



Allen R. Hite Art Institute
Department of Fine Arts
University of Louisville

Department Personnel Policy

The personnel policy of the Department of Fine Arts reflects the department's mission to provide instruction in the visual arts and art history within the context of a liberal arts education. The policy supports faculty efforts to fulfill this mission by serving as a center for creative activity in the visual arts and art history by encouraging the dissemination of the faculty's creative work, scholarship, and research through programs such as exhibitions, seminars, and lectures. The personnel policy of the Department of Fine Arts for faculty appointments, pretenure review, evaluation for tenure, review and promotion of individuals to the rank of Associate Professor, Professor, or Distinguished University Professor, periodic career review, and annual performance evaluation shall be identical to that in the current *Personnel Policy and Procedures* document of the College of Arts & Sciences and the *Redbook* with the following stipulations and emendations:

Appointment, Promotion, and Tenure

The policy of the Department of Fine Arts is identical to the policy of the College of Arts & Sciences.

Annual Performance Evaluation

The performance of each full-time Fine Arts faculty member must be reviewed annually. This review will be based upon each faculty member's activities during the year under review and the two years preceding it. Each faculty member's performance will be evaluated in relationship to his/her individual career goals and Annual Work Plans as they apply to the Mission Statement of the Department of Fine Arts. The criteria will correspond with the standards set forth by the College of Arts & Sciences and the *Redbook*, including teaching, research and creative activity, service, collaboration with colleagues and students, and adherence to professional standards as incorporated in the Department of Fine Arts mission statement. Please refer to the Department Annual Performance Evaluation Guidelines for a detailed description of criteria including review materials to be submitted.

Recommendations for the Annual Performance Evaluation will be based on a system that defines overall performance in keeping with the evaluation guidelines of the department as:

Not proficient - Performance does not meet the criteria determined by individual career goals and the Annual Work Plan. Recommendations for improvement must be included with the evaluation. A rating of not proficient carries no merit award.

Proficient - Performance satisfies the criteria determined by individual career goals and the Annual Work Plan. This status will be considered the baseline merit award rating.

Highly proficient - Performance exceeds the criteria determined by the individual career goals and the Annual Work Plan. Faculty receiving a highly proficient rating will be eligible for merit award compensation at one and a quarter times the baseline rating.

Exceptional - Performance significantly exceeds the criteria determined by the individual career goals and Annual Work Plan. Faculty receiving an exceptional rating will be eligible for merit award compensation at one and a half times the baseline rating.

Distribution of Funds for Merit Awards

After distribution of funds to the department awards to individuals will be made according to approved departmental policy. The monetary value will be determined based upon a split between 1) a straight percentage calculation of base salary, and 2) a lump sum distribution. The percentage split will be 50% to Option 1 and 50% to Option 2, as determined by the Department of Fine Arts faculty.

Annual Performance Evaluation for Department Chair

The Chair of the Department of Fine Arts will be reviewed for his/her administrative services as well as his/her faculty responsibilities. The Department Personnel Committee will solicit a letter of evaluation from each member of the Department Executive Committee and the Dean of the College. The evaluators will be asked to take into consideration the Chair's leadership skills, ability to articulate a vision for the department, effectiveness in creating an atmosphere of cooperation and collegiality, ability to communicate effectively with faculty and staff, managerial skills, and effectiveness as a departmental advocate. These evaluations will be incorporated into the annual review of the Chair.

Periodic Career Review

The Department Personnel Committee will review the faculty member's five prior annual reviews. If the faculty member has four or five satisfactory reviews, the committee will forward a positive recommendation to the department Chair. The Chair will review this material, and send the committee's recommendation and his/her own positive recommendation to the College Personnel Committee. This committee will then make a recommendation to the Dean of the College.

If the faculty member has more than one unsatisfactory review during the five-year period, the Department Personnel Committee and Chair will discuss the case. If the Department Personnel Committee and Chair do not think there are mitigating circumstances that account for the deficiencies, they will recommend a Stage 2 review. The Department Chair will inform the faculty member that he/she is subject to a Stage 2 review. The faculty member will compile a folder containing detailed information and documentation pertinent to that review as described in the College Personnel Policy. If requested by the faculty member or Department Chair, any materials may be sent out for extramural review. The Department Personnel Committee will review all documentation and reviews and make a recommendation to the Chair. The Chair will respond in writing to the documentation provided by the Department Personnel Committee, and with the faculty member, develop a specific plan to overcome the deficiencies. All documentation will then be forwarded to the College Personnel Committee, and its recommendation that the plan be accepted, modified, or rejected will be sent to the Dean. The Dean will make the final decision regarding the plan.

For the purpose of periodic career review performance will be deemed proficient or not proficient as follows:

Not proficient - Performance has been rated as not proficient in more than one annual review during the five year period under review. The purpose of the Stage 2 review is to provide useful feedback and appropriate intervention and assistance to faculty members who have not met expected performance criteria.

Proficient - Performance has been rated proficient or above for four or five of the years under review. The expectation of the Department of Fine Arts for proficient performance by tenured faculty is as determined by individual career goals and the Annual Work Plan. The criteria for the Periodic Career Review will correspond with the standards set forth by the College of Arts & Sciences and the *Redbook*, including teaching, research and creative activity, service, collaboration with colleagues and students, and adherence to professional standards as incorporated in the Mission Statement of the Department of Fine Arts. Please refer to the Department Annual Performance Guidelines for a detailed description of criteria including review materials to be submitted.



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Department Annual Performance Evaluation Guidelines

Format for Review of Materials

Each faculty member will submit a review packet in a folder provided by the Department of Fine Arts Personnel Committee by the date specified by the committee. The review packet will contain the following:

1. A curriculum vitae in the standard A&S format, updated to include the period under review. Items for the three year period under review should be starred in red.
2. Approved Annual Work Plans for the three year period under review.
3. Summary sheets from student evaluations for all courses taught during the three year period under review. Faculty should include the department forms listing and averaging the "Overall Ranking" from the student evaluation sheets.
4. A one to two page reflective summary of activity during the review period. The summary should comprise a thoughtful, explanatory description of what has been achieved during the period under review. It should demonstrate how the faculty member's activities relate to the University's evaluative criteria, to the faculty member's personal career emphasis, and to the department's mission statement. In addition to offering a description of those activities, the summary should emphasize the activities which represent the most significant achievements in the period of review.

Guidelines for Evaluation

Studio Art

Professional productivity will be determined by established standards in each of the many areas of creative activity. Faculty members doing research (professional activity) outside the major areas of studio art, such as Humanities, will be evaluated in as similar a manner, according to the standards established for studio artists.

Exhibitions

Professional activity for studio artists is usually the exhibition of the artist's work in galleries, museums, and alternative venues. The quantification of professional activity is of limited value. The importance of each exhibition will be judged on the reputations of the hosting institution (e.g. a museum), the sponsoring institution (e.g. a funding agency), the artists exhibited, the curator (if the exhibition is invitational), and the jurors (if the show is competitive). Other criteria may include the receipt of a purchase or merit award, the purchase of a work for a permanent collection, and the inclusion of a work in a catalogue or in other publications.

1. One-person exhibitions, or exhibitions where an artist shows a significant body of work, are important indicators of personal growth and professional acceptance.

2. Group exhibitions may be juried or invitational. Normally, national or international exhibitions are more important than regional and local exhibitions in the evaluation of professional activity. However, depending on the reputations of the hosting institution and the curators or jurors, and the competitiveness of the jurying process, regional and local exhibitions can be important and need to be examined on a case by case basis.

Professional Practice or Commissioned Work

Professional activity for studio faculty may include commissioned work executed as part of a professional career. This activity will be judged on the merit of the work with consideration given to its origin (competition, competitive review, or direct commission), percentage of faculty authorship and the work's recognition through awards and/or publication.

Fellowships, Grants, and Awards

International and national grants are highly competitive and, therefore, prestigious. Regional and state fellowships are also very competitive and are indications of public and peer recognition. Other intramural and extramural awards are indicators of professional acceptance. Awards given by professional organizations and journals for achievement and contributions to the profession will also be considered when evaluating faculty accomplishments.

Other Professional Activity

In addition to exhibitions and professional practice, studio artists engage in other forms of professional activity, which may include curatorial work, the publication of research related to the faculty's expertise, the publication of artist's books, and visiting artist presentations.

1. Studio artists doing collaborative work must identify the work as such and explain the nature of the collaboration.

Art History

Professional activity will be assessed according to established standards in the diverse areas associated with art history. Faculty members who are involved in collaborative efforts must describe the nature of the collaboration and the specifics of their personal contributions.

Publications

Chief among the areas of professional activity for art historians is the presentation of scholarly work in publications. The quantity of published work is considered less important than the quality of such work. Publications will be judged on the size and breadth of the work, the originality of the research, and the reputation of the press or journal in which the work appears. Other criteria will also be considered on a case by case basis.

1. Originally authored books which make a significant contribution to art historical knowledge are given significant weight in assessments of professional activities. The size and scope of the book, its originality, the nature of its contribution, and the reputation of the publisher are relevant considerations.

2. Exhibition catalogues will be evaluated according to the same standards as independent books.

3. Archeological reports.

4. Articles in refereed journals. In addition to the intrinsic strengths of the article, the reputation of the journal will be taken into account.

5. Articles in conference proceedings, festschrifts and other scholarly compilations.
6. Edited books.
7. Invited entries in dictionaries and encyclopedias.
8. Review essays, book reviews, and exhibition reviews.
9. Publications in on-line internet sites.
10. Articles, essays and reviews in non-scholarly publications.
11. Ongoing research or archeological excavation not yet formalized in a paper, article or book, and reported as such.

Lectures and Other Non-Published Presentations

Participation in scholarly and public forums demonstrates a faculty member's engagement with the community of scholars and the lay public.

1. Invited lectures at scholarly symposia.
2. Lectures at scholarly conferences and other professional meetings.
3. Lectures at academic institutions, museums, or other sites associated with the field of art history.
4. Lectures to lay audiences at public or private gatherings.

Other Professional Activity

1. Curatorial work in preparing exhibitions.
2. Participation in projects that originate or diffuse knowledge about the history of art.
3. Organizing conferences and symposia, chairing sessions at professional meetings.
4. Consulting work.

Fellowships, Grants, and Awards

The receipt of grants and fellowships implies a recognition of a faculty member's professional standing and the promise of future work. Awards given by professional organizations indicate that completed work is highly valued by one's peers. The nature of the grant or award, the project for which it is given, and the status of the granting institution should be described.

Teaching

The evaluation of performance in teaching will be based on the numerous and diverse components related to teaching, including student evaluations.

Consideration will be given to the many means by which faculty expertise is used to deepen students's understanding of the subject and to encourage creative critical thinking.

The specific nature of the courses taught, such as the level of courses, the size of the courses, the number of independent study students taught, the number graduate students directed, the supervision of co-op students, thesis and dissertation direction and participation on thesis committees, will all be considered.

Additional teaching criteria will be included but not limited to the following:

- The introduction of a new course into the curriculum or the revision of existing courses and team taught courses, including interdisciplinary courses.

- The integration of new technologies in the classroom.

- Participation in workshops or conferences to improve the teaching of your subject.

- Course enhancement activities such as visiting artists and scholars, field trips, student exhibitions and special activities outside the classroom.

- The publication of course packs, articles and textbooks, and articles about pedagogy.

- Awards or honors related to teaching.

- Extramural teaching such as lectures, workshops, critiques and seminars.

- Mentorship that extends beyond the routine requirements of the class work.

Service

Service includes those tasks that are required for the functioning of the department, college, community, or profession. When evaluating service, merit will be assigned based on the difficulty and importance of the assignment, and the time spent. Community work that does not draw upon one's professional expertise is not included.