



Office of the Provost

School of Art, Design and Art History

Promotion and Tenure Evaluation Guidelines

Approved: 2022

SCHOOL OF ART, DESIGN AND ART HISTORY/SADAH

GUIDELINES FOR THE PERSONNEL ADVISORY COMMITTEE (PAC) AND FOR THE PAC'S TENURE AND PROMOTION REVIEWS OF FACULTY

I. PERSONNEL ADVISORY COMMITTEE (PAC): COMPOSITION

- A. The PAC will adhere to University guidelines for the committee's composition and responsibilities as defined by the JMU Faculty Handbook sections re the AUPAC.
- B. Tenured faculty members at the rank of Associate Professor or Full Professor, who in the current academic year are not under review by the PAC, may be elected to serve on the SADAH PAC committee. Additionally, faculty who have advanced to Associate or Full Professor status may withdraw their names from the list of potential PAC committee members for one year after their promotion.
- C. The PAC will consist of 5 faculty members. At least one member must come from each of the areas of Art History, Design (Graphic, Industrial, and Architectural), and Studio (including Foundations).
- D. At those times when the PAC reviews Art Education faculty, and there is no member of the Art Education faculty on the PAC, the committee is encouraged to consult with faculty members in the area about those criteria particular to Art Education.
- E. The PAC will select a Chairperson from among its members. This faculty member will act as Chairperson for one academic-year.
- F. Four committee members serve one academic-year term on the PAC. One PAC member serves a two-year term, to provide continuity and knowledge of standard procedures. This is to be the current Chair of the PAC committee. When the current PAC Chair cannot serve a second term due to extenuating circumstances, such as Educational Leave, teaching abroad, or Family/Medical Leave, then another current PAC committee member will serve a second term.
- G. A balloted election to determine the four new members of the PAC will take place during the Spring semester (typically in March or April). The election will be supervised by the PAC committee, who will distribute ballots and count the votes with the assistance of the SADAH's Administrative staff.

II. OVERVIEW OF PAC CONDUCT AND RESPONSIBILITIES

- A. PAC proceedings are confidential.
- B. The primary responsibility of the PAC is to coordinate the review process for, and assess, Tenure-track faculty members, including Lecturers. PAC Reviews include: the First-Year Review; the Third- Year Review (sometimes in another year than the third; ideally mid-course through tenure);the Tenure and Promotion to Associate Professor Review; ~~and~~ Promotion to Professor Review; and promotion to Senior Lecturer or Principal Lecturer.
- C. The PAC will conduct First-year evaluations of new Tenure-track faculty and new Lecturers as outlined in theJMU Faculty Handbook sections on the initial review process.
- D. The PAC will conduct a Third-Year evaluation of Tenure-track faculty as outlined in the JMU Faculty Handbook sections on the midpoint review process. The PAC will conduct evaluations of Lecturers as indicated by the Faculty Handbook.
- E. The PAC will conduct evaluations for faculty applying for Tenure and Promotion to Associate Professor or Senior Lecturer, as outlined in the JMU Faculty Handbook sections on tenure and promotion.
- F. The PAC will conduct evaluations for faculty applying for Promotion to the rank of Professor or Principal Lecturer, as outlined in the JMU Faculty Handbook sections on promotion.
- G. The AUH may alter the timing of tenure, thereby affecting the timing of tenure-track reviews. As outlined in the JMU Faculty Handbook III.E.7.c (2), reasons for altering the timing of tenure include, but are not limited to, the taking of FamilyMedical Leave.
- H. Compelling Case for Early Tenure and/or Promotion
The candidate may choose to present a Compelling Case for Early Tenure and/or Promotion, in accordance with current SADAH and CVPA Guidelines. This choice by the faculty member would also alter the timing of Tenure-Track reviews.
 - i. Tenure and Promotion to Associate Professor
To present a compelling case for early Tenure and Promotion to Associate Professor, a faculty member in any year on the Tenure-track must be evaluated by the AUH and AUPAC as “Excellent” in two of the three areas: teaching, scholarly achievement and professional qualifications, or professional service. In the arena of scholarly achievement and professional qualifications, the faculty member must also be esteemed, as attested by at least three letters of recommendation from prominent people in their field. At least two of the letters should be external to JMU.

ii. Promotion to Full Professor

To present a compelling case for early promotion to Full Professor, a faculty member must be evaluated as “Excellent” in all three areas: teaching; scholarly achievement and professional qualifications and professional service. The faculty member must also be esteemed in the discipline, as attested by at least three letters of recommendation from prominent people in the discipline.

iii. Process of Application

Faculty members who wish to apply for early tenure and promotion must consult with the Associate Dean about their candidacy by March 1 of the academic year preceding their application. The Associate Dean will advise the faculty member on the efficacy of that application by April 1. The Associate Dean will choose the abovementioned “prominent people in the discipline” from lists submitted by the faculty member and her/his colleagues in the School; the Associate Dean will then solicit those recommendations. Outside reviews will be held confidential and will not be shared with the faculty member. The faculty member waives the right to see the recommendations by submitting an early application

- I. The PAC will conduct in-class observations of all lecturers, tenure-track and tenured faculty under review in the current year to assist the PAC in evaluating the candidate’s teaching. No formal written evaluations will result from these observations. Ideally two of the five PAC committee members will visit at least one class taught by the candidate in the semester of, or in the case of the First-Year Evaluation, preceding, the review. In the first week of the Fall semester, the PAC will request syllabi for all courses currently taught; the candidate and the PAC in-class evaluators will agree upon the days/classes for observations.
- J. The PAC will conduct other evaluations as needed.
- K. The PAC will also review guidelines and criteria for the faculty review processes, making recommendations to the Director of the School for revisions as deemed appropriate. Amendments to this document must be brought to a full faculty meeting, where a quorum must be present, and changes approved by a majority of that quorum.
- L. The PAC will make recommendations to the Director of the School regarding issues of faculty advocacy, where matters are not under the auspices of the Faculty Ombudsperson,
- M. The PAC will meet a sufficient number of times to serve the needs of the review process (actual number of times is based upon the number of faculty being reviewed in the academic year).

III. OVERVIEW OF REVIEW PROCESSES

III. A. Initial Evaluation: First-Year Evaluation of Lecturers and Tenure-Track Faculty

- A.1 The PAC will adhere to the requirements for initial review of faculty in the JMU Faculty Handbook.
- A.2. When new faculty members join the School of Art, Design and Art History faculty, the School Director will explain their teaching, scholarly achievement and professional qualifications and professional service responsibilities. The new faculty members will be told that an official evaluation will be conducted at the beginning of the second full semester of employment. This evaluation will include a School Director evaluation and a formal evaluation initiated by the school Personnel Advisory Committee. These two evaluations are conducted independently of one another. The results of the PAC and Director's evaluations are reported simultaneously to the CVPA Dean.
- A.3. The First-Year Review dossier is due on the first Friday of the Spring semester. The PAC shall complete its initial evaluation by the end of the third week of the candidate's second full semester of employment. The PAC will provide a written report to the Director, Dean, and faculty member at that time.

A.4 First-Year Review Narrative and Curriculum Vitae

Candidates will submit to the PAC and to the Director the following in digital form:

A.4.i A narrative summarizing their accomplishments and activities in Teaching, Scholarly Achievement and Professional Qualifications, and Professional Service covering the previous Fall semester to the present. A List of Courses taught in the current academic year is to be provided, including course numbers, titles, and enrollment numbers. Current SADAH Guidelines for Annual Evaluation are to serve as a basis for the candidate's presentation of this information, and its evaluation by the PAC. The suggested length of this narrative in Word Document form, addressed as a letter to the SADAH PAC and Director, is not more than 2500 words.

A.4.ii A current Curriculum Vitae

A.5 First-Year Review Supporting Documents

Candidates will submit to the PAC and to the SADAH Director the following, in either hardcopy or in digital form, or in a combination of the two, as determined by the faculty member:

A.5.i A copy of the faculty member's initial employment contract with JMU, along with any additional contracts or letters or memos of agreement that alter the conditions under which tenure and/or promotion is to be considered.

- A.5.ii A completed *SADAH Tenure-track Timeline*, available in the SADAH PAC's Departmental File [Sharepoint], providing expected dates for First-Year, Third-Year, and Tenure and Promotion to Associate Professor Reviews, as determined by the faculty member's Employment Contract. This Timeline is to be reviewed with the PAC Chair and the Director prior to submission and can be amended, as needed, in consultation with the PAC Chair and/or the SADAH Director. Causes for amending the Timeline include, but are not limited to, items covered in the JMU Faculty Handbook, such as the taking of Family Medical Leave; further the Timeline may be amended if a faculty member chooses to present a Compelling Case for Early Tenure and/or Promotion, in accordance with current SADAH and CVPA Guidelines.
- A.5.iii A completed *SADAH-CVPA Cover Sheet*, available in the SADAH PAC's Sharepoint folder, providing: Department name (SADAH); Current Rank and Title(s) (e.g., Assistant Professor); Rank and Promotion Recommended at Time of Tenure (e.g., Associate Professor); Month and Year of Appointment to Present Rank; Highest Academic Degree; Rank and Date of Initial JMU Faculty Appointment; Other Ranks Held at JMU and Years in Each; Previous Professional service as Full-Time Faculty at Other Institutions; and Other Closely Related Full-Time Employment.
- A.5.iv Syllabi for all courses taught in the First-year.
- A.5.v A Written Peer Evaluation of Teaching called for by PAC to assist in the review process. See the current SADAH Guidelines for Written Peer Evaluations of Teaching.
- A.5.vi Comprehensive and unedited student course evaluations for the Fall semester of the First-Year. Accompanying these evaluations, provide overall quantitative and qualitative summaries of student rating and written responses. The full documentation provided here for student course evaluations must be separate from the submitted First-year narrative with its condensed summary of student course evaluations. In accordance with the Faculty Handbook, teaching evaluations must not be the primary or exclusive evidence of teaching effectiveness.

A.5.vii

Supporting materials to document the quality of accomplishments in Teaching, Scholarly Achievement and Professional Qualifications, and Professional Service in the First-Year. Additional materials that may be considered for submission, beyond those provided for annual evaluation, include but are not limited to:

Teaching: any written responses to class visits by the School Director, Area Head, or others; high-quality student examinations, research papers, projects, or images of student work along with a description of the topic or assignment; documentation of outstanding student work in exhibitions, publications, forums, or competitions, such as copies of articles, catalogs, announcement cards, reviews, or posters; a summary or log of student advising and evidence of continuing student support through letters of reference for graduate school, internships, and other positions (Do not include the actual letters written); notes of appreciation from students or thank you letters for teaching---related activities; and any other forms of documentation that illustrate how the faculty member's teaching activities put forth the Mission of the School of Art, Design and Art History.

Scholarly Achievement and Professional Qualifications in Studio Art: catalogs, brochures, announcement cards, press releases, published reviews, and other evidence of exhibitions or other art-related activities; evidence of exhibitions, grants, residencies, or other art opportunities received, or applied for but not granted; letters of support for the artwork from respected gallery directors, curators, art historians, critics, or artists; and examples of newly produced artwork in printed digital files or other selected, annotated documentation of work and/or publications.

Scholarly Achievement and Professional Qualifications in Design: examples of published work, press releases, published reviews or other evidence of design activity; evidence of exhibitions, grants, or other design opportunities applied for but not granted; letters of support for the design work from respected gallery directors, curators, or artists; and examples of newly produced designs in printed or digital files.

III.B. Mid-point Review or Third-Year Evaluation of Lecturer or Tenure-Track Faculty

- B.1 The PAC will adhere to the requirements for Third-Year review of faculty in the JMU Faculty Handbook sections on the midpoint review.
- B.2 Tenure-track faculty undergo an official Third-Year evaluation midway through their period of employment prior to the Tenure review. This evaluation will include a school Director evaluation and a formal evaluation initiated by the school Personnel Advisory Committee. These two evaluations are conducted independently of one another. The results of the PAC and Director's evaluations are reported simultaneously to the CVPA Dean.
- B.3 The timing of this review is determined by the employment contract, and by any additional contracts or letters or memos of agreement that alter the conditions under which tenure and/or promotion is to be considered. The timing of the third-year review is projected in the faculty member's *SADAH Tenure-track Timeline*.
- B.4 The Third-Year Review dossier is due on October 1. The PAC will complete its review, using the PAC Review Form available in the SADAH PAC's Departmental File [Sharepoint], by November 15 and will provide a written report to the Director, Dean, and faculty member at that time.
- B.5 Third-Year Review Narrative and Curriculum Vitae

Candidates will submit to the PAC and to the Director the following in digital form:

- B.5.i A Third-Year Narrative summarizing accomplishments and activities in Teaching, Scholarly Achievement and Professional Qualifications, and Professional Service covering all years of past JMU Tenure-track employment to the present. Provide a complete List of Courses taught, including course numbers, title, and enrollment numbers. Current SADAH Guidelines for Annual Evaluation are to serve as a basis for the candidate's presentation of this information, and its evaluation by the PAC. The suggested length of this narrative in Word Document form, addressed as a letter to the SADAH PAC and Director, is not more than 4000 words.
- B.5.ii A current Curriculum Vitae.

B.6 Third-Year Review Supporting Documents

Candidates will submit to the PAC and to the SADAH Director the following, in either hardcopy or in digital form, or in a combination of the two, as determined by the faculty member:

- B.6.i. A copy of the faculty member's initial employment contract with JMU, along with any additional contracts or letters or memos of agreement that alter the conditions under which tenure and/or promotion is to be considered.
- B.6.ii. A completed *SADAH Tenure-track Timeline*, available in the SADAH PAC's Departmental File [Sharepoint], provides expected dates for First-Year, Third-Year, and Tenure and Promotion Reviews, as determined by the faculty member's Employment Contract. Any changes to the existing Timeline are to be reviewed with the SADAH Director and PAC Chair prior to submission. Causes for amending the Timeline include, but are not limited to, items covered in the JMU Faculty Handbook, such as the taking of Family Medical Leave; further the Timeline may be amended if a faculty member chooses to present a Compelling Case for Early Tenure and/or Promotion, in accordance with current SADAH and CVPA Guidelines.
- B.6.iii. A completed *SADAH-CVPA Cover Sheet*, available in the SADAH PAC's Departmental File [Sharepoint], providing: Department name (SADAH); Current Rank and Title(s) (e.g., Assistant Professor); Rank and Promotion Recommended at Time of Tenure (e.g. Associate Professor); Month and Year of Appointment to Present Rank; Highest Academic Degree; Rank and Date of Initial JMU Faculty Appointment; Other Ranks Held at JMU and Years in Each; Previous Professional service as Full-Time Faculty at Other Institutions; and Other Closely Related Full-Time Employment.
- B.6.iv. Copies of each of the school Director's Annual Evaluations to date, and the Director's First-Year Evaluation.
- B.6.v. A copy of the PAC's First-Year Evaluation.
- B.6.vi. Syllabi for all courses taught to date. In the case of the same course/s taught over multiple years, where the syllabus has been significantly updated, candidates are encouraged to provide a description of course revisions and an articulation of the evolution of the teaching philosophy.
- B.6.vii. Past and current written Peer Evaluations called for by PAC to assist in the review process. See the current SADAH Guidelines for Written Peer Evaluations of Teaching.

B.6.viii. Comprehensive and unedited student course evaluations for all years of teaching on the tenure-track at JMU. Accompanying these evaluations, provide overall quantitative and qualitative summaries of student ratings and written responses; summarize the responses of all students in a number of recent courses. The full documentation provided here for student course evaluations must be separate from the submitted Third-Year narrative with its condensed summary of student course evaluations. In accordance with the Faculty Handbook, teaching evaluations must not be the primary or exclusive evidence of teaching effectiveness.

B.6.ix. Supporting materials to document the quality of accomplishments in Teaching, Scholarly Achievement and Professional Qualifications and Professional Service to date. Additional materials that may be considered for submission, beyond those provided for annual evaluation, include but are not limited to:

Teaching: any written responses to class visits by the School Director, Area Head, or others; high-quality student examinations, research papers, projects, or images of student work along with a description of the topic or assignment; documentation of outstanding student work in exhibitions, publications, forums, or competitions, such as copies of articles, catalogs, announcement cards, reviews, or posters; a summary or log of student advising and evidence of continuing student support through letters of reference for graduate school, internships, and other positions (Do not include the actual letters written); notes of appreciation from students or thank you letters for teaching---related activities; and any other forms of documentation that illustrate how the faculty member's teaching activities put forth the Mission of the School of Art, Design and Art History.

Scholarly Achievement and Professional Qualifications in Studio Art: catalogs, brochures, announcement cards, press releases, published reviews, and other evidence of exhibitions or other art-related activities; evidence of exhibitions, grants, residencies, or other art opportunities received, or applied for but not granted; letters of support for the artwork from respected gallery directors, curators, art historians, critics, or artists; and examples of newly produced artwork in printed digital files or other selected, annotated documentation of work and/or publications.

Scholarly Achievement and Professional Qualifications in Design: examples of published work, press releases, published reviews or other evidence of design activity; evidence of exhibitions, grants, or other design opportunities applied for but not granted; letters of support for the design work from respected gallery directors, curators, or artists; and examples of newly produced designs in printed or digital files.

III.C. Tenure and Promotion Evaluation of Tenure-Track Faculty

- C.1. The PAC will adhere to the requirements for Tenure review and Promotion of faculty in the JMU Faculty Handbook sections on promotion and tenure.
- C.2. Tenure-track faculty undergo an official evaluation for Tenure and Promotion as required by their employment contract. This evaluation will include a school Director evaluation and a formal evaluation initiated by the school Personnel Advisory Committee. These two evaluations are conducted independently of one another. The results of the PAC and Director's evaluations are reported simultaneously to the CVPA Dean.
- C.3. The date for this review is recorded in the employment contract, and in any additional contracts or letters or memos of agreement that alter the conditions under which tenure and/or promotion is to be considered. Any changes in the timing of the Tenure and Promotion review are to be documented, and are to be reflected in the SADAH Tenure-track Timeline.
- C.4. The Tenure and Promotion Dossier is due on October 1 of the year prescribed by the employment contract. The PAC will complete its review, using the PAC Review Form available in the SADAH PAC's Departmental File [Sharepoint], by November 15 and will provide a written report to the Director, Dean, and faculty member at that time.
- C.5. The minimum expectation for the School of Art, Design and Art History for Tenure and Promotion to Associate Professor is a rating of "excellent" in one of the areas-- Teaching, Scholarly achievement and professional qualifications, and Professional professional service--and at least "satisfactory" in the other two areas.
- C.6. The rank of Associate Professor with Tenure designates a high level of achievement in faculty life at the University. For the award of tenure and promotion, the candidate is expected to demonstrate a sustained, committed, and successful track record in the areas of Teaching, Scholarly Achievement and Professional qualifications, and Professional Service, with clear evidence of a trajectory of achievement building over time. Where the candidate demonstrates a rating of "excellent" in at least one area, the candidate must provide evidence of this high level of accomplishment as recognized by the University or by the candidate's larger discipline. In the case of scholarly achievement and professional qualifications, the candidate must demonstrate accomplishment recognized at regional, national, or international levels.
- C.7. Tenure and Promotion Narrative and Curriculum Vitae

Candidates will submit to the PAC and to the Director the following in digital form:

- C.7.i. A Tenure and Promotion Narrative summarizing accomplishments and activities in Teaching, Scholarly Achievement and Professional Qualifications, and Professional Service covering all years of past JMU Tenure-track employment to the present. Provide a complete List of

Courses taught, including course numbers, title, and enrollment numbers. Current SADAH Guidelines for Annual Evaluation are to serve as a basis for the candidate's presentation of this information, and its evaluation by the PAC. The suggested length of this narrative in Word Document form, addressed as a letter to the SADAH PAC and Director, is not more than 5000 words.

C.7.ii. A current Curriculum Vitae.

C.8. Tenure and Promotion Supporting Documents

Candidates will submit to the PAC and to the SADAH Director the following, in either hardcopy or in digital form, or in a combination of the two, as determined by the faculty member:

C.8.i. A copy of the faculty member's initial contract with JMU, along with any additional contracts or letters or memos of agreement that alter the conditions under which tenure and/or promotion is to be considered.

C.8.ii. A completed *SADAH Tenure-track Timeline*, available in the SADAH PAC's Departmental File [Sharepoint], recording dates for First-Year, Third-Year, and Tenure and Promotion to Associate Professor Reviews, as determined by the faculty member's Employment Contract. Any changes to the existing Timeline are to be reviewed with the SADAH Director and PAC Chair prior to submission. Causes for emending the Timeline include, but are not limited to items covered in the JMU Faculty Handbook such as the taking of Family Medical Leave, and if a faculty member chooses to present a Compelling Case for Early Tenure and/or Promotion, in accordance with current SADAH and CVPA Guidelines.

C.8.iii. A completed *SADAH-CVPA Cover Sheet*, available in the SADAH PAC's Departmental File [Sharepoint], providing: Department name (SADAH); Current Rank and Title(s) (e.g., Assistant Professor); Rank and Promotion Recommended at Time of Tenure (e.g. Associate Professor); Month and Year of Appointment to Present Rank; Highest Academic Degree; Rank and Date of Initial JMU Faculty Appointment; Other Ranks Held at JMU and Years in Each; Previous Professional service as Full-Time Faculty at Other Institutions; and Other Closely Related Full-Time Employment.

C.8.iv. Copies of each of the school Director's Annual Evaluations to date, and Tenure-track (First-Year and Third-Year) Evaluations.

C.8.v. A copy of the PAC's First-Year and Third-Year Evaluations.

C.8.vi. Syllabi for all courses taught to date. In the case of the same course/s taught over multiple years, where the course content has changed or been significantly updated, candidates are encouraged to provide a description of course revisions and an articulation of the evolution of the teaching philosophy and/or new methods.

- C.8.vii. Past and current Written Peer Evaluations of Teaching called for by PAC to assist in the review process. See the current SADAH Guidelines for Written Peer Evaluations of Teaching. For more information see the JMU Faculty Handbook, Section on Teaching.
- C.8.viii. Comprehensive and unedited student course evaluations for all years of teaching on the tenure-track at JMU. Accompanying these evaluations, provide overall quantitative and qualitative summaries of student ratings and written responses; summarize the responses of all students in a number of recent courses. The full documentation provided here for student course evaluations must be separate from the submitted Tenure and Promotion narrative with its condensed summary of student course evaluations. In accordance with the Faculty Handbook, teaching evaluations must not be the primary or exclusive evidence of teaching effectiveness.
- C.8.ix. Supporting materials to document the quality of accomplishments in Teaching, Scholarly Achievement and Professional Qualifications, and Professional Service to date. Faculty are encouraged to be highly selective in presenting this documentation, choosing carefully from the comprehensive materials submitted for past Tenure-track and Annual Evaluations. This is done in order to present a concise and cohesive picture of the candidate's best accomplishments to date. The PAC will request further documentation during the review process if clarification is needed.
- C.8.x. Additional materials that may be considered for submission, beyond those provided for annual evaluation, include but are not limited to:

Teaching: any written responses to class visits by the School Director, Area Head, or others; high-quality student examinations, research papers, projects, or images of student work along with a description of the topic or assignment; documentation of outstanding student work in exhibitions, publications, forums, or competitions, such as copies of articles, catalogs, announcement cards, reviews, or posters; a summary or log of student advising and evidence of continuing student support through letters of reference for graduate school, internships, and other positions (Do not include the actual letters written); notes of appreciation from students or thank you letters for teaching---related activities; and any other forms of documentation that illustrate how the faculty member's teaching activities put forth the Mission of the School of Art, Design and Art History.

Scholarly Achievement and Professional Qualifications in Studio Art: catalogs, brochures, announcement cards, press releases, published reviews, and other evidence of exhibitions or other art-related activities; evidence of exhibitions, grants, residencies, or other art opportunities received, or applied for but not granted; letters of support for the artwork from respected gallery directors, curators, art historians, critics, or artists; and examples of newly produced artwork in printed digital files or other selected, annotated documentation of work and/or publications.

Scholarly Achievement and Professional Qualifications in Design: examples of published work, press releases, published reviews or other evidence of design activity; evidence of exhibitions, grants, or other design opportunities applied for but not granted; letters of support for the design work from respected gallery directors, curators, or artists; and examples of newly produced designs in printed or digital files.

III.D. Promotion Evaluation of Tenured Faculty, Promotion to Full Professor

- D.1. The PAC will adhere to the requirements for Promotion of faculty to the rank of full professor in the JMU Faculty Handbook.
- D.2. Tenured faculty may elect to undergo an official evaluation for Promotion to the rank of Professor. This evaluation includes a School Director evaluation and a formal evaluation initiated by the school Personnel Advisory Committee. These two evaluations are conducted independently of one another. The results of the PAC and Director's evaluations are reported simultaneously to the CVPA Dean.
- D.3. The Promotion Dossier is due on October 1 of the elected year for review. The PAC will complete its review, using the PAC Review Form available in the SADAH PAC's Departmental File [Sharepoint], by November 15 and will provide a written report to the Director, Dean, and faculty member at that time.
- D.4. The minimum expectation for the School of Art, Design and Art History for promotion to Full Professor is "excellent" in two areas: Teaching, Scholarly achievement and professional qualifications, or Professional service. The candidate must be rated no lower than "satisfactory" in any area.
- D.5. The rank of Professor designates the most accomplished level of achievement in faculty life at the University. For promotion, the candidate is expected to demonstrate, since the award oftenure continuation of a sustained, committed, and successful track record in the areas of Teaching, Scholarly achievement and professional qualifications, and Professional service, with clear evidence of high achievement over time.
Where the candidate demonstrates a rating of "excellent" in at least two areas, the candidate must provide evidence of this high level of accomplishment as recognized by the University or by the candidate's larger discipline. In the case of scholarly achievement and professional qualifications, the candidate must demonstrate accomplishment recognized at national or international levels.
- D.6. Promotion to Professor Narrative and Curriculum Vitae

Candidates will submit to the PAC and to the Director the following in digital form:

- D.6.i A Promotion of Professor Narrative summarizing accomplishments and activities in Teaching, Scholarly achievement and professional qualifications, and Professional service covering years of past JMU employment since tenure. For this period, provide a complete List of Courses taught, including course numbers, title, and enrollment numbers. Current SADAH Guidelines for Annual Evaluation are to serve as a basis for the candidate's presentation of this information, and its evaluation by the PAC. The suggested length of this narrative in Word Document form, addressed as a letter to the SADAH PAC and Director, is not more than 5000 words.
- D.6.ii A current Curriculum Vitae

D.7. Promotion to Professor Supporting Documents

Candidates will submit to the PAC and to the SADAH Director the following, in either hardcopy or in digital form, or in a combination of the two, as determined by the faculty member:

- D.7.i. A copy of the faculty member's initial employment contract with JMU, along with any additional contracts or letters or memos of agreement that alter the conditions under which promotion is to be considered.
- D.7.ii. A completed *SADAH-CVPA Cover Sheet*, available in the SADAH PAC's Departmental File [Sharepoint], providing: Department name (SADAH); Current Rank and Title(s) (e.g., Assistant Professor); Rank and Promotion Recommended at Time of Tenure (e.g. Associate Professor); Month and Year of Appointment to Present Rank; Highest Academic Degree; Rank and Date of Initial JMU Faculty Appointment; Other Ranks Held at JMU and Years in Each; Previous Professional service as Full-Time Faculty at Other Institutions; and Other Closely Related Full-Time Employment.
- D.7.iii. Copies of each of the school Director's Annual Evaluations to date; and the Director's First-Year, Third-Year, and Tenure and Promotion Evaluations.
- D.7.iv. A copy of the PAC's First-Year, Third-Year, and Tenure and Promotion Evaluations.
- D.7.v. Syllabi for all courses taught in this period post-Tenure. In the case of the same course/s taught over multiple years, where the course content has changed or been significantly updated, candidates are encouraged to provide a description of course revisions and an articulation of the evolution of the teaching philosophy and/or new methods.
- D.7.vi. One written Peer Evaluation post-Tenure called for by PAC to assist in the review process. See the current SADAH Guidelines for Written Peer Evaluations of Teaching. For more information see the JMU Faculty Handbook, Section III.E.2.b.(1) Teaching.
- D.7.vii. Comprehensive and unedited student course evaluations for teaching at JMU for this period post-Tenure. Accompanying these evaluations, provide overall quantitative and qualitative summaries of student ratings and written responses; summarize the responses of all students in a number of recent courses. The full documentation provided here for student course evaluations must be separate from the submitted Promotion Narrative with its condensed summary of student course evaluations. In accordance with the Faculty Handbook, teaching evaluations must not be the primary or exclusive evidence of teaching effectiveness.

D.7.viii. Supporting materials to document the quality of accomplishments Teaching, Scholarly Achievement and Professional Qualifications, and Professional Service for this period post-Tenure. Faculty are encouraged to be highly selective in presenting this documentation, choosing carefully from the comprehensive materials submitted for past Annual Evaluations since Tenure. This is done in order to present a concise and cohesive picture of the candidate's best accomplishments to date. The PAC will request further documentation during the review process if clarification is needed.

D.7.ix. Additional materials that may be considered for submission, beyond those provided for annual evaluation, include but are not limited to:

Teaching: any written responses to class visits by the School Director, Area Head, or others; high-quality student examinations, research papers, projects, or images of student work along with a description of the topic or assignment; documentation of outstanding student work in exhibitions, publications, forums, or competitions, such as copies of articles, catalogs, announcement cards, reviews, or posters; a summary or log of student advising and evidence of continuing student support through letters of reference for graduate school, internships, and other positions (Do not include the actual letters written); notes of appreciation from students or thank you letters for teaching--related activities; and any other forms of documentation that illustrate how the faculty member's teaching activities put forth the Mission of the School of Art, Design and Art History.

Scholarly Achievement and Professional Qualifications in Studio Art: catalogs, brochures, announcement cards, press releases, published reviews, and other evidence of exhibitions or other art-related activities; evidence of exhibitions, grants, residencies, or other art opportunities received, or applied for but not granted; letters of support for the artwork from respected gallery directors, curators, art historians, critics, or artists; and examples of newly produced artwork in printed digital files or other selected, annotated documentation of work and/or publications.

Scholarly Achievement and Professional Qualifications in Design: examples of published work, press releases, published reviews or other evidence of design activity; evidence of exhibitions, grants, or other design opportunities applied for but not granted; letters of support for the design work from respected gallery directors, curators, or artists; and examples of newly produced designs in printed or digital files.

III.E. Evaluation and Promotion of Lecturers

E.1. The PAC will adhere to the promotion requirements for Lecturers as outlined in the Faculty Handbook.

E.2. Lecturers will undergo an official evaluation for Promotion as required by their employment contract. This evaluation will include a school Director evaluation and a formal evaluation

initiated by the school Personnel Advisory Committee. These two evaluations are conducted independently of one another. The results of the PAC and Director's evaluations are reported simultaneously to the CVPA Dean.

- E.3. The date for this review is recorded in the employment contract, and in any additional contracts or letters or memos of agreement that alter the conditions under which promotion is to be considered. Any changes in the timing of the Promotion review are to be documented, and are to be reflected in the SADAH Lecturer Timeline.
- E.4. The Promotion Dossier is due on October 1 of the year prescribed by the employment contract. The PAC will complete its review, using the PAC Review Form available in the SADAH PAC's Departmental File [Sharepoint], by November 15 and will provide a written report to the Director, Dean, and faculty member at that time.
- E.5. The minimum expectation for the School of Art, Design and Art History for Promotion to Senior Lecturer is a rating of "excellent" in Teaching and at least satisfactory in Scholarly Achievement and Professional Qualifications, and Professional service.
- E.6. The minimum expectation for the School of Art, Design and Art History for Promotion to Principal Lecturer is a rating of "excellent" in Teaching and "excellent" in either Scholarly Achievement and Professional Qualifications, or Professional service.
- E.7. The application for Promotion to Senior Lecturer or Principal Lecturer must include a narrative, Curriculum Vitae, and documentation as indicated in the annual review criteria.

Approved by the SADAH Faculty on March 25, 2022

Approved by the Dean of CVPA: April 11, 2022

Approved by the Provost: April 19, 2022