throughout the academic school year, normally every six weeks, and on an *ad hoc* basis if the need should arise. A quorum will be achieved when more than 50% of the WUDPAC faculty is present. These meetings will be presided over by the Director of WUDPAC, or a designate.

An agenda will be provided in advance of the meetings by the Director (or designate) from items that may be submitted by any faculty member. Announcements, old or unresolved business, new business, and any other topics deemed appropriate, will be included as agenda items. The agenda should be circulated to the faculty at least one day prior to the scheduled meeting. Other items may be discussed at the meeting but may not receive final action during that meeting. Minutes are distributed to all faculty members following the meeting.

Issues requiring action or voting will require a simple majority of affirmative votes for passage.

D. The Program Director and Associate Director

1. Appointment

The Program Director will normally be appointed for a five-year term by the Dean of the College of Arts and Sciences, the Director of Winterthur, and the Chair of the Art Conservation Department, in consultation with the Winterthur Director of Academic Programs, the Director of Conservation at Winterthur, the Art Conservation Department faculty members holding primary academic rank in the Department of Art Conservation and the WUDPAC Executive Committee.

The Associate Director will normally be appointed for a five-year

term by the Director of Winterthur, and the Chair of the Art Conservation Department, in consultation with the Winterthur Director of Academic Programs, the Director of Conservation at Winterthur, the Art Conservation Department faculty members holding primary academic rank in the Department of Art Conservation, and the WUDPAC Executive Committee.

2. Responsibilities

The Director and the Associate Director are responsible for administering policies and procedures of the M.S.-level program in accordance with the University and Winterthur policies. Decisions with regard to the responsibilities of the faculty employed at Winterthur will be made jointly with the Director of Conservation at Winterthur.

The Director and the Associate Director represent the Program within both institutions and to outside agencies.

The Associate Director reports to the Director, who reports to the Chair of the Department of Art Conservation. The Department Chair reports to the Dean of the College of Arts and Sciences. The Director and Associate Director must cooperate with the Director of Conservation at Winterthur, the Winterthur Director of Academic Programs, and the Winterthur Director as the program is jointly sponsored with Winterthur.

Appointment of Faculty is to be carried out in accordance with University and Winterthur procedures.

Committees

3. **The Executive Committee** consists of the WUDPAC Director, Associate Director, Director of Conservation at Winterthur, the Department Chair, and five to six other faculty members, and the class leaders of the first- and second-year classes of M.S. students. At least half of the faculty membership shall be Affiliated Winterthur professors in Art Conservation, at least two of which have significant teaching responsibilities. The committee should total 11 members, including the student members. (Student members will be excluded during personnel discussion and admissions functions).

The Dean of the College of Arts and Sciences and the Director of Academic Programs of Winterthur will serve as *ex officio* members.

The Committee members will be appointed annually by the Director

in consultation with the Winterthur Director of Academic Programs, the Director of Conservation at Winterthur, and the Art Conservation Department faculty members holding primary academic rank in the Department of Art Conservation.

Functions and workings of the committee are described in the WUDPAC Program Procedure and Policy Guide. Issues needing action require a 75% affirmative vote of all committee members.

4. **The Admissions Committee** is appointed by the Chair with consultation from the Directors of WUDPAC and Conservation at Winterthur. The committee shall consist of full-time faculty holding primary academic rank in art conservation and Winterthur affiliated faculty, with approximately equal distribution between both.
5. **Ad hoc committees and task forces** will be appointed by the Program Director and Director of Conservation at Winterthur as needed.

VI The Preservation Studies Doctoral Program (PSP)

The Preservation Studies Doctoral Program (PSP) is interdisciplinary and involves faculty from across the University of Delaware in addition to adjunct faculty who are leading experts in our students' chosen research topics; internal or external interdisciplinary faculty may teach independent studies, serve on qualifying exam committees, or serve on the final dissertation committees.

A. The Director of the Preservation Studies Program

1. Appointment

The Director of the Preservation Studies Program will be appointed for a five-year term by the Department Chair in consultation with the Department faculty members and the CAS Dean's office.

2. Responsibilities

The Director of the Preservation Studies Program is responsible for administering the doctoral program, ensuring proper academic advisement of all doctoral students, corresponding with prospective students and faculty advisors, and reviewing and revising the curriculum. It is expected that all Department faculty members will assist with these activities as needed.

B. Committees

1. **The PSP Executive/Admissions Committee** includes the PSP Director and with a focus on interdisciplinarity, four additional UD professors from related departments (e.g. Art Conservation, Art History, Chemistry, Anthropology, Engineering, etc.) and is appointed by the PSP Director in consultation with the ARTC Chair. This Committee makes admissions decisions and oversees changes in PSP policies and admissions procedures.

2 **Ad hoc committees and task forces** will be appointed by the Director of the Preservation Studies Program and the Chair of the Department as needed.

VII Promotion and Tenure (current document to be appended)

VIII Ratification and Review

D. The ORGANIZATION AND PROCEDURES of the Department of Art Conservation shall be ratified by a 75% positive vote of all full-time faculty holding primary academic rank in Art Conservation.

E. The ORGANIZATION AND PROCEDURES must be regularly reviewed by the Department faculty.

F. Amendments may be proposed by any Department member and shall require a 75% positive vote of all full-time faculty holding primary academic rank in Art Conservation. Any member on leave will be sent a copy of any proposed changes and will be given two weeks to respond by ballot regarding the person's acceptance or rejection of the amendment.

Adopted 9/1997
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Revised 1/2006
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