

College of Visual and Performing Arts Bylaws
APPENDIX B

PROCEDURES AND POLICIES FOR PROMOTION CONSIDERATION

(Approved by CVPA Faculty Assembly, 3/25/12)

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as stated in the Winthrop University Faculty Manual or subsequent interpretive documents is null and void and is superseded by the institution-wide policies.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 submit promotion portfolios to the CVPA Dean's Office

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 is non-tenure track, multi-year, 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 three most recent 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. 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 encouraged to have a portfolio of work that demonstrates accomplishment in the areas of *Student Intellectual Development*, *Scholarly Activity*, and *Professional Stewardship*, as well as the fulfillment of academic responsibility

The candidate requesting consideration for promotion shall prepare a folder containing the following items (a description of the required format is available in the Office of the Dean):

- 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) The faculty member should address all appropriate areas of review (*Academic Responsibility, Student Intellectual Development, Scholarly Activity, Professional Stewardship*, and academic responsibility) as appropriate for the rank held. Details and examples of activities in each of these categories are included below.
- 5) 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.

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

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

1. Creative endeavors
 - Performances
 - Compositions
 - Exhibitions
 - Commissions
 - Contracts
 - Competitions
 - Residencies

- Recordings
 - Literary works
 - Showcases
 - Workshops
2. Academic presentations
 - Conferences
 - Seminars
 - On-campus colloquia
 - Museums, Arts Centers etc.
 - Other college and university campuses
 - National, regional and local organizations, clubs etc.
 3. Academic publications
 - Journals
 - Conference proceedings
 - Scholarly books
 - Scholarly texts
 4. Grants and Awards
 5. Demonstrated research resulting in change such as departmental, college, or university level procedures
 6. Special Cases (the following may be considered as scholarly and creative activities ONLY when an individual is re-assigned and the work to be done has been pre-arranged with Department Chair AND Dean.)
 - a. Scholarship of Integration (helping non-specialists make connections to a discipline or explorations that examine information in a new way)
 - Systems/reports that require synthesis of expertise and exploration of data
 - Integration of knowledge for the development of cross-disciplinary experiences, the creation of which required faculty to engage in significant study outside their area of expertise (e.g. development of new programs or courses, study needed to develop new research experiences for students)
 - b. Scholarship of Application (use of knowledge to solve specific problems (e.g. new professional certifications resulting from significant exploration, design of assessment, etc.)
 - University processes, internal course materials used across sections
 - c. Scholarship of Teaching (work that affects the students with whom they engage, expanding what is known of the discipline, its connections and related problems)
 - original curriculum and materials for professional development programs or continuing education programs

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.

* 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.

- 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