

**DEPARTMENT OF ART AND DESIGN
POLICY ON PROMOTION AND TENURE**

A. GENERAL INFORMATION

UNIVERSITY PROMOTION AND TENURE

This policy statement defines the standards and procedures for promotion and tenure in the Department of Art and Design. It does not repeat material that appears in the [Faculty Handbook](#) or in the [College of Arts and Sciences Policy on Promotion and Tenure](#). Candidates must refer to those documents for information regarding dossier preparation, deadlines for the promotion process above the department level, and university-wide or college-wide promotion and tenure policies. In the event of an inadvertent conflict, the university policy takes precedence, followed by the college policy and then the department policy.

Amending this Document

Any proposal to amend this promotion and tenure document requires a 2/3 vote of the regular full-time art and design faculty. Upon approval at all required levels of review, such changes become effective the following academic year.

The Candidate

In accordance with the University Faculty Handbook, the candidate must submit their intention of applying for promotion in writing to the Department Chair by March 15th of the calendar year in which they are applying. The final decision to seek or not to seek promotion at a given time rests entirely with the candidate unless university policy requires that the review take place. Candidates are responsible for initiating the process of promotion and should be knowledgeable about the promotion process, appropriate deadlines, and the dossier requirements. Primary responsibility for preparation of the dossier rests with the candidate.

Review Process

All cases for promotion go through two stages of deliberation.

Stage One

Composition and Responsibilities of Promotion and Tenure Review Committees

Promotion and Tenure Review (P&T) Committees conduct regularly scheduled reviews of all tenure-track and continuing track faculty. P&T committee members are formed according to the schedule of required University reviews or at the time of the candidate's announcement of application for promotion. These committees shall consist of at least 3 members and are comprised of department faculty members at the rank of the promotion sought or above. Members are appointed by the Department Chair in consultation with the candidate, subject to approval by the Executive Committee. The candidate may nominate one university faculty member from outside the department to serve on their committee. The external nominee must be approved by the committee.

The candidate selects a faculty member to chair their committee. The chair of the committee appoints and delegates the roles. Responsibility for advice and assistance in the preparation of the dossier rests with the candidate's P&T committee. The committee is responsible for determining and indicating in a written letter the significance, quality, and quantity of the scholarly endeavors of the candidate, as well as excellence in teaching, and commitment to service. The committee chair, or their designate, is responsible for providing a written report to the Department chair. The committee chair disseminates the committee's report to the faculty eligible to vote in the department. [SEE: Stage Two, below.]

Stage Two

The Department's faculty at or above the rank of the promotion sought then conduct the second stage of review. The materials for this review include the candidate's complete dossier (updated to account for materials newly accepted for exhibition, publication, additional service, and teaching evaluations from the previous semester), the report of the P&T committee, external review letters, letters from current and former students and advisees, and service letters. All these materials must be made available to eligible voting members of the Department at least 10 working days before they review a case for promotion and tenure. Eligible voting members of the Department then vote to approve the P&T Committee's recommendation, and it is this vote that is added to the final version of P&T Committee's letter.

Solicitation of Letters / Outside Evaluators

The P&T committee furnishes the candidate with a list of six highly regarded scholars and/or creative researchers in the candidate's field; a list which the candidate may challenge. The candidate shall also submit a list of up to six names for the committee's consideration, noting their area(s) scholarly and/or creative research and the nature of relationship (if any) to the candidate.

External evaluators with personal relationships to the candidate (e.g., former advisors, mentors, coauthors, and collaborators) should not be selected without sufficient justification. Professional acquaintance (e.g., through professional meetings or seminar visits) does not normally represent a conflict. Many external evaluators also serve in other related capacities, such as book and journal editors or as curators and jurors, and familiarity with the work of the candidate in these capacities does not normally represent a conflict; nor does serving on the same panel at a conference. Candidates must not contact potential reviewers about the promotion process at any time.

The purpose of obtaining letters from external reviewers is to assess the quality of the candidate's work in their field. To accomplish this purpose, departments should select external reviewers who are outstanding scholars and/or creative researchers in the candidate's field. The selection of reviewers should not preclude outstanding scholars from outside of the United States or not from Ph.D. granting institutions or departments. When justified, non-academic reviewers may be included. The quality and appropriateness of the reviewer should be the central concern in the selection of reviewers.

As a minimum requirement, external evaluators should hold at least the academic rank for which the candidate is being considered. If a letter from a non-academic external evaluator is included, the departmental committee must provide justification for choosing that reviewer.

The letters received—along with identity of the six individuals who are ultimately asked to serve as outside evaluators—are kept in confidence from the candidate. External reviewers will not be mentioned by name or affiliation in any recommendations or evaluations by the P&T Committee nor the Department Chair. Reviewers may be referred to only by number. The P&T committee Chair will facilitate all contact with the external reviewers. The procedure relating to external evaluations must follow the guidelines stipulated in the [Faculty Handbook](#).

Solicitation of Letters / Former Students

The candidate submits the names of at least ten former students from whom the committee may solicit letters attesting to the quality of the candidate's teaching, advisement, sponsorship of student activities, and other student-related work. The P&T Committee Chair also solicits comments from all students from the candidate's last three teaching semesters.

Service Support Letters

The candidate may submit to the P&T Committee the names of anyone who can document service to the university or any of its units, to professional organizations, to community service groups, or to any other organizations with which the candidate is associated. The committee will solicit letters from everyone named by the candidate.

Except for the letters from outside evaluators, service letters, and letters from former students, nothing that the candidate has not seen will be placed in the dossier.

The P&T Committee conducts its evaluation in accordance with the University Faculty Senate guidelines.

Departmental Recommendation & Vote

The recommendation of the P&T Committee is voted upon by all of continuing-track and tenure-track faculty (at rank or above) plus any approved members from outside the department. All voting is conducted by written secret ballots; digital forms of communication and vote gathering are acceptable for this purpose. It is the P&T Committee's responsibility to tally of the vote of the faculty and to state that vote clearly in its letter of recommendation.

The candidate must be informed in writing within three days once the results of the Departmental Recommendation and vote have been officially determined.

Appeals

An intention to appeal must be given to the appropriate body within five working days of written notification of the decision. This may be for the purpose of providing additional information. If needed, the candidate must have time to appeal the Departmental vote and recommendation before it is forwarded to the Department Chair.

Chairperson's Recommendation

The Department Chair's recommendation is made independently and in response to the P&T Committee's recommendation and the Departmental vote.

B. REQUIREMENTS FOR PROMOTION

1. Promotion to Associate Professor

Since promotion or appointment to the rank of assistant professor, the candidate must have demonstrated excellence in both scholarship, (i.e., regional and national impact), and teaching, as well as high-quality performance in service. The candidate's workload assignment is considered in determining the weight to be placed on each category, but unsatisfactory performance in any area will preclude promotion. The minimum criteria are as follows:

SCHOLARSHIP: excellent performance as evidenced by peer-reviewed scholarly, creative, or other relevant professional work, including, but not exclusive to: solo exhibitions, significant group exhibitions, screenings, performances, publications appearing in print or electronic media, lectures, conference presentations, interviews, workshops, collaborative research, community-engaged practice, citations, or reviews of the candidate's creative or scholarly work, grants and awards. It is

recognized that the significance of scholarship activities and venues is to be defined and defended by the candidate and qualified by external reviewers.

Scholarship completed while in rank elsewhere as an assistant professor or the equivalent will be considered an asset toward promotion to associate professor, but a convincing demonstration of significant scholarly productivity since appointment to the University of Delaware is essential.

TEACHING: excellent performance as documented by such evidence as peer evaluations, numerical and discursive student evaluations (properly tabulated and summarized, with sample of student comments), testimonials from former students, syllabi, and other course materials, teaching awards, samples of student work, course portfolios, and other evidence of successful teaching.

SERVICE: high-quality performance as evidenced by the candidate's curriculum vitae, by letters attesting to service, and by other documentation of service within the university and beyond.

2. Promotion to Full Professor

Since promotion or appointment to the rank of associate professor, the candidate must have demonstrated excellent achievement in both scholarship, (i.e., national and international impact), teaching, and high-quality achievement in service. The minimum criteria are as follows:

SCHOLARSHIP: excellent performance as evidenced by peer-reviewed scholarly, creative, or other relevant professional work, including, but not exclusive to: solo exhibitions, significant group exhibitions, screenings, performances, publications appearing in print or electronic media, lectures, conference presentations, interviews, workshops, collaborative research, community-engaged practice, citations, or reviews of the candidate's creative or scholarly work, grants and awards. It is recognized that the significance of scholarship activities and venues is to be defined and defended by the candidate and qualified by external reviewers.

TEACHING: excellent performance as documented by such evidence as: peer evaluations, numerical and discursive student evaluations (properly tabulated and summarized, with sample of student comments), testimonials from former students, syllabi and other course materials, teaching awards, samples of student work, course portfolios, materials relating to the direction and impact of sustained research and writing by graduate and undergraduate students, and alumni, and other evidence of successful teaching.

SERVICE: high-quality performance as evidenced by the candidate's curriculum vitae, by letters attesting to service, and by other documentation of service within the university and beyond.

3. Promotion of Continuing-Track Faculty

The promotion of continuing-track faculty to the rank of assistant, associate, or full professor without tenure is based on the percentage assigned to teaching, scholarship, and service, and must be directly related to the candidate's workload assignment. The standards and expectations for the quality of work are the same for all faculty, tenure-track and continuing-track.

If the candidate's workload assignment includes scholarship, then the scholarship and teaching must be excellent. The candidate's service must be excellent or high-quality. If the candidate's workload assignment is made up entirely of teaching or of teaching and service (including program development and administration), the teaching and service must be excellent.

DEPARTMENT OF ART & DESIGN POLICY ON PROMOTION AND TENURE

Excellence in teaching is assessed on the basis of a detailed teaching portfolio including such documentation as syllabi and other course materials; numerical and discursive student evaluations (properly tabulated and summarized, with sample of student comments), and testimonials from former students; peer evaluations; teaching grants and awards; samples of student work demonstrating how their performance has improved over the course of instruction; a statement explaining the candidate's instructional goals and methodologies and their impact on student learning; materials from workshops and other forms of instruction provided to faculty, staff, and teaching assistants in the Department of Art and Design and in other units of the university; materials from workshops and other forms of instruction provided to members of the public outside the university, including but not limited to elementary and secondary school teachers; and any other material that attests to the quality of the candidate's teaching or to its recognition in and beyond the university.

Promotion based on excellent teaching also requires a demonstration of leadership and high visibility in the pedagogy of the relevant field. Demonstration of such achievement must include such evidence as participation in regional or national organizations, conference presentations, online or print publications, membership on assessment teams evaluating programs in other institutions, and other activities that demonstrate the candidate's contributions to the pedagogy of the relevant field beyond his or her own classroom teaching. Promotion to associate professor without tenure requires evidence of regional recognition in the candidate's pedagogical field. Promotion to full professor without tenure requires evidence of national recognition in the candidate's pedagogical field.

[NOTE: For Timetable for Departmental Promotion Procedures SEE next page.]

DEPARTMENT OF ART & DESIGN POLICY ON PROMOTION AND TENURE

Timetable for Departmental Promotion Procedures

15 March	Deadline for written notification to the department chair of the candidate's intent to apply for promotion the following academic year. E-mail communication is sufficient for this purpose.
21 March	Deadline for the candidate to select a chair for their Promotion and Tenure (P&T) Committee. Deadline for the candidate to nominate a university faculty member outside of the department (if necessary).
26 March	Deadline for formation of Committee P&T.
April	Deadline for candidate and subcommittee to submit list of external reviewers.
1 June	Deadline for the candidate to supply curriculum vitae, research, and scholarly work dossier for outside evaluators. These materials should also be made available to the members of the P&T Committee.
1 September	Deadline for outside review letters to Department Chair and Chair of P&T Committee
1 September	Deadline for the candidate to submit a complete dossier. The dossier should follow the format described in the Faculty Handbook.
15 September	Deadline for P&T Committee to complete review and make recommendation to the Department and the Department Chair.
1 October	Deadline for a final vote on the recommendation of the department P&T Committee by the Department. The P&T committee chair reports the vote in writing to the candidate as soon as possible after the meeting.
1 October	If the candidate wishes to appeal, they must do so—in writing— within five working days after being informed of the Department's decision. If that candidate does not wish to make an appeal, the committee's recommendations are due to the departmental chair.
10 October	Deadline for a second vote following the candidate's appeal, if any.
15 October	Departmental recommendation and Chairperson's recommendation to the Dean of Arts & Sciences.

Approved: 3 December 2021