

**BYLAWS
OF THE FACULTY ASSEMBLY OF THE
COLLEGE OF VISUAL AND PERFORMING ARTS**

Article I - NAME

The name of this organization shall be the Faculty Assembly of the College of Visual and Performing Arts.

Article II - RESPONSIBILITIES

Section 1.

The Faculty Assembly shall be responsible for: (1) its own organization and procedures as provided in these bylaws; (2) the academic programs, policies and regulations of the College of Visual and Performing Arts, within limitations prescribed by the Faculty Conference of Winthrop University; (3) such additional matters as shall be referred to it by the Faculty Conference of Winthrop University, the Dean of the College of Visual and Performing Arts, or by appropriate administrative officers of Winthrop University.

Section 2.

The Faculty Assembly shall create and instruct subordinate committees, standing and select, and shall periodically review their major decisions.

Section 3.

The Faculty Assembly shall be the principal legislative body of the College of Visual and Performing Arts. The minutes of its meetings shall be filed in the office of the Dean and copies shall be circulated to all members of the Faculty Assembly, to the Secretary of the Faculty Conference, and to the Rules Committee of the Faculty Conference. All actions of the Faculty Assembly are subject to review by the Faculty Conference or its subordinate bodies according to procedures and regulations determined by it in accordance with the Bylaws of the Faculty Conference of Winthrop University.

CVPA Bylaws. Article III - MEMBERSHIP

All faculty members of the College of Visual and Performing Arts who hold membership in the Faculty Conference shall be members of the Faculty Assembly. Membership in the Faculty Conference is extended to every person who holds rank as instructor, assistant professor, associate professor, or professor at Winthrop University, with the following exceptions: lecturers, adjunct faculty, and visiting faculty are not members of Faculty Conference. The eligibility of an individual who does not hold membership in the Faculty Conference shall be determined by the Faculty Assembly.

CVPA Bylaws. Article IV - OFFICERS

Section 1.

The Dean of the College of Visual and Performing Arts shall be the presiding officer of the Faculty Assembly.

Section 2.

The Vice Chair of the Faculty Assembly shall be appointed annually by the presiding officer.

Section 3.

The Secretary of the Faculty Assembly shall be appointed annually by the presiding officer.

Section 4.

The Parliamentarian of the Faculty Assembly shall be appointed annually by the presiding officer.

CVPA Bylaws. Article V - MEETINGS

Section 1.

The Faculty Assembly shall prescribe for itself a suitable schedule of regular meetings. At least one meeting shall be held each semester; special meetings may be called by the Dean or by twenty-five percent of the members of the Faculty Assembly.

Section 2.

A quorum shall consist of a simple majority of the members of the Faculty Assembly.

Section 3.

The agenda of scheduled meetings shall be prepared by the office of the Dean and distributed to the membership at least one week prior to each meeting. Agendas of special meetings shall be prepared by the official or group of faculty calling for the meeting and distributed to the membership at least one week prior to special meeting.

CVPA Bylaws. Article VI - CONSTITUENT COMMITTEES & COUNCILS

Section 1. Faculty Advisory Committee

- a. The Faculty Advisory Committee shall be responsible to the Dean and to the Faculty Assembly for appropriate reports and recommendations concerning all matters referred to them by the Dean or by the Faculty Assembly. Matters related to specific curriculum items or personnel issues may not be referred to the Faculty Advisory Committee. The committee shall meet at the call of its Chair. Responses to matters referred to the Advisory Committee by the Faculty Assembly shall be reported to the Assembly. Responses to matters referred to the Advisory Committee by the Dean shall be reported to the Dean and may be reported to the Assembly as deemed appropriate.
- b. The committee shall consist of five faculty members, including at least one member elected by each department (Design, Fine Arts, Theatre & Dance, Music) and one member elected by the Faculty Assembly, and shall elect its own chair. Term of office shall be two years. Terms shall be staggered.

Section 2. Curriculum Committee

- a. The Curriculum Committee of the College of Visual and Performing Arts shall be responsible to the Faculty Assembly for appropriate reports and recommendations concerning academic programs, policies, regulations, and instruction and curricula within the College, exclusive of strictly graduate matters.
- b. The committee shall consist of five faculty members, including at least one member elected by each department (Design, Fine Arts, Theatre & Dance, Music) and one member elected by the Faculty Assembly. Term of office shall be two years. Terms shall be staggered. The Assistant/Associate Dean shall serve as chair of the committee without vote.

Section 3. Petitions Committee

- a. The Petitions Committee of the College of Visual and Performing Arts shall be responsible to the Faculty Assembly for appropriate reports and recommendations concerning all undergraduate petitions within the College, exclusive of graduate petitions. The petitions committee acts on petitions from individual undergraduate students for variations from departmental and College degree program requirements. All actions on petitions shall be reported to the dean's office.
- b. The committee shall consist of five faculty members, including at least one member elected by each department (Design, Fine Arts, Theatre & Dance, Music) and one member elected by the Faculty Assembly. Term of office shall be two years. Terms shall be staggered. The CVPA Student Services Coordinator shall serve as chair of the committee without vote.
- c. Committee action will be communicated in writing to the student, to the appropriate department chair(s), and to the Office of Records and Registration. If a petition is denied, the student may choose to resubmit an amended version of the original petition to the Petitions Committee or appeal the denial to the Dean of the College of Visual and Performing Arts.

Section 4. Personnel Committee

- a. The Personnel Committee shall be responsible for recommendations to the Faculty Assembly concerning membership in the Faculty Assembly and for advice to the dean concerning promotions in academic rank and the granting of tenure in accord with procedures described elsewhere in these bylaws. The committee shall be responsible for recommendations regarding procedures and conditions of elections,

the staggering of terms of office, and the nominating of at least two (2) qualified persons for each office subject to election by the Faculty Assembly, except as elsewhere provided. The committee shall poll the faculty two weeks prior to presenting its slate of nominees in order to receive expressions of interest in committee service.

- b. The committee shall consist of five faculty members, including at least one member elected by each department (Design, Fine Arts, Theatre & Dance, Music) and one member elected by the Faculty Assembly, and shall elect its own chair. Membership shall be limited to faculty members holding tenure. No one in an administrative position (including department chairs) may serve on the CVPA Personnel Committee. Service on the University Faculty Personnel Committee and the CVPA Personnel Committee is mutually exclusive. If a department does not have any eligible members available to represent their department on the CVPA Personnel Committee then the vacancy shall become a CVPA at-large position for the remainder of term. Term of office shall be two years. Terms shall be staggered.

Section 5. International Arts Committee

- a. The International Arts Committee shall serve as a liaison with the Dean and the Faculty to foster increased international activities for the students, CVPA faculty and Winthrop community. The committee shall meet at the call of its Chair. Responses to matters referred to the International Arts Committee by the Dean shall be reported to the Dean and may be reported to the Faculty Assembly as deemed appropriate.
- b. The committee shall consist of five faculty members, including at least one member elected by each department (Design, Fine Arts, Theatre & Dance, Music) and one member elected by the Faculty Assembly, and the CVPA Coordinator of Student Services and CVPA Associate Dean. Term of office shall be two years. Terms of the faculty representatives shall be staggered. The CVPA Associate Dean shall serve as chair of the committee.

Section 6. CVPA Exhibition Committee.

- a. The CVPA Exhibition Committee will work with the Director to oversee the implementation of the College and the Fine Arts - Design departmental exhibition policies, and to foster the Galleries Programs as an integral component of the University Mission.

- b. The committee shall consist of eight (8)* voting members including six (6)* faculty and two (2) student members. The composition of the CVPA Exhibition Committee will consist of one (1) faculty member from the Department of Fine Arts for a three-year term to be elected by the Department of Fine Arts Faculty; one (1) faculty member from the Department of Design for a three year-term to be elected by the Department of Design Faculty; one (1) CVPA faculty member from Music or Theatre and Dance for a three-year term to be elected by the CVPA Faculty Assembly; one (1) faculty member from the College of Education, Business or Arts and Sciences for a two-year term to be appointed by the Dean of CVPA; the Gallery Director (serving as Chair, voting); the Assistant Gallery Director (serving as Vice-Chair, voting)*; one (1) Fine Arts student for a one-year term to be appointed by the Fine Arts Chair; and one (1) Design student for a one-year term to be appointed by the Design Chair.

* When there is an Assistant Gallery Director. If there is not an Assistant Gallery Director, the committee shall consist of seven (7) voting members including five (5) faculty and no Vice-Chair.

Section 7. CVPA Bylaws Committee.

- a. The Bylaws Committee shall be responsible to the Dean and to the Faculty Assembly for an annual review of these *Bylaws* and for reviewing recommendations concerning all matters referred to them by the Dean or by the Faculty Assembly.
- b. The committee shall consist of five faculty members, including at least one member elected by each department (Design, Fine Arts, Theatre & Dance, Music) and one member elected by the Faculty Assembly. Term of office shall be two years. Terms shall be staggered.

Section 8. CVPA Diversity, Equity, and Social Justice Council.

- a. The CVPA Diversity, Equity, and Social Justice Council oversees the work of the department committees to ensure that the needs of the college's BIPOC (Black, Indigenous, People of Color) and LGBTQ+ students are appropriately being met, including but not limited to developing a holistic and systematic approach to modifying curriculum (updating existing curriculum and creating new curriculum through an anti-racist, non-gender/orientation-biased, and critical pedagogical lens); ensuring all faculty and staff searches have appropriate diversity advocate representation; ensuring all faculty are participating in implicit bias training on a regular basis; and ensuring the college's commitment to empowering students to become informed, responsible citizens with the potential to have a positive impact on our society.

- b. Membership: The Council will consist of: 1) Dean and Associate Dean; 2) up to 5 alumni appointed by the dean(s); and 3) members from each department committee.
- c. Department Committees: Each department shall elect and convene a committee to address issues related to diversity, equity, inclusion, and social justice, responsible to the CVPA Diversity, Equity, and Social Justice Council and Faculty Assembly for appropriate reports and recommendations concerning their activities. The department committees shall establish their own membership rules and develop initiatives related to the goals of the Council and appropriate to the disciplines represented within each department.

CVPA Bylaws. Article VII - GRADUATE FACULTY BOARD

Section 1.

The Graduate Faculty Board shall be responsible for: (1) its own organization and procedures as provided in these bylaws; (2) the exclusively graduate academic programs, policies and regulations of the College of Visual and Performing Arts, within limitations prescribed by the Graduate Faculty Assembly of Winthrop University; (3) such additional matters as shall be referred to it by the Graduate Faculty Assembly of Winthrop University, the Dean of the College of Visual and Performing Arts, or by appropriate administrative officers of Winthrop University.

Section 2.

The Graduate Faculty Board shall create and instruct subordinate committees, standing and select, and shall periodically review their major decisions.

Section 3.

The Graduate Faculty Board shall be the principal legislative body for graduate programs in the College of Visual and Performing Arts. The minutes of its meetings shall be filed in the office of the Dean and copies shall be circulated to all members of the Faculty Assembly, to the chair of the Graduate Council, and to the chair of the Faculty Conference. All actions of the Graduate Faculty Board are subject to review by the Faculty Conference or its subordinate bodies according to procedures and regulations determined by it in accordance with the Bylaws of the Faculty Conference of Winthrop University.

Section 4.

All faculty members of the College of Visual and Performing Arts who hold membership in the Winthrop University Graduate Faculty Assembly shall be members of the Graduate Faculty Board. The eligibility of an individual who does not hold membership in the Graduate Faculty Assembly shall be determined by the Graduate Faculty Board.

CVPA Bylaws. ARTICLE VIII - Graduate Committee

Section 1.

The Graduate Committee shall be responsible to the Graduate Faculty Board of the College of Visual and Performing Arts and shall serve as the curriculum and petitions committee for the College's graduate program. The committee will make recommendations to the Graduate Faculty Board regarding exclusively graduate curriculum and petitions matters.

Section 2.

The committee shall consist of five faculty members, including at least one member elected by each department (Design, Fine Arts, Theatre & Dance, Music) and one member elected by the Faculty Assembly. Membership shall be limited to graduate faculty. Term of office shall be two years. Terms shall be staggered. The CVPA Director of Graduate Studies shall serve as chair of the committee without vote.

CVPA Bylaws. Article IX - PARLIAMENTARY AUTHORITY

The rules contained in the most recent edition of Robert's Rules of Order, Newly Revised shall govern the Faculty Assembly and all committees or other entities created under the authority of these bylaws, in all cases to which they are applicable and in which they are not inconsistent with the relevant bylaws or special rules of order. All continuing special rules of order shall be made available to all faculty members of the College.

CVPA Bylaws. Article X - AMENDMENTS

These bylaws can be amended at any regular meeting of the Faculty Assembly by a two-thirds vote of the members present and voting, provided that the proposed amendment has been placed on the agenda by vote of the Faculty Assembly at the previous meeting. Such an amendment shall become effective upon ratification by the Faculty Conference of Winthrop University.

CVPA Bylaws. Article XI - RATIFICATION

Section 1.

These bylaws shall be operative upon ratification by the Faculty Assembly and are subject to ratification by the Faculty Conference of Winthrop University.

Section 2.

These bylaws shall supersede all previous bylaws operative in the discipline areas included in the College of Visual and Performing Arts.

College of Visual and Performing Arts Bylaws
APPENDIX A

COLLEGE OF VISUAL & PERFORMING ARTS SCHOLARSHIP STATEMENT

(Approved by CVPA Faculty Assembly, 4/19/2018)

Faculty are expected to maintain a program of scholarly and creative activity that is in accordance with the guidelines as written in the College's bylaws, meets departmental or program criteria, and supports both the role of the arts at Winthrop, and the mission of the university. The College of Visual and Performing Arts views scholarly activity to include creative endeavors and is more broadly defined to include research, scholarship, and creative or professional practice.

Peer review is a valuable measure of scholarly and creative ability. Established scholars and creative or professional practitioners should be widely recognized among the leaders in their disciplines or fields, regionally, nationally, and/or internationally. Every candidate for promotion and tenure should have produced scholarship and/or creative work that is viewed as exemplary and accomplished by colleagues. Although departments and programs will differ as to the quantity of work expected, and the form it takes, quality – that the creative scholarly work presented in the portfolio meets or exceeds the College and University standards of excellence – carries more significance than quantity.

Candidates must demonstrate that they are pursuing an active scholarly, creative, or professional agenda—one that shows strong promise of yielding answers to fundamental questions, problems, or challenges in their discipline or field. Because CVPA houses professional creative disciplines, departments and programs must make the case to the university that the portfolio presented (which may contain different types of evidence than is found in the traditional academic portfolio) is exemplary and accomplished. In other words, while the evidence may differ for a candidate in a professional versus a creative discipline, standards of excellence applied for tenure or promotion remain the same. The customary academic measure provided by publications and papers may be augmented or replaced by other considerations, such as professional achievements, professional performances, completed design projects, and/or creative works of art.

Evidentiary Sources of such work for tenure and/or promotion portfolios and annual reports include:

1. As provided by each academic unit within the College, clarified by faculty within the unit, and consistent with college and university policies, procedures, and guidelines;
2. As referenced in Winthrop University's Roles document, Section I: Faculty Roles at Winthrop, B: Scholarly Activity; and
3. Special Cases. (See CVPA Bylaws, Appendix B & C for details; these activities may be considered scholarly and creative only when an individual is reassigned and the activities have been pre-arranged with Department Chair and Dean.)

The CVPA Scholarship Statement recognizes that in a university environment characterized by academic freedom and individual autonomy, it is the responsibility of each faculty member to establish and maintain a program of scholarly and creative activity—one that is consonant with departmental guidelines, the mission of Winthrop University, and the role of the College of Visual and Performing Arts. Consideration of scholarly and creative activity will be part of all judgments related to promotion, tenure, and the awarding of merit salary increases.

College of Visual and Performing Arts Bylaws
APPENDIX B

PROCEDURES AND POLICIES FOR PROMOTION CONSIDERATION

(Approved by CVPA Faculty Assembly, TBD)

Policies relating to promotion follow the general regulations for promotion provided in the Winthrop University Faculty Manual. However, many of the details of those procedures are not specified in the manual. The following summarizes those procedures and policies as they apply to the College of Visual and Performing Arts.

Any policy or procedure stated herein that is in conflict with the policies and procedures of Winthrop University as stated in the Winthrop University Faculty Manual or subsequent interpretive documents is null and void and is superseded by the institution-wide policies.

INITIATION OF CONSIDERATION*

As stipulated in the Winthrop University Faculty Manual, a promotion review form will be made available to all faculty according to the review timeline established in Winthrop's Annual Timeline for Review Procedures updated annually to reflect changes in the calendar. A faculty member requesting promotion review shall return the form to the Department Chair by the date stated on the form. In the absence of exceptional circumstances, failure to meet that deadline shall constitute waiver of promotion review. Any faculty member who believes that he/she is ready to be considered for promotion is encouraged to consult with the Department Chair concerning eligibility. However, any faculty member who wishes to be considered for promotion may prepare and submit materials for review.

Faculty should be especially mindful of deadlines related to the promotion process which are:

- June 1 - Faculty members return promotion review forms to their Department Chairs
- September 1 - Deadline for faculty to submit promotion materials for review

If the faculty member fails to meet either of these deadlines (submission of the promotion review form or submission of the promotion portfolio), the faculty member will not be allowed to apply for promotion that year.

When a faculty member is applying for tenure and for promotion concurrently, a single supporting portfolio for both processes will be used. The letters of application from the faculty member, recommendations from the chair and the dean, and all committee recommendations must be submitted separately, as the review processes for tenure and promotion will occur independently.

* Not included in this process are visiting and adjunct faculty. For these faculty, the department chair recommends a change in status to the dean, who recommends to the Vice President for Academic Affairs who, if he/she concurs, recommends the status change to the President for approval.

DEPARTMENTAL PROMOTION COMMITTEE

For each faculty member being considered for promotion, a committee of no fewer than five tenured faculty, of whom a majority will be tenured within the faculty member's department or college (if possible), will be formed (as specified by the college) and convened at the request of the department chair to review the portfolio and to determine whether to recommend the faculty member for promotion.

If there are insufficient qualified faculty members within a department to constitute a committee, or, if for other reasons it seems desirable to the chair and/or candidate for promotion to have extra-departmental representation, the Department Chair, in consultation with the Dean, shall appoint an inter-departmental committee for this purpose. A majority of the members of this committee should, whenever possible, be members of the candidate's department.

When committee appointments are made, one member of the committee, preferably from the candidate's department, should be named acting chair by either the department chair or dean. The committee chair shall receive all materials submitted by candidates for promotion including materials submitted to and forwarded by the Department Chair.

When a Department Chair is to be considered for promotion as a faculty member, the Dean, in consultation with the chair of the College of Visual and Performing Arts Personnel Committee, shall appoint a special personnel committee. That committee shall meet the number and eligibility requirements stated above and shall ordinarily contain some faculty members outside the chair's department. At least one member (if eligible) from within the Chair's department shall be appointed to the committee.

PROMOTION COMMITTEE PROCEDURES

- 1) The committee shall consider all materials submitted by the faculty member and shall review the faculty member's annual reports and evaluations. Neither the candidate nor any other individual may appear in person before the committee.
- 2) It is the role of the committee to clarify any discipline-specific information concerning *Scholarly and Creative Activities* or *Professional Stewardship* that is provided in the faculty member's portfolio for reviewers unfamiliar with the norms of the discipline.
- 3) The committee in its formal deliberations shall sit alone without the Department Chair present. The committee may request to meet with the Chair or Dean for clarification of information. Additional information, which the committee deems necessary, shall be requested through and by the committee chair
- 4) All deliberations of the committee shall be confidential and shall not be revealed to the candidate or to outside agents except those persons who later participate in the evaluation process. No minutes of transactions or deliberations of the committee shall be kept.

- 5) Additional materials may include items from sources outside the Winthrop University community (such as external letters of support). These materials must appropriately documented (on letterhead, with original signatures, etc.) and included in the candidate's portfolio when submitted.
- 6) The committee shall evaluate the candidate in accord with the criteria in this document and in the Winthrop University Faculty Manual.
- 7) The committee shall, after deliberation, prepare a report and make a recommendation to the Department Chair (or Dean when considering the promotion of a Department Chair) for or against promotion for each faculty member under consideration. This report should outline reasons for the recommendation addressing all appropriate areas of review (*Academic Responsibility, Student Intellectual Development, Scholarly and Creative Activities [as related to the College of Visual and Performing Arts scholarship statement], and Professional Stewardship*) as appropriate for the rank held. A positive recommendation shall require a vote of a majority of the committee.
- 8) When the decision of the committee is not unanimous, the report should indicate the areas of disagreement. If a single report cannot adequately represent the evaluation of committee members, a minority report must be submitted along with the primary report. If different members dissent in different ways, more than one minority report may be submitted. All committee members must sign either the primary report or minority report.
- 9) Note: No material may be added to the portfolio at any juncture during the review process without the approval of all prior review bodies.

ACTIONS OF THE DEPARTMENT CHAIR

The department chair reviews all materials and submits a report and recommendation, along with all of the materials, to the College of Visual and Performing Arts Personnel Committee. This review should outline reasons for the recommendation addressing all appropriate areas of review (*Academic Responsibility, Student Intellectual Development, Scholarly Activity, and Professional Stewardship*). The chair may clarify faculty member claims with regard to the discipline and department norms that may not be evident to a reviewer from another unit or discipline. After reviewing the recommendation of the department personnel committee, the Department Chair shall forward his/her recommendation, either positive or negative, to the College of Visual and Performing Arts Personnel Committee. The Chair's recommendation must contain a statement of justification and rationale for disagreement, if any, with the recommendation of the department personnel committee. A copy of the Chair's recommendation shall be placed in the candidate's folder.

ACTIONS OF THE COLLEGE OF VISUAL AND PERFORMING ARTS PERSONNEL COMMITTEE

The College of Visual and Performing Arts Personnel Committee shall follow the procedures specified above for departmental personnel committees, substituting "Dean" for "Department

Chair." The committee response must include a clear statement indicating the recommendation and must highlight pertinent information or clarification for subsequent review bodies. The college committee recommendation can refer to previous recommendations and documents from the department committee and Chair. When the decision of the committee is not unanimous, the report should indicate the areas of disagreement. If a single report cannot adequately represent the evaluation of committee members, a minority report must be submitted along with the primary report. All committee members must sign either the primary report or minority report. In the case of academic units without department level review committees, the unit committee may clarify faculty member claims with regard to the discipline that may not be evident to a reviewer from another unit or discipline. The committee shall place a copy of its recommendation, including a statement of justification, in the candidate's folder and forward all materials to the Dean.

ACTION BY THE DEAN

The Dean shall review the recommendations of the departmental personnel committee, the Department Chair, and the College of Visual and Performing Arts Personnel Committee, and formulate a recommendation for or against promotion. The Dean's response must include a clear statement indicating the recommendation and must highlight pertinent information or clarification for subsequent review bodies. In most cases, a rationale pointing to previous reports is sufficient. In cases of disagreement within and among the review bodies, the dean must clarify and address the issues of disagreement.

The Dean shall privately notify the faculty member of all recommendations in accordance with the procedures specified in the Winthrop University Faculty Manual.

When the Dean's recommendation is positive, all materials are submitted to the Vice President for Academic Affairs.

When the Dean's recommendation is negative, no materials are submitted. Rather, the Dean discusses with the faculty member strengths and weaknesses identified in the review process. If the Dean disagrees with a positive College of Visual and Performing Arts Personnel Advisory Committee recommendation in two consecutive years, the promotion package is forwarded to the Vice President for Academic Affairs, unless the faculty member requests otherwise within thirty (30) days of notification.

AREAS TO BE REVIEWED AND MATERIALS TO BE SUBMITTED FOR PROMOTION CONSIDERATION - DEFINITIONS AND EXAMPLES

When applying for promotion, faculty members are expected to submit materials that demonstrate accomplishment in the areas of *Student Intellectual Development*, *Scholarly and Creative Activity*, and *Professional Stewardship*, as well as the fulfillment of Academic Responsibility.

The candidate requesting consideration for promotion shall submit the following materials:

- 1) A current vita indicating creative activity/scholarship, service, and so forth. The vita should indicate the current status of all manuscripts and creative projects; i.e., in print, accepted for publication, scheduled for performance or exhibition, etc. Verification of status should be included with supporting materials.
- 2) A statement by the faculty member requesting consideration for promotion, in which the faculty member may include any arguments which he or she thinks supportive of the case for promotion.
- 3) Copies of the annual reports of the faculty member for either (a) each year of the candidate's probationary period at Winthrop, or (b) each year of the candidate's tenure at Winthrop since his/her last promotion. **These reports must include chair and dean evaluations/comments.**
- 4) Copies of Student Evaluations covering a minimum of five years prior to the application for promotion.
- 5) Optional: up to three evaluations written by professional peers and/or former students.
- 6) The faculty member should address all appropriate areas of review (*Academic Responsibility, Student Intellectual Development, Scholarly and Creative Activity, and Professional Stewardship*) as appropriate for the rank held. Details and examples of activities in each of these categories are included below.
- 7) Copies of all publications and/or papers produced either (a) in the years of the candidate's probationary status at Winthrop or (b) since the candidate's last promotion. In the case of scholarly or creative activity which is not developed in written form the candidate should submit materials appropriate to the medium of the scholarly or creative activity.
- 8) A document outlining goals and objectives for the next six years focusing on how the faculty member plans to sustain involvement and activities related to Student Intellectual Development, Academic Responsibility, Professional Stewardship, and Scholarly and Creative Activity.

Additional materials that support the request for promotion (refer to section addressing promotion in the Winthrop University Manual). This material may include letters or comments from individuals outside the Winthrop University campus.

When applying for promotion, faculty members are encouraged to have a portfolio of work that demonstrates effectiveness and accomplishment in the areas of *Academic Responsibility*, *Student Intellectual Development Creative and Scholarly Activity*, and *Professional Stewardship*. This evidence and reflection should demonstrate their level of engagement, their achievements, and the impact of their efforts. Documentation of faculty accomplishments should be annually accumulated and reviewed through the annual report process. The examples below should not be viewed as the only means for participation or as a list of specific expectations.

ACADEMIC RESPONSIBILITY

Academic Responsibility is an area of responsibility that spans all the traditional areas of faculty evaluation, and includes involvement of faculty in ways that support the institutional mission, maintains the function of the University and sustains the faculty role in shared governance. All faculty members are expected to be academically responsible to their students and peers as a baseline for service in their academic departments.

In the area of academic responsibility, most documentation is explicit and objective and does not require extensive reflection. For example, faculty will be asked to document some activity through lists (e.g., number of advisees, membership on committees). Likewise, direct supervisors will be expected to comment on faculty involvement in fulfilling their academic responsibility (e.g., participation in faculty governance through attendance at meetings, adherence to academic policies) in responses to annual reports.

Academic Responsibility includes but is not limited to activities such as: academic registration support, availability to students through multiple platforms (e.g., office hours, emails, assignment feedback), engagement in faculty meetings at all levels, participation in department and college events, participation in university commencements and convocations, professional development that supports improvements in practice (e.g., participation in peer observations, attendance at professional conferences to explore current research, engaging in sessions through the Teaching and Learning Center), recruitment and retention efforts, and service on committees. Chairs and deans should ensure equitable distribution of assignments among faculty; and faculty should be supported in ways that allow for free exchange of ideas, broad participation, and balanced work expectations.

In addition to activities related to academic responsibility, there are certain other professional responsibilities that are expected of faculty who hold full-time appointments, regardless of rank. These professional responsibilities are primarily documented through reviews by supervisors and are considered expectations of employment. These responsibilities include such things as adherence to academic policies (e.g., the privacy and confidentiality of student information, intellectual property and copyright, treatment of human subjects in research, final exam schedule,

meeting classes at the appointed times, adhering to deadlines for grade submission, submission of midterm grades as requested) and active participation in the collection of assessment data associated with teaching and/or work assignments. Although faculty may not report on these expectations regularly, chairs and deans will address areas of concern through meetings with individual faculty and annual evaluations.

STUDENT INTELLECTUAL DEVELOPMENT

Examples of such work for the promotion portfolio may include but not be limited to the following:

1. Courses, Program, Curriculum
 - Development of course, curriculum, or program
 - Development of instructional materials (e.g., syllabi, assignments, software, original course supplements)
 - Instructional practices and assessment methods (e.g. lecture seminar, online (blackboard), rubrics etc.)
 - Effective use of class time
 - Connections made between instruction and program goals
 - Course updates to maintain relevance and enhance teaching methods
 - Curricular revision efforts
 - Engagement of students in service learning (e.g. performance at local schools, clubs, senior centers, etc.)
2. Evaluation and Assessment
 - Implementation of high expectations for students (e.g., course tasks that require thinking at various levels of cognition, demonstration of specific skills and/or techniques, course assessments that measure student learning at various levels of cognition, impact on student development associated with University Level Competencies, etc.)
 - Response and reflection on teaching methods and evaluations
 - Response and reflection on performance (individual or group), exhibition design, and/or other *Student Intellectual Development* activity from supervisors, peers etc.
 - Evidence of student progress toward learning outcomes for course and/or program
 - Participation in goal assessment for courses, students, and programs
3. Other
 - Leading student groups on field experiences or international experiences
 - Student mentoring activities (e.g., undergraduate and graduate research, career direction, information literacy)

SCHOLARLY AND CREATIVE ACTIVITY

Refer to Appendix A.

PROFESSIONAL STEWARDSHIP (Service)

Examples of such work for the promotion portfolio may include but not be limited to the following:

1. Service to the Profession
 - a. Professional Organizations (Executive board positions, memberships, etc.)
 - b. Adjudication, Consultation, and Advisory Roles
 - c. Fostering education in area of expertise
 - Donation of expertise
 2. Service to the Institution
 - a. Committees (membership and/or chair)*
 - Departmental
 - College
 - University
 - b. Service to Institution
 - Advisory Role
 - Consulting Role
 - Special Assignment by Chair, Dean, etc.
 - Program development
 - Participation in any academic evaluation process
 - Recruiting **
 - Work for departmental, college, or university use
 - Performances
 - Photography
 - Recordings (sound or visual)
 - Digital (websites, power points, etc.)
 - Literature (Pamphlets, flyers, etc.)
 3. Service to the Community
 - a. Community committees and task forces
 - Membership
 - Advisory/consultation role
 - b. Community organizations, churches, schools, etc.
 - guest lectures
 - presentations
-

- demonstrations
 - workshops
 - performances
 - showcases
 - fund raising
 - pet rescue
- c. Donations to community organizations
- Blood donations
 - Food (food drives, etc.)
 - Time (work in a soup kitchen, etc.)
 - Furniture, etc.
 - Original curriculum and materials for professional development programs or continuing education programs

* Service on committees usually falls under the category of “academic responsibility.” However, there may be examples of committee service that exceed the basic minimum responsibilities of professional faculty. Faculty may wish to count this service as professional stewardship if there is clear evidence that their work and efforts went beyond these basic responsibilities.

** Participation in some basic recruitment activities (Preview Day, First Look Friday, Winthrop Day, etc.) falls under the category of “academic responsibility.” However, there may be examples of recruitment activities that go beyond these minimal expectations. Faculty may wish to count activities as professional stewardship if there is clear evidence that their work and efforts exceed these types of minimal expectations.

College of Visual and Performing Arts Bylaws
APPENDIX C

PROCEDURES AND POLICIES FOR TENURE CONSIDERATION

(Approved by CVPA Faculty Assembly, TBD)

Policies relating to tenure consideration follow the general regulations provided in the Winthrop University Faculty Manual. However, some of the details of those procedures are not specified in the manual. The following summarizes those procedures as they apply in the College of Visual and Performing Arts.

Any policy or procedure stated herein which is in conflict with policies and procedures of Winthrop University as stated in the Winthrop University Manual for Faculty Members or in subsequent interpretive documents is null and void and is superseded by the institution-wide policies.

INITIATION OF CONSIDERATION

Consideration of a faculty member for tenure normally occurs during the sixth year of probationary service, including years of previous service credited toward the seven years of probationary service at Winthrop University. Timelines for the review process are provided by the Office of the Vice President for Academic Affairs and are updated annually to reflect changes in the calendar. A faculty member standing for tenure submits to the department chair a tenure portfolio prepared according to the guidelines of the University and those listed later in this document. When a faculty member is applying for tenure and for promotion concurrently, a single supporting portfolio for both processes will be used. The letters of application from the faculty member, recommendations from the Chair and the Dean, and all committee recommendations must be submitted separately, as the review processes for tenure and promotion will occur independently.

DEPARTMENTAL TENURE COMMITTEES

For each faculty member being considered for tenure, a committee of no fewer than five tenured faculty, of whom a majority will be tenured within the faculty member's department or college will be formed and convened at the request of the department chair to review the tenure portfolio and to determine whether to recommend the faculty member for tenure.

If there are insufficient faculty members within a department who meet the qualifications for the committee, the Chair, in consultation with the Dean, shall appoint a special interdepartmental committee for this purpose. The Chair shall ordinarily name mostly members of the department of the faculty member(s) to be evaluated.

If a Department Chair is to be considered for tenure (as a faculty member), the Dean shall appoint a special committee to consider the matter. This committee shall meet the number and eligibility requirements stated above and shall ordinarily include some faculty members outside the department of the chair under consideration, provided that at least one member (if eligible) from within the department of the chair shall be appointed to the committee.

When the departmental committees referred to above are appointed, the person appointing them shall name one member of the committee as chair.

DEPARTMENT TENURE COMMITTEE PROCEDURES

- 1) The committee shall consider all materials submitted by the faculty member. Neither the candidate nor any other individual may appear in person before the committee.
- 2) It is the role of the departmental committee to clarify any discipline-specific information concerning *Scholarly and Creative Activities* or *Professional Stewardship* that is provided in the faculty member's portfolio for reviewers unfamiliar with the norms of the discipline.
- 3) The committee in its formal deliberations shall sit alone without the Department Chair present. The committee may request to meet with the Chair or Dean for clarification of information. Individual members of the committee should not seek or receive information. Additional information that the committee deems necessary shall be sought through the committee chair.
- 4) All deliberations of the committee shall be confidential and shall not be revealed to the candidate or to outside agents except those persons who later participate in the evaluation process. No minutes of transactions or deliberations of the committee shall be kept.
- 5) Supportive materials may include items from sources outside the Winthrop University community. All information must be obtained in written form so that it may be added to the materials in the candidate's folder.
- 6) The committee shall evaluate the candidates in accord with the criteria in this document and in the Winthrop University Faculty Manual.
- 7) The committee shall, after deliberation, prepare a report and make a recommendation to the Department Chair (or Dean when considering the promotion of a Department Chair) for or against tenure for each faculty member under consideration. This report should outline reasons for the recommendation addressing all appropriate areas of review (*Academic Responsibility, Student Intellectual Development, Scholarly and Creative Activities [as related to the College of Visual and Performing Arts scholarship statement], and Professional Stewardship*) as appropriate for the rank held. At this juncture no material may be deleted from the portfolio. At any stage of the review process, no material may be added to the portfolio without the approval of all prior review bodies. A positive recommendation shall require a vote of a majority of the committee.
- 8) When the decision of the committee is not unanimous, the report should indicate the areas of disagreement. If a single report cannot adequately represent the evaluation of committee members, a minority report must be submitted along with the primary report. All committee members must sign either the primary report or minority report. At any stage of the review process, no material may be added to the portfolio by the candidate without the approval of all prior review bodies).

ACTIONS OF THE DEPARTMENT CHAIR

The Department Chair reviews all materials and submits a report including a recommendation for or against tenure, along with all of the materials, to the College of Visual and Performing Arts Personnel Committee. The chair's report should outline reasons for the recommendation addressing all appropriate areas of review (*Academic Responsibility, Student Intellectual Development, Scholarly Activity, and Professional Stewardship*). The Chair shall include the reasons for agreeing or disagreeing with the committee recommendation. The Chair may clarify a faculty member's claims with regard to the discipline and department norms that may not be evident to a reviewer from another unit or discipline.

ACTIONS OF THE COLLEGE OF VISUAL AND PERFORMING ARTS PERSONNEL COMMITTEE

After the Department Chair has added the statement to the folder, the materials shall be submitted to the chair of the College Personnel Committee which shall meet to consider all candidates submitted by Chairs as well as those coming from special committees (if any) to consider applications from Department Chairs.

This committee shall then follow the procedures specified above for departmental committees. Where reference is made in those procedures to the Department Chair "the Dean" shall be substituted. The committee reviews all materials and submits to the dean a report including a recommendation, along with the portfolio and all previous reports. The college committee's response must include a clear statement indicating the recommendation and must highlight pertinent information or clarification for subsequent review bodies. The college committee's recommendation can refer to previous recommendations and documents from the department committee and chair. When the decision of the committee is not unanimous, the report should indicate the areas of disagreement. If a single report cannot adequately represent the evaluation of committee members, a minority report must be submitted along with the primary report. All committee members must sign either the primary report or minority report. In the case of academic units without department level review committees, the college committee may clarify faculty member claims with regard to the discipline that may not be evident to a reviewer from another unit or discipline.

After completing its written evaluation(s) of the candidate(s) for tenure, the committee shall submit the folder(s) to the Dean.

ACTION BY THE DEAN

After receiving the folder(s) with recommendation(s) from the departmental committees, the Department Chairs and the College of Visual and Performing Arts Personnel Committee, the Dean reviews all materials, creates a written response, and forwards all materials to the Vice President for Academic Affairs. The dean's response must include a clear statement indicating the recommendation for or against tenure and must highlight pertinent information or clarification for subsequent review bodies. In most cases, a rationale pointing to previous reports is sufficient. In cases of disagreement within and among the review bodies, the dean must clarify and address the issues of disagreement.

CONFIDENTIALITY OF THE PROCESS OF REVIEW

During the period of consideration of a faculty member for tenure, actions and recommendations of the various committees, the Department Chairman, and the Dean will be held in complete confidence.

AREAS TO BE REVIEWED AND MATERIALS TO BE SUBMITTED FOR TENURE CONSIDERATION - DEFINITIONS AND EXAMPLES

When applying for promotion, faculty members are expected to submit materials that demonstrate accomplishment in the areas of *Student Intellectual Development*, *Scholarly and Creative Activity*, and *Professional Stewardship*, as well as the fulfillment of Academic Responsibility.

The candidate for tenure shall submit the following materials:

- 1) A current vita indicating creative activity/scholarship, service, and so forth. The vita should indicate the current status of all manuscripts and creative projects; i.e., in print, accepted for publication, scheduled for performance or exhibition, etc. Verification of status should be included with supporting materials.
- 2) A statement by the faculty member requesting consideration for tenure, in which the faculty member may include any arguments which he or she thinks supportive of the case for tenure.
- 3) Copies of the annual reports of the faculty member for each year of the candidate's probationary period at Winthrop. **These reports must include chair and dean evaluations/comments.**
- 4) Copies of Student Evaluations covering all years since original appointment.
- 5) Optional: up to three evaluations written by professional peers and/or former students.
- 6) The faculty member should address all appropriate areas of review (*Academic Responsibility*, *Student Intellectual Development*, *Scholarly and Creative Activity*, and *Professional Stewardship*) as appropriate for the rank held. Details and examples of activities in each of these categories are included below.
- 7) Copies of all publications and/or papers produced in the years of the candidate's probationary status at Winthrop. In the case of scholarly or creative activity, which is not developed in written form, the candidate should submit materials appropriate to the medium of the scholarly or creative activity.

- 8) A document outlining goals and objectives for the next six years focusing on how the faculty member plans to sustain involvement and activities related to Student Intellectual Development, Academic Responsibility, Professional Stewardship, and Scholarly and Creative Activity.

Additional materials that support the request for tenure (refer to section addressing tenure in the Winthrop University Manual). This material may include letters or comments from individuals outside the Winthrop University campus.

When applying for tenure, faculty members are encouraged to have a portfolio of work that demonstrates effectiveness and accomplishment in the areas of *Academic Responsibility*, *Student Intellectual Development*, *Creative and Scholarly Activity*, and *Professional Stewardship*. This evidence and reflection should demonstrate their level of engagement, their achievements, and the impact of their efforts. Documentation of faculty accomplishments should be annually accumulated and reviewed through the annual report process. The examples below should not be viewed as the only means for participation or as a list of specific expectations.

ACADEMIC RESPONSIBILITY

Academic Responsibility is an area of responsibility that spans all the traditional areas of faculty evaluations, and includes involvement of faculty in ways that support the institutional mission, maintain the function of the University and sustain the faculty role in shared governance. All faculty members are expected to be academically responsible to their students and peer as a baseline for service in their academic departments.

In the area of academic responsibility, most documentation is explicit and objective and does not require extensive reflection. For example, faculty will be asked to document some activity through lists (e.g., number of advisees, membership on committees). Likewise, direct supervisors will be expected to comment on faculty involvement in fulfilling their academic responsibility (e.g., participation in faculty governance through attendance at meetings, adherence to academic policies) in responses to annual reports.

Academic Responsibility includes but is not limited to activities such as: academic registration support, availability to students through multiple platforms (e.g., office hours, emails, assignment feedback), engagement in faculty meetings at all levels, participation in department and college events, participation in university commencements and convocations, professional development that supports improvements in practice (e.g., participation in peer observations, attendance at professional conferences to explore current research, engaging in sessions through the Teaching and Learning Center), recruitment and retention efforts, and service on committees. Chairs and deans should ensure equitable distribution of assignments among faculty; and faculty should be supported in ways that allow for free exchange of ideas, broad participation, and balanced work expectations.

In addition to activities related to academic responsibility, there are certain other professional responsibilities that are expected of faculty who hold full-time appointments, regardless of rank. These professional responsibilities are primarily documented through reviews by supervisors and are considered expectations of employment. These responsibilities include such things as adherence to academic policies (e.g., the privacy and confidentiality of student information, intellectual property and copyright, treatment of human subjects in research, final exam schedule, meeting classes at the appointed times, adhering to deadlines for grade submission, submission of midterm grades as requested) and active participation in the collection of assessment data associated with teaching and/or work assignments. Although faculty may not report on these expectations regularly, chairs and deans will address areas of concern through meetings with individual faculty and annual evaluations.

STUDENT INTELLECTUAL DEVELOPMENT (Teaching)

Examples of such work for the promotion portfolio may include but not be limited to the following:

1. Courses, Program, Curriculum
 - Development of course, curriculum, or program
 - Development of instructional materials (e.g., syllabi, assignments, software, original course supplements)
 - Instructional practices and assessment methods (e.g. lecture seminar, online (blackboard), rubrics etc.)
 - Effective use of class time
 - Connections made between instruction and program goals
 - Course updates to maintain relevance and enhance teaching methods
 - Curricular revision efforts
 - Engagement of students in service learning (e.g. performance at local schools, clubs, senior centers, etc.)
2. Evaluation and Assessment
 - Implementation of high expectations for students (e.g., course tasks that require thinking at various levels of cognition, demonstration of specific skills and/or techniques, course assessments that measure student learning at various levels of cognition, impact on student development associated with University Level Competencies, etc.)
 - Response and reflection on teaching methods and evaluations
 - Response and reflection on performance (individual or group), exhibition design, and/or other *Student Intellectual Development* activity from supervisors, peers etc.
 - Evidence of student progress toward learning outcomes for course and/or program
Participation in goal assessment for courses, students, and programs
3. Other
 - Leading student groups on field experiences or international experiences
 - Student mentoring activities (e.g., undergraduate and graduate research, career direction, information literacy)

SCHOLARLY AND CREATIVE ACTIVITY

Refer to Appendix A.

PROFESSIONAL STEWARDSHIP (Service)

Examples of such work for the promotion portfolio may include but not be limited to the following:

5. Service to the Profession
 - a. Professional Organizations (Executive board positions, memberships, etc.)
 - b. Adjudication, Consultation, and Advisory Roles
 - c. Fostering education in area of expertise
 - Donation of expertise
 6. Service to the Institution
 - a. Committees (membership and/or chair)*
 - Departmental
 - College
 - University
 - a. Service to Institution
 - Advisory Role
 - Consulting Role
 - Special Assignment by Chair, Dean, etc.
 - Program development
 - Participation in any academic evaluation process
 - Recruiting**
 - Work for departmental, college, or university use
 1. Performances
 2. Photography
 3. Recordings (sound or visual)
 4. Digital (websites, power points, etc.)
 5. Literature (Pamphlets, flyers, etc.)
 7. Service to the Community
 - a. Community committees and task forces
 - Membership
 - Advisory/consultation role
 - b. Community organizations, churches, schools, etc.
 - guest lectures
 - presentations
 - demonstrations
 - workshops
 - performances
 - showcases
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- fund raising
- pet rescue
- c. Donations to community organizations
 - Blood donations
 - Food (food drives, etc.)
 - Time (work in a soup kitchen, etc.)
 - Furniture, etc.
 - Original curriculum and materials for professional development programs or continuing education programs

* Service on committees usually falls under the category of “academic responsibility.” However, there may be examples of committee service that exceed the basic minimum responsibilities of professional faculty. Faculty may wish to count this service as professional stewardship if there is clear evidence that their work and efforts went beyond these basic responsibilities.

** Participation in some basic recruitment activities (Preview Day, First Look Friday, Winthrop Day, etc.) falls under the category of “academic responsibility.” However, there may be examples of recruitment activities that go beyond these minimal expectations. Faculty may wish to count activities as professional stewardship if there is clear evidence that their work and efforts exceed these types of minimal expectations.