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PROCEDURES AND POLICIES MANUAL DEPARTMENT OF ART THE UNIVERSITY OF TENNESSEE AT CHATTANOOGA

Foreword

This manual is not intended to replace or supersede the policies and procedures outlined in such university-wide documents as the *Faculty Handbook*. It is intended to supplement those documents, outlining those policies and procedures unique to UTC's Department of Art.

1. Curriculum Development

The department's Curriculum Committee consists of all full-time faculty members, with the head **or the head's designee** as chair. Departmental faculty who seek curricular change are encouraged to submit proposals to the assigned departmental curriculum coordinator. All proposals should initially include an outline or abstract of the proposed changes. The committee will review proposals during a regularly scheduled faculty meeting. Assuming the abstract receives a favorable review, the sponsor of the proposal will be encouraged to submit an expanded proposal, including a paradigmatic syllabus citing grading procedures, course objectives, and topics to be covered, as well as a rationale for the curricular change. A model and listing of requirements can be found on the University's web site. Once approved by the department committee, and a vote recorded, the proposal will be reviewed for signature by the head. The paper work will advance to the Dean of the College of Arts and Sciences and then the Provost for review and signature. In turn the University's Curriculum Committee will consider the proposal. Pending that committee's decision, the proposal will be forwarded to the Faculty Senate for approval.

Changes to the General Education curriculum follows the same sequence. However, the proposal must meet criteria and expectations found on the University's web site, and will be reviewed by the General Education committee as well.

2. Faculty Evaluation, Reappointment, Rank and Tenure

Annual Evaluations

Each full-time faculty member will complete the annual Evaluation and Development by Objectives (EDO) document as a requirement of their ongoing employment. The first section of the form, where the faculty member sets forth objectives for the following year, is normally submitted by the end of March but may be submitted as late as September of the academic year under review in consultation with the head. In either case the EDO objectives should be inclusive of teaching, research, and service activities planned for the year, including the summer. Modification to the objectives are permitted through the middle of the following October. The second part of the EDO, where faculty members account for their professional activities during the previous year, is also due in March. In order to distinguish the EDO evaluation from reappointment decisions (which for probationary faculty also occur annually), it should be understood that the EDO is a measure of annual performance in a given year by the head while reappointment recommendations are made to the head by the departmental Rank, Tenure and Reappointment Committee (RTRC) in light of the candidates overall long-term performance and, by inference, their potential for future performance. For university-wide information about EDOs see the *Faculty Handbook*. For the criteria used in evaluating EDOs on the departmental level see Appendix A of this document.

Faculty Liasons

All “probationary” (non-tenured but tenure-track) faculty will be assigned a faculty liason from among the senior (tenured) faculty by the Departmental RTRC. It is the responsibility of the liason to serve as a resource for the probationary faculty member in negotiating the various evaluation and review processes required by the institution and to generally serve in an advisory capacity during the course of the probationary period.

The role of the liason is complex in that it balances the desire of the department to provide the probationary faculty member with all of the necessary resources to succeed in the department while considering the long-term welfare of the department as a whole. The senior faculty member is ultimately responsible for the welfare of the department and it should be understood that the liason is not, by definition, an advocate for the probationary faculty in reappointment and promotion decisions.

Peer Teaching Evaluations

All “probationary” faculty will receive an evaluation of their teaching in their first, second, and third year of reappointment. This evaluation will normally take place in October and will be performed by a team of two faculty: one to be chosen by the head from among the tenured faculty, the other to be designated by the Rank, Tenure and Reappointment and Committee (RTRC).

After the third year of reappointment, a teaching evaluation may be initiated at the request of the probationary faculty member, the head, or by a majority vote of the RTRC. In the case of an evaluation initiated by the probationary faculty member, the head will designate a tenured faculty member for the evaluation in consultation with the probationary faculty member requesting the review. The RTRC will designate the second evaluator.

In either case, the two evaluators will consult with the probationary faculty member to arrange appropriate times to visit selected classes. It is the responsibility of each evaluator to send an evaluative report, usually no more than a page in length, to the RTRC, copied to the faculty member and the head. The report is due within two weeks of the visit. The liaison may also choose to discuss the outcomes of the evaluation with the candidate. The candidate can initiate a discussion as well. These evaluations will be considered as a part of the candidate’s record of teaching performance in the faculty member’s EDO and reappointment review. Typically, evaluations will assess the candidate’s delivery of information, interaction with students, and comfort with instructional materials, equipment and/or technology.

Rank, Tenure and Reappointment

The procedures for the reappointment, promotion and tenure of art faculty do not differ from those that apply to the University’s faculty at-large. Please consult the *Faculty Handbook*. To be considered for reappointment, promotion and tenure, faculty must submit an academic and professional dossier for initial review by the department’s Rank, Tenure and Reappointment Committee (RTRC). Candidates are strongly encouraged, however, to submit these materials as early as possible, ideally by October 1. In the case of tenure, the RTRC consists of all tenured faculty. In the case of promotion, the committee consists all tenured faculty equal to or above the rank of the promotion level sought by the applicant. At the first meeting of the committee each academic year, the committee will elect among themselves a chair whose term will last that one year.

REAPPOINTMENT DEADLINES (adopted from the Handbook)

| | 1st Year Faculty Members | 2nd Year Faculty Members | 3rd Year Faculty Members and above |
|--|---|--------------------------|--|
| Deadline for Departmental Peer Reviews | October 31 | Sept 30 | October 31 |
| Deadline for submission of dossier to the RTRC | Within the first week of the start of Spring classes. | By the end of October | Within the first week of the start of Spring classes |

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| RTRC recommends to department Heads | Jan 24 | Nov 13 | Feb 14 |
| Department heads normally recommend to deans. | Jan 31 | Nov 20 | Feb 21 |
| Deans normally recommend to Provost | Feb 7 | Nov 27 | Mar 6 |
| Provost normally recommends to Chancellor | February | December | March |
| Notification Dates | March 1 | Dec 15 | Apr 5 |

PROMOTION AND TENURE DEADLINES (adopted from Handbook)

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| September 15 | Normal deadline for first organizational meeting of the RTRC |
| October 15 | Deadline for heads to call organizational meetings and request dossiers from all members of their departments who wish to be considered for promotion and tenure |
| November 1 | Deadline for academic departments to empanel complete RTR Committees |
| November 15 | Deadline for initial meeting of the RTRC |
| February 7 | Deadline for submission of dossiers to the RTRC |
| March 1 | RTRC makes final written recommendation to head with records of committee membership, attendance at final discussion and voting results. |
| March 7 | Head makes written recommendation to the dean with supporting materials |
| March 17 | Dean makes recommendation to Provost with supporting materials |
| April/May | Provost makes recommendation to the Chancellor and notifies each candidate of the decision |
| April/May | Chancellor makes written recommendations for approval to the President |
| Summer | Final Notifications are mailed to candidates following approval by the UT Board of Trustees. |

Dossiers

All candidates up for reappointment, tenure or promotion are strongly encouraged to consult the official "Folder Checklists" used for the preparation of dossiers. These checklists are available on the College's website: <http://www.utc.edu/Administration/ArtsAndSciences/Forms.php>. Candidates should organize their dossier materials in the order listed on the appropriate checklists. Once the RTRC has reviewed the dossier, candidates should revise their materials accordingly. After those revisions are completed, candidates must then provide in a separate folder, white in color, the following materials:

- A copy of the most recently completed EDO

- A one page statement of teaching philosophy and goals
- Commentary from the faculty member on teaching evaluations
- An up-to-date CV

Departmental Bylaws For Tenure

These by-laws address specific procedures in this department's tenure process which may differ from those of other departments. However, nothing in the bylaws should be understood to conflict with general university policy as found in chapter three of the *Faculty Handbook*.

The procedures for effecting tenure in the Department of Art do not differ from those outlined in section 3.6.3 of the *Faculty Handbook*. Specificity beyond the handbook is required only with regard to the constitution of the department's Rappointment, Rank and Tenure Committee (RTRC) and how votes for tenure are treated by that committee.

The department's RTRC consists of all tenured faculty members in the department, save the head. All tenured faculty members have the opportunity to vote in matters of tenure, even by proxy, and even if absent during deliberations. Faculty on sabbatical, for instance, would be eligible to vote. It is the duty of the chair of the committee to solicit proxy votes.

A quorum for votes of tenure consists of more than half of eligible voters. A valid majority consists of more than half of the voting members. Abstentions are counted for voting purposes. Thus if the RTRC consisted of five faculty members, three voting members would constitute a quorum. With this example, a vote of 1-0-2 (one vote in favor of tenure with two abstentions) would equal the minimum positive vote for a tenure recommendation.

The RTRC reserves the right to take multiple internal "straw" votes, over the course of several days if need be, prior to submitting a final vote and recommendation to the head. The determination to take a final vote demands the agreement of the majority of eligible voters. The committee, as a body, also reserves the right to formally question the head about candidates for tenure and to formally question the candidates themselves.

Prior to a final vote regarding tenure, the RTRC must honor at least one request, if one is made, from a candidate for an audience with the committee.

Criteria for Tenure

These by-laws address specific clarification, appropriate for this department, of the general criteria for tenure found in chapter three of the *Faculty Handbook*. The College of Arts and Sciences also maintains a regularly updated publication, "Promotion and Tenure: A Guide to the Preparation of Documentation," which is endorsed by this department as a complement to these by-laws and a valuable guide to the faculty member in preparing an effective tenure application. Neither by-laws nor guide should be understood to conflict with general university policy as found in chapter three of the *Faculty Handbook*.

Teaching and Advising

Candidates for tenure in Art may demonstrate excellence in teaching and advising through such means as:

- Peer evaluations of classroom instruction indicating a high level of clarity, knowledge of the subject matter, organization, vitality, approachability, and sensitivity.
- Syllabi, examinations, and other handouts for assigned courses which reflect appropriate content, support the curricular framework of the department, and show evidence of revision and innovation over time.
- Student evaluations that place the candidate at least in the upper third of evaluations across the University.
- A record of diligent and generally error-free student advising.

- Awards for teaching excellence issued by such bodies as the UTNAA, the College of Arts and Science, the SGA, or other national or professional organization.
- Testimonials from current or former students revealing the candidate to have a strong interest in the welfare, progress and retention of our students.

Research, Scholarly, and Creative Activities

Candidates for tenure in Art must provide evidence of external recognition of research, scholarship and creative work performed while at UTC, whether performance, installation, object or client based. This can come in the form of:

- Competitive or invitational exhibitions at regional, national or international institutions, i.e., museums, galleries, individual or corporate collections, etc.
- Publication of research or studio/design work in books (from mainstream publishers), national journals, book and exhibition reviews, catalog essays, encyclopedia articles, and book chapters.
- Commissioned work for individual or corporate clients.
- Lectures presented at universities or at regional, national or international meetings.
- Participation in national and professional organizations.
- Grants secured from regional, national or professional organizations.
- Awards for creative work or research issued by national or professional organizations.
- Written testimonials from peers at off-campus institutions regarding the quality of the candidate's research or creative work.

Service

Candidates for tenure in Art must show evidence of dedication and commitment to the University as measured by participation and productivity in:

- Art Department committees.
- University committees.
- Professional organizations.
- Discipline-related community service enterprises that contribute to UTC's mission to serve as a metropolitan institution (lectures at local museums and schools, membership in local arts and civic organizations, etc.)

Intangibles

The candidate should show a clear commitment and dedication to the Department of Art and UTC. He or she must interact well with students and faculty colleagues, and must serve as a model for the profession to our students and as an effective ambassador of the University.

3. New Faculty Appointments

It is the duty of the head to consult with the departmental faculty when it comes to hiring additional faculty. According to the *Faculty Handbook* (p. 19) "the departmental faculty, as group and individually, must have full opportunity to help determine the kind of person needed, the search procedure to be followed, the basic pool of candidates, the persons to be selected for interview, and the final choice. At each of these stages, final responsibility rests with the head." Typically, although not necessarily, the head will assign selected members of the departmental faculty to serve on a search committee. This committee will then be given the responsibility to write and submit advertisements for the new position, to screen applicants, and to suggest preferred candidates. In addition to this faculty committee, the head will consult the Student Advisory Committee, a group of art students representing all of the art concentrations, who are elected by the faculty for the purpose of advising the head.

4. Teaching Loads

Some faculty teach studio classes with double the normal student contact hours, other faculty teach non-studio courses, and still others teach a combination of studio/non-studio classes. The Department of Art officially maintains guidelines to help insure a fair but flexible distribution of the department's teaching load. Each of the following combination of courses is considered a full teaching load for one full-time faculty member (numbers in parenthesis represent contact, not credit, hours):

- Three studio courses (6) = 18 contact hours
- Four non-studio courses (3) = 12 contact hours
- Two studio (6) one non-studio course (3) = 15 contact hours
- One studio (6) three non-studio courses (3) = 15 contact hours

The head may take into consideration the number of students in all classes in determining faculty load assignments.

Independent Study Loads

No faculty member is permitted to take on more than three independent study courses (Art 498s) during any one semester, unless specifically permitted by the head.

5. Grading

At the Foundation level grades will be given on a competitive basis, with a recommendation that no more than 70% in any section will receive a grade of 'A' or 'B,' with no more than 30% of the class receiving 'A's. All upper division classes will be graded on the basis of "mastery," with no caps on grading.

6. Finance and Budgets

The Overall Budget

The departmental and gallery budgets are allocated at the beginning of each fiscal year, and the allocations should follow requests made the previous year through the normal budget process established by the institution. It is the head's responsibility to allocate all departmental funds, within University guidelines. Typically, however, the head seeks from the department's faculty ideas about operating equipment and personnel requests. From the department, annual requests proceed to the dean of the College of Arts and Sciences. At that level requests from all 16 departments in the college are ranked in priority and then move to the provost and chancellor for subsequent review and approval.

Individual Faculty Budgets

At the beginning of each semester, the head will assign individual faculty to supervise discreet portions of the budget, determined by the head and allocated according to use and studio discipline. A careful record should be made of all purchases against that budget, with all receipts going promptly to the departmental secretary. Faculty will receive periodic updates from the secretary regarding the status of their budgets.

Purchasing Procedures

Whenever possible, departmental faculty and staff should use their procurement cards to make purchases for supplies and equipment. It is the responsibility of the faculty member to insure that sales taxes are not incurred at the time of purchase. In cases where it is not possible to use the procurement card without incurring taxes, the faculty should pay for supplies out of pocket, keeping their receipt, and completing a T-4 form to secure reimbursement. Purchases over \$2000 must go out for bid. It is the responsibility of the individual faculty member to submit three bids to the secretary who will then authorize the purchase.

7. Student Advising

Advisement Days

During the pre-registration period each semester, usually on a Friday, it is the custom of the department to devote a full day to the advising of art students. One faculty member, chosen by the head, is responsible for coordinating these advisement days. Prior to advisement, all art students are notified by mail that they are to arrange an appointment with their advisor. At this time, faculty are issued the names of the students they are to advise. Faculty must then post on their office doors an appointment calendar for that advisement day, usually divided into 15-20 minute slots. Students are then asked to select a slot to secure an appointment with their advisor. All students are expected to bring their transcripts and RAP (Report of Academic Progress) sheets with them to these appointments. In addition to RAP sheets, some advisors will find it helpful to complete a departmental check-sheet for the students they advise.

Closed Classes

Students wishing to enter a class that is already closed must apply for admittance by completing a Closed Class Form. The student must attach the Closed Class Form to a current RAP sheet. The form must then be submitted to the head for approval. The student should be informed that there are no guarantees of admittance to closed classes.

Transfer Credits

It is the duty of the head to determine all transfer course equivalencies and credits. The head does this by consulting with appropriate faculty members, and by examining course syllabi, student portfolios, papers, etc. Advisors confronted with a student seeking transfer credit should encourage that student to make an appointment with the head and to bring to that appointment all relevant materials for review. A departmental form will be sent to the Office of Records for each modification made to a student's transcript by the head.

The Foundation Curriculum Committee and Students At Risk

At least once every semester, a meeting of the department's Foundation Curriculum Committee will be called by the chair of the Foundation Curriculum Committee. This committee will be comprised of all the instructors of the foundation courses, adjunct professors included. The committee will work to ensure that there is curricular consistency within the Foundations program, and that each Foundations course properly prepares students for the courses to follow. On a broader level, the committee will calibrate the relationship between the potential of the Foundations courses for securing basic skills with the goals held for standards of excellence in all major areas. This will be achieved by meeting once a semester as a committee; more meetings can be scheduled throughout the semester as needed.

8. Travel Authorizations

Faculty who intend any professional travel outside the state must complete a Travel Authorization Request Form at least two weeks prior to the trip. The forms are on-line in IRIS. Please e-mail the secretary with the particulars of your travel such as dates, city and state, hotel and address, purpose of travel and funding information. Without a completed TAR, traveling faculty may find themselves absent without leave, uninsured, and without the possibility of financial compensation from the University.

9. Gallery Exhibitions and Display of Student Work

The Cress Gallery of Art is the department's "laboratory", to be used for the purpose of exhibiting art and for teaching activities specifically related to those exhibitions of art. Faculty should without reservation bring their classes into the gallery at any time during regular gallery hours. Class visits to the gallery after or before regular hours should be arranged with the curator.

Due to liability concerns, the gallery may not be used for any purpose that is not directly related to the exhibition currently installed (class critique, performance, demonstration, etc.).

Faculty are encouraged to submit recommendations for including those exhibitions of their own work and those of their students. Faculty recommendations should be given to the Gallery Curator for scheduling consideration

Faculty who wish to secure the lobby display cases for the purpose of displaying student work must reserve case(s) with the gallery curator.

Faculty may use the hall display boards on a more informal basis for the purpose of displaying student work; there is no reservations policy, but faculty are encouraged to communicate with each other and work together to make sure all who wish to use the display boards are accommodated. Sensitivity to the length of occupancy and the condition of the display is encouraged. All displays on the hall boards will be removed in preparation for and during the yearly scholarship competition.

Faculty who wish to display student work in the Fine Art Center lobby, in other areas of the Fine Arts Center beyond the Department of Art, on the exterior of the Center, or any other location on campus, must contact the department head for permission to proceed. The department head will ask the Faculty member(s) to obtain clearances from campus administrators whose areas are involved.

Likewise, off-campus displays of student work by any class or instructor must be cleared in advance by the department head. Faculty should supply the head with a proposal and specific description of the exhibition and proof of clearances from parties whose property will be involved. This requirement is not to censure expression but to mediate problematic issues to ensure the proper climate for that expression.

All displays of class work must be accompanied by signage indicating the department name, class number, and class name, the name of the instructor, and a statement that explains and summarizes the nature of the assignment.

Displays of student work must never interfere with doors, fire exits, traffic patterns, or daily maintenance to the building and grounds, nor adversely affect the safety or perceived safety of viewers and passers-by.

Biennial Faculty Exhibition

All Faculty, full-time, lecturers, and adjunct are strongly encouraged to participate in the UTC Department of Art Biennial Faculty Exhibition. This is an opportunity for Faculty to display the products of their research. The exhibition is held every other fall semester as the first exhibition of the academic year.

Faculty should supply the gallery curator with high resolution color reproductions of a selection of the work they intend to exhibit, a list of works (title, date, materials, dimensions, value, and intent to sell or NFS), a description of any non-conventional installation requirements, and an artist's statement by July 1 of the exhibition year. Work should be delivered to the gallery by August 15 of the exhibition year.

All work within the Faculty Exhibition will be documented for the VRLibrary Departmental archives. Faculty will be provided with a complimentary 35mm slide of each work in the exhibition. Images should be used for educational purposes only and not for profit. Any image reproduced should carry the notation "Courtesy UTC Dept. of Art".

Senior Exhibitions

All BFA concentration majors in their final year of study must participate in a group exhibition of their work as a requirement for graduation. BS Art Education and BA Art majors are exempt from this requirement. This exhibition is held within the Cress Gallery of Art as the final exhibition of the spring semester schedule. All students intending to participate in the exhibition must enroll in ART 491 Senior Exhibition Experience for that spring semester.

It is the faculty's responsibility to review and facilitate the items intended for display, to meet with their advisees concerning these items and to meet and communicate with the instructor of the ART491 course. Faculty should insure that all work is the product of the student's years of study at UTC and that it represents the student's area of concentration. Faculty should help students with the group exhibition and with a curator who oversees the whole of the installation. In some situations, the faculty advisee, ART 491 Instructor, gallery curator, and student may all be called upon to agree on the final appearance of that student's exhibition installation.

All work within the Senior Thesis Exhibition will be documented for the VRLibrary departmental archives. Each exhibiting student will be given for their dossier/portfolio a complimentary 35mm slide of each work by that student in the exhibition. Images should be used for educational purposes only and not for profit. Any image reproduced should carry the notation "Courtesy UTC Department of Art".

Documentation and Retention of Student Work

The Visual Resource Library in the Department of Art maintains a photographic archive of student work, student exhibitions and departmental activities. The maintenance of this archive is driven in part by the requirements of the Department's accrediting agency, NASAD.

While work may be submitted to the VRLibrary for documentation at any time during the semester, a concentrated effort to document student work is made during the week of final exams. During that week, work should be brought to the Cress Gallery by the faculty member. Works should number roughly 15 pieces per class. Work should be labeled in some fashion to indicate name of instructor, name of student, course number, and assignment name.

All student exhibitions within the Cress Gallery of Art will be photographed with the exception of any work that has been previously documented at another time or for another reason.

The Department of Art reserves the right to use these images for educational and promotional purposes.

The Department reserves the right to retain one work per course per year from any student enrolled in the curriculum. The retention of this work is meant to enhance the department's teaching collection. It is not intended for the personal use of the faculty member. Students and faculty will be provided with a complimentary slide of each work.

During the five year period prior to a NASAD site evaluation, a concentrated effort will be made to retain student work as evidence that the department is meeting essential competencies. Faculty should follow the instructions of the Curator of Galleries and Collections as to the procedures and policies of this accumulation. Students will be responsible for collecting their own work after the NASAD Review takes place.

10. Library Requests

Once a year the head of the department, or the head's faculty representative, submits to the University Library a list of books that the department wishes to add to the library's collection. That list is typically submitted in December. Faculty are encouraged to contribute to this list, provided that the proposed acquisitions are do not duplicate existing holdings.

11. Security and Maintenance

General Policies

Faculty members are responsible for the safety and cleanliness of their classrooms and studios. To cope with this, most faculty organize student clean up sessions and prepare lessons in how to properly operate potentially life-threatening equipment. Care must be taken to insure that hazardous wastes are disposed of properly. Those faculty involved with hazardous waste in the classroom should check with the department secretary to insure that the appropriate hazardous waste disposal forms have been completed and forwarded to the UTC Office of Safety. For minor injuries employ the First Aid kits available either in the Art Office or in other studio areas throughout the department. For major injuries, immediately contact the UTC police (dial HELP).

Do not allow garbage to accumulate in areas inaccessible to the University's custodians. Unneeded lights should be switched off, vacant classrooms should be locked, and students should be generally discouraged from working in the building late at night by themselves. Special care should be devoted to securing areas that especially appeal to thieves, such as the slide collection, the gallery, and the computer rooms.

Retaining Student Portfolios

To prevent unclaimed student work from accumulating in hallways, closets and classrooms, faculty must insure that students collect their class-work no later than the day that the final exam for that class is scheduled. After that, it is the responsibility of the faculty member to either store the work in his or her own office, or discard it. Because adjunct faculty share an office, they do not have the option of storing portfolios; unclaimed work must be discarded immediately after final exams. A statement of this policy must appear on the syllabi of all studio classes to help protect the department from litigation. Such a statement could read: "To prevent unclaimed student work from accumulating within the facilities of the Art Department, you must be sure to collect your portfolios no later than the day of the final exam/critique. After that date your work will be discarded since we simply do not have the means to store it."

Keys

Faculty may obtain keys to certain areas of the building by first seeking approval of the head, and then by filling out the necessary paper work issued by the office of Campus Facilities and Management.

Student Assistants

When not otherwise engaged by the head or the departmental secretary, student workers may be available to the faculty for light maintenance and clerical activities. Check with the departmental secretary to inquire about the availability of such help.

12. Use of the Visual Resources Library

Access

All full-time faculty are issued a key to the VRLibrary and have 24 hour access to the collection. Lecturers and adjunct faculty are issued a key with the permission of the department head, if they are responsible for an art history / art appreciation course or a course that will must heavily depend upon images within the VRLibrary. Others may use the VRLibrary during regular business hours supplied access by the VRLibrary Staff or in their absence by the departmental administrative secretary.

Copyright

All images, regardless of format, stored within the VRLibrary are to be employed for educational purposes under the guidelines of "Fair Use". No slide or any other format of image contained in the VRLibrary may be duplicated or reproduced in any other format without permission of the Curator of Galleries and Collections. Reproduction without permission of the curator or any other violation of U.S. Copyright and Intellectual Property Law is the responsibility of the individual Faculty member.

The Four Standards of Fair Use under Section 107 US Copyright Law to be considered in the request for reproduction of an image for teaching purposes are:

- The purpose and character of the use, including whether such character is of a commercial nature or is for non-profit educational purposes
- The nature of the copyrighted work itself.
- The amount and substantiality of the portion used in relation to the whole
- The effect of the use upon the potential market for or the value of the copyrighted work.

For a useful guide in assessing whether the use of an image falls within Fair Use guidelines, check the interactive Fair Use Computator located at www.vraweb.org.

Handling slides

Faculty are responsible for pulling and organizing their own slides. Slides pulled from the collection must always be replaced with the color-coded card assigned to the faculty member. The color coded card provides a circulation count and is a rough guide towards tracking the location and use of images.

Light tables are available for the organization arrangement and short-term storage of slides and the storage of those organizations until time of use. Selections should be labeled with a Post-It containing faculty name and, if necessary, date and time of use. Faculty should exercise courtesy for other slide users and the VRLibrary staff and remove slides no longer in use from the light table to the refile box.

Loaded carousel trays should be stored until time of use, and for as long as they are in use, in the VRLibrary's designated area, marked by the faculty member's color coded card and, if necessary, time/day of use. Loaded carousel trays should not be stored in Faculty offices. Slides should be returned to the refile bin as soon as possible after use. Faculty are requested not to refile slides. Faculty without a key to the VRLibrary are asked to leave returned carousel trays in the curator's Art Office mail box.

Handling Videos, DVDs, and Printed Reproductions

A sign-out sheet is placed near the exit door to record checkouts of non-photographic (slide) materials. Faculty should sign name, articles borrowed, date and time of checkout. Upon return of materials, faculty should note name, articles borrowed, date and time of return

Handling VRLibrary Presentation Equipment

The VRLibrary maintains A/V equipment including slide projectors, VCR/DVD players and monitors, opaque and overhead projectors, media projectors, and an array of equipment associated with previous older technologies, i.e. 16mm and 8mm film projectors, filmstrip projectors, lantern slide projectors, audio tape players/ recorders. Our floating slide projectors are always available but other equipment should be

reserved in advance to make insure availability for use. Contact any VRLibrary staff member to reserve a unit.

Use of VRLibrary Materials and Equipment Outside the Department of Art

Faculty who wish to use VRLibrary materials for one time presentations outside the Department of Art should make arrangements with the curator to insure there is no conflict with daily departmental needs.

Faculty may not use the materials and equipment of the VRLibrary to teach a course within the curriculum of any other institution. Such use violates Fair Use and U.S. Copyright law.

Use of Department of Art Presentation Facilities and Equipment

The VRLibrary coordinates equipment care and maintenance in the Department's major projection facilities, Room 402A, Room 356, and Room 335. While much of this equipment is supplied by Media Resources, the VRLibrary staff keeps a history of the equipment, its use and presentation issues, and can make the proper campus contact to solve problems.

Faculty wishing to use Room 402A should first check its availability on the Room 402 sign-up sheet in the Art Office and select a convenient available time slot. Room 402A is equipped with two slide projectors and wireless remotes, a DVD/VCR player, media projector, and wall mounted projection screen. Contact the VRLibrary staff if other equipment is needed.

Both Rooms 335 and 356 are equipped with technology podiums and with slide projectors. These facilities are used heavily by classes. Faculty wishing to use these facilities should contact the VRLibrary staff in advance as to availability. The completion and submission of a Facilities Use form may be required.

Student use of the all presentation facilities must only be undertaken under direct faculty supervision. Students wishing to use equipment in the VRLibrary must first secure it on referral by faculty only with the permission of the curator. Students may not remove any equipment from the premises of the Department of Art; otherwise, equipment must be returned on the same day as use unless other suitable arrangements are made with the curator.

Use of VRLibrary Documentation Equipment

The VRLibrary contains a variety of photographic and digital imaging equipment: 35mm and large format cameras, lenses, studio lights and equipment, copy stand, Polaroid camera, digital camera, and slide scanner. These may be borrowed by faculty with permission of the curator.

Requests for image production and projection media purchases

Requests for image production and any media purchases for curriculum needs should be submitted to the Curator Galleries and Collections.

Requests for in-house production of slides from books and journals is encouraged, if within reason. Faculty must follow the rules of Fair Use in making such requests. The VRLibrary Staff reserves the right to limit the production of images for faculty use at any time. Faculty are asked to allow adequate time for production or acquisition. If requests cannot be filled in a timely manner, the VRLibrary staff will work with faculty towards a productive compromise.

Books and periodicals containing images for reproduction should be submitted with Post-Its marking the page and image (if necessary) along with the requestor's name, and date of need. The VRLibrary staff cannot research the location of images in books and periodicals; this is the responsibility of the requesting faculty member.

All materials produced in-house remain within the VRLibrary and become the property of the university and not of the requesting Faculty. Faculty who wish materials for their personal collections will need to contract the services of outside producers.

Faculty may also request purchases of images from commercial vendors. Requests should be submitted to the curator. If VRLibrary funds are not sufficient to accommodate the request, the curator will suggest other funding options. Any images purchased with University funds or grants become the property of the Department of Art and the VRLibrary.

Use of Permanent Collection of Art

Faculty may borrow on limited loan framed works from the UTC Department of Art /Cress Gallery of Art's Permanent Collection for their offices under the guidelines for borrowers from other campus departments and the community. Students may not borrow from the Permanent Collection.

Faculty may borrow for classroom presentation and educational purposes framed or unframed work from the UTC Department of Art / Cress Gallery of Art Permanent Collection with permission of the curator or the assistant curator. Unframed work must be handled with gloves. The same rules for slides and other visual materials should be followed: remove the item from the VRLibrary for the length of presentation to your class; return immediately; allow VRLibrary staff to refile the items you return.

VRLibrary Ethics

Faculty should neither ask the student assistants nor curatorial assistants to perform tasks beyond their job descriptions or beyond the policies of the VRLibrary. Faculty may ask for their help with operating or setting up equipment, or in finding a slide or image within the Collection, but VRLibrary employees should not be asked to pull slides or organize image presentations.

Faculty whose behavior is an impediment to the free use of the facility by others will be reported to the department head

13. Planning and Advisory Committee

In 1992 the department formed a Planning Advisory Committee in consideration of the development of an ongoing planning process for the department's programs. This committee will first develop a three to five year plan for the department, and will then proceed to draft a ten year plan. In accordance with guidelines from the National Association of Schools of Art and Design, departments must be engaged in ongoing planning procedures. NASAD also regularly disseminates published information to assist departments as they engage in the process of future development. The Planning Advisory Committee is constituted by the head to represent all constituencies within the department: senior and junior faculty, adjunct faculty, staff, and students (the last to be represented by elected representatives of the Student Advisory Committee). The chair of the Planning Advisory Committee will be the department head. The chair is charged to act as liaison with the full faculty and staff to insure that the committee's actions and recommendations are openly communicated and supported.

14. Adjunct Faculty

Expectations for Adjunct Faculty Teaching Art Courses

Adjunct faculty are hired to teach specific classes for the department on a part-time basis. They form an integral part of our department and we value greatly their investment in our curricular objectives.

Expectations are in place for full-time faculty to insure competencies, even excellence in teaching. As a means to assist and support adjunct faculty, we outline here similar standards.

1. Prepare course syllabi following UTC and Art Department guidelines. This includes syllabus formatting (headings and other required information) and all appropriate statements about student services, etc. The department will provide a syllabus for each course and a course outline will be made available whenever possible (e.g. for Foundation-level courses).
2. Each syllabus should specify a set of reasonable attendance and grading practices and faculty should follow these carefully. The syllabus is considered to be a contract and the course needs to be taught in accordance with the syllabus. An omission of, changes made to, or non-adherence to specific criteria in a syllabus (such as grading and attendance practices) can ultimately lead to a student's

filing an official Grade Appeal; a process one wishes to avoid at all costs. For a complete list of syllabus requirements consult: www.utc.edu/Academic/Adjunct/.

3. Tools and materials that students are required to purchase should be listed in the syllabus (or as a separate attached "Supply List"). Suggestions for points of procurement should include local merchants as well as Internet options. This avoids any potential perception that a particular merchant is being favored. There should be no money exchanged between faculty members and students for procurement of materials or for any other reason.
4. Any teaching supplies or materials that faculty purchase for a class should to be done in consultation with the department head and/or the Foundations Coordinator.
5. Adjunct faculty (along with other regular faculty) teaching Foundations classes must be available to meet with the Foundations Coordinator (and the Department Head at his/her discretion) twice a semester to discuss pedagogical concerns. If at any time there is a concern or question about student performance or confusion about course content or teaching in general, adjunct faculty are encouraged to seek counsel from the Department Head, the Foundations Coordinator, or a senior faculty member with experience teaching in that curricular area.
6. Meeting with your classes as scheduled is assumed; if a change in venue or location (off-campus) is arranged prior to a scheduled meeting, you should notify your students in advance and, if appropriate, post such a notice on the classroom/studio door. You should also notify the departmental secretary of any change of locale in case a student needs to be contacted in case of an emergency. If you must be absent from class you should immediately notify a) departmental secretary to post a notice on the classroom door, and b) the Department Head.
7. All faculty are expected to reserve time to meet with students outside of class, either by maintaining regular office hours (1-2 hours per week) or by being available to make appointments with students as necessary (Office Hours by Appointment).
8. Adjunct faculty teaching freshman Foundation courses should be aware of the department's "competitive grading" practice (as opposed to "mastery" at the upper division). No more than a total of 60% of students in any given freshman class earn grades of "A" and "B" (the range between each varying according to the faculty's assessment). Freshmen should be made aware of this during the beginning of both fall and spring semesters' introductory class sessions. If need be, they should also be reminded periodically of this grading policy as grades for individual problem statements are returned.
9. All faculty, including adjuncts, teaching in the Foundations sequence (and into the Sophomore year's first semester) will be expected to understand and communicate the purpose and mechanics of the department's Sophomore Review process.
10. Follow Art Department policies and procedures (see Policies and Procedures Manual), noting that some requirements apply specifically to full time faculty while others apply to all faculty. For instance, while adjunct faculty are invited to Art Department Faculty Meetings, their attendance is not required.

The Department Head and faculty recognize the importance of the contributions of adjunct faculty. Please consider the Head, Foundations Coordinator and full time faculty as informal mentors for your successful teaching, your advancement, and your student interaction. This is especially important when teaching a course for the first or second time in the department.

Evaluation of Adjunct Faculty

1. Adjunct faculty (like all faculty) will be required to submit a syllabus during the first week of classes. In addition, they will be asked to retain printed problem statements (where appropriate) as well as sample quizzes and examinations for departmental records. These materials should evidence consistency and

alignment with overall departmental course objectives and pedagogy for the area(s) being taught.

2. Within the first year (first semester whenever possible) of hiring a new adjunct faculty member, the Foundations Coordinator, the Department Head, or his/her representative will observe at least one class session. If serious problems are observed, at least one additional observation (with an expectation of positive outcomes) will be required. A faculty member with two unsatisfactory observations will not be reappointed. Beyond the first year, additional observations will be scheduled at the discretion of the Department Head.
3. The Department Head will review all student evaluations of adjunct faculty in the Department of Art. Any problems/concerns will be noted, and the Head will meet with the faculty member to address these issues as appropriate. A faculty member with consistently poor student evaluations (three or more semesters) will not be reappointed.

APPENDIX A: EDO STANDARDS FOR ART FACULTY

DEPARTMENT OF ART

EVALUATION AND DEVELOPMENT BY OBJECTIVES (EDO) DEPARTMENTAL PERFORMANCE STANDARDS

General Policy

The Art Department is composed of different yet related areas of discipline: fine arts studio, graphic design studio, art history, and art education. Because each area is unique the department has chosen to list performance standards independently in the Research, Scholarly, and Creative Activities category of the Evaluation and Development by Objectives (EDO) document in addition to the “Best Practices” for Teaching, Research and Service found in the Appendix of the UTC *Faculty Handbook*. The department here calls attention to certain discipline specific activities generally expected of its faculty including: studio and oversight and maintenance; image preparation for art history and studio lectures; extended contact hours in studio courses, and the need to remain remaining abreast of current professional practice within the discipline including new media, technology, and emergent paradigms in the production and dissemination of works of art. In addition, the department relies on the active participation of its faculty and staff for ongoing planning development at all levels of the curriculum. Core expectations of service to the department include: assigned committee work and service within the department; regular attendance and participation in faculty meetings; and service on the department’s Rank, Tenure, and Reappointment Committee (RTRC). These activities significantly influence faculty performance with regard to the three areas of performance in the standard EDO document.

The department considers balanced activity in teaching, research, and service to be essential to the continued success of the department. While all faculty are expected to remain active in teaching, research, and service, the balance of these efforts is considered at the department level. Individual faculty may be considered for a rating of “Exceeds Expectations for Rank” recognition based on exceptional performance in any one area at the discretion of the department head.

The departmental criteria for “Meets Expectations in Rank” and “Exceeds Expectations for Rank” mirror the department’s expectations for reappointment, promotion, and rank. Lower than expected performance in teaching, research, or service, as defined by the following criteria, will result in a rating of “Needs Improvement for Rank” or “Unsatisfactory for Rank” depending on the length and severity of underperformance. Two successive years of such a rating will lead to the remediation process outlined in Chapter 3 of the UTC Faculty Handbook.

While departmental standards for performance do not differ according to rank, it is recognized that new faculty members, placed in the position of preparing for new teaching assignments, may not be active in all three areas during their first year. Likewise, the department recognizes that the EDO process for probationary faculty should focus on development and mentorship of the faculty member, while the EDO for tenured faculty should focus on innovation and long-term goal setting. Comparative ratings of equal performance from various faculty ranks shall favor the lower faculty rank in all areas of performance review.

Teaching and Advising

The departmental performance standard for instructional and advisement activities as set forth in the EDO document includes such activities as teaching, student advising, development of new courses, preparation of instructional materials or other activities designed to enhance educational and instructional quality.

Meets Expectations for Rank:

- UTC student evaluation ratings must be within reasonable limits of the institutional and departmental averages.
- Art Department faculty will maintain office hours in a sufficient amount so that students and other members of the university community have reasonable access for counsel and communication.
- Faculty will demonstrate programmatic knowledge of the Art Department curriculum through competent counsel of students assigned for advisement.

Exceeds Expectations for Rank:

- Course planning must show evidence of innovation.
- Classroom instruction must show extraordinary levels of clarity, organization, vitality, approachability, and classroom sensitivity.
- Advisement must show extraordinary interest in a student's academic welfare, progress and retention.
- Significant contribution in the development of a course that meets department and university curriculum standards, and supports the mission of the department.
- Student evaluations that place the candidate at least in the upper quarter of evaluations across the University.

Faculty who wish to be considered for a rating of "Exceeds Expectations for Rank" based on exceptional performance in the area of teaching must, at the time of review, provide demonstrable evidence of teaching and advisement activities for the period of review. This must include a peer review of classroom instruction initiated by the faculty member, in consultation with the head and must indicate a high level of clarity, knowledge of the subject matter, organization, vitality, approachability, and sensitivity. In addition, the faculty member is expected to evidence two or more of the following:

- Syllabi, examinations, and other handouts for assigned courses that reflect appropriate content, support the curricular framework of the course, and show evidence of revision and innovation over time.
- Awards for teaching excellence issued by such bodies as the UTNAA, the College of Arts and Science, the SGA, or other national or professional organization.
- Testimonials from current or former students, solicited by the faculty member and addressed to the department head, revealing the candidate to have a strong interest in the welfare, progress and retention of our students.

Research, Scholarly, and Creative Activities

Faculty must provide evidence of external recognition of research, scholarship and creative work performed during the period of review, whether performance, installation, object or client based. In general, this can come in the form of:

- Juried or invitational exhibitions at regional, national or international institutions, i.e., museums, galleries, individual or corporate collections, etc.
- Publication of research or studio/design work in books (from mainstream publishers), national journals, book and exhibition reviews, catalog essays, encyclopedia articles, and book chapters.
- Commissioned work for individual or corporate clients.
- Lectures presented at universities or at regional, national or international meetings.
- Participation in national and professional organizations.
- Grants secured from regional, national or professional organizations.
- Awards for creative work or research issued by national or professional organizations.

The criteria for evaluating EDO performance under Research and Creative Performance within the various divisions of the Art Department are represented under the following headings: studio production, graphic design, art history, and art education.

Fine Arts Studio: Research includes creative performance and production in painting, drawing, printmaking, photography, sculpture, ceramics, and other visual art forms, and published research in any of these areas. It is also understood that studio faculty should be acknowledged for engaging in published research related to the discipline, i.e., critical reviews, technical information, etc.

Meets Expectations for Rank:

Creative output from the above resulting in works of exhibition quality, and for which the individual makes demonstrated attempts to locate exhibition opportunities. Invitational exhibitions at local and/or regional levels shall be considered as evidence for this ranking.

Exceeds Expectations for Rank:

Significant creative achievement evidenced through participation in international or national shows, one person exhibitions, commissioned work, and major exhibitions at local, regional, and/or national institutions. Published recognition of studio production efforts shall be considered as evidence for this ranking.

Graphic Design: Research can include, though is not limited to, such activities as general graphic and type design, digital image generation and photography, time-based media development, and signage. It is also understood that graphic design faculty should be acknowledged for engaging in published research related to the discipline, i.e., critical reviews, technical information, etc.

Meets Expectations for Rank:

Creative output from the above with demonstrated attempts to disseminate work through local commissions and competitions. Invitational exhibitions at local and/or regional levels shall be considered as evidence for this ranking. Some participation in national and recognized professional organizations is expected.

Exceeds Expectations for Rank:

Significant creative achievement evidenced through participation in international or national shows, one person exhibitions, commissioned work, and major exhibitions at local, regional, and/or national institutions. Published recognition of design and production efforts shall be considered as evidence for this ranking.

Art History: Research involving the body of knowledge related to the history of art and art criticism, including architecture, painting, sculpture, decorative arts, etc.

Meets Expectations for Rank:

Active involvement in research in the discipline with documented effort to publish these research conclusions in national journals. Also included for consideration would be book and exhibition reviews, and catalog essays. Some participation in national and recognized professional organizations is expected.

Exceeds Expectations for Rank:

Significant research output culminating in scholarly publication in national art historical journals, international journals relative to the discipline, and published books. Recognition of professional accomplishment through distinguished awards, grants, etc.

Art Education: Research, scholarly and creative activities within the discipline of art education may include such area as: teaching and learning, demographic research, historical research, and curriculum. Individuals may also participate in creative performance and production in various media as outlined above in "Studio Production".

Meets Expectations for Rank:

Active involvement in research in the discipline or related disciplines with attempted publication of these research conclusions in national journals. Some participation in national and regional professional organizations is expected. Creative output in Studio Production as outlined in "Meets Expectations" for studio production shall also be considered as evidence for this ranking.

Exceeds Expectations for Rank:

Significant research output culminating in scholarly publication in national journals relative to the discipline, and published books. Recognition of professional accomplishment through distinguished awards, grants, etc. Significant achievement in studio production as outlined in "Exceeds Expectations" for studio production shall also be considered as evidence for this ranking.

Professional Service Activities

The departmental performance standard for professional service activities, as set forth in the EDO document, is contained in the following framework: university, professional, and community service. The art department faculty wishes to clarify that university service does in fact include departmental service as well as university-related service. Evidence of dedication and commitment through service to the department, to the university, and to the profession may be measured by participation and productivity in:

- Art Department committees.
- University committees.
- Professional organizations.
- Discipline-related community service enterprises that contribute to UTC's mission to serve as a metropolitan institution (lectures at local museums and schools, membership in local arts and civic organizations, etc.)

Meets Expectations for Rank:

Service through administrative and committee assignments, service to professional organizations, appropriate consulting, advisement or sponsorship of student activities, coordination of special departmental, school, college or university activities, and discipline and related community service.

Exceeds Expectations for Rank:

Exceptional performance in service may include active service on university committees whose work had direct bearing on the department and/or university merit performance standards, chairing such committees, and/or substantial and documented contribution to regional or national discipline specific professional organizations. Expectations for exceptional performance in service, as appropriate to the individual faculty member, will be established in the objective-setting conference with the department head.