GENERAL

This document establishes promotion and tenure guidelines which are consistent with the Mississippi State University Academic Promotion and Tenure Policies and Procedures document (MSU-APTPP). It supplements that document by defining terms and requirements as they pertain to the Department of Art.

In compliance with the MSU-APTPP, any revision of the document necessitates a two-thirds majority vote of the faculty members of professorial rank in the department.

Every person employed by the University as a member of the Department is expected to meet high standards of professional integrity, attitude, and objectivity. In addition, a person of professorial rank must have earned the terminal degree in art or have sufficient experience in lieu of that degree, have a strong commitment to higher education, in particular to the mission of Mississippi State University; and be willing to assume the responsibilities appropriate to a university faculty member and to a faculty member of the Department.

The member of the faculty of the Department of Art is expected to behave in a professionally responsible, collegial, and ethical manner in his or her relationships with students and colleagues on the faculty of Mississippi State University, and with individuals and institutions outside the university community. The Statement of Professional Ethics adopted by the American Association of University Professors in April 1966, which is found in the “Red Book” (AAUP Policy Documents and Reports, 1973 Edition), is applicable. The above standards apply to promotion and to tenure and to each rank.

Instructor:
An instructor is a faculty member with a potential for teaching and either a professional master’s degree appropriate for the discipline or the equivalent in training and experience.
Assistant Professor:

An assistant professor is a faculty member who possesses the potential for successful performance in teaching, research/creative achievements, and service in a university environment. A rating of "satisfactory" performance or higher for each of the three areas is necessary for promotion to this rank. A terminal degree in art or experience in lieu of the terminal degree is a requirement for appointment or promotion to this rank. Achieving the rank of assistant professor does not carry the presumption of automatic promotion beyond that rank.

Associate Professor:

An associate professor is a faculty member who has met the criteria for assistant professor, has consistently demonstrated an ability to perform at a satisfactory level in the three areas of teaching, research/creative achievements, and service, and has demonstrated excellence in at least one of these areas. A terminal degree in art, or experience in lieu of the terminal degree is a requirement for appointment or promotion to this rank. An associate professor is developing a national reputation, and is showing potential for sustained contributions to the university and to his/her profession or field, as outlined in this document. Achieving the rank of associate professor does not carry the presumption of automatic promotion beyond that rank.

Professor:

A professor is a faculty member who has met the criteria for associate professor, has achieved demonstrated excellence in two of three areas of teaching, research/creative achievements, and service to on-campus and off-campus communities. A rating of "satisfactory" or above in the third area is also required. A terminal degree in art or experience in lieu of the terminal degree is a requirement for appointment or promotion to this rank. A professor is expected to have a national reputation in the person's area of expertise or field, as outlined in this document.

Evaluation of Non-Tenured Faculty: (Pre-Tenure/Third Year Review)

The Promotion and Tenure committee will meet in the spring semester to evaluate the overall performance of non-tenured, tenure track faculty who are in their third year of employment with the university.

The purpose of this evaluation is to provide input to the non-tenured faculty concerning their progress toward tenure from the Committee and the Department Head. By January 15, the faculty to be reviewed must submit to the Chair of the Promotion and Tenure Committee annual review documents covering the evaluation period. The annual review document for the current year should be a complete one, including all support materials which will be submitted to the department head by February 1 as a requirement of the annual review process. (Only one document is necessary for the Promotion and Tenure Committee evaluation as well as for the annual review by Department Head).
As part of this evaluation, a member of the Committee will monitor the faculty member’s classes during the previous fall semester. This observation will be but one element of evaluation in the overall committee process.

The Committee will submit their evaluation in writing to the faculty member as well as to the Department Head by January 25. If the faculty member being evaluated believes some of the evaluation to be in error, he/she should submit his/her comments in writing to the committee within one week of receiving the written evaluation. Any further response would be situation dependent. The Department Head will communicate his/her written report regarding progress toward tenure within the annual review process. The committee report, Department head report and faculty member comments will become a part of the evaluated faculty member’s department file, and will be submitted as a part of the faculty member’s annual review and as a part of the faculty member’s application for promotion and tenure.

**CRITERIA FOR PROMOTION AND TENURE**

In addition to the general criteria stated in the third paragraph of this document, performance in teaching, research/creative achievements, and service are considered in making tenure and promotion decisions.

**Teaching:**

Excellence in teaching is measured by such diverse standards as peer evaluations to be administered during the spring and/or fall semester by either the department Head and/or a senior faculty colleagues; meeting classes regularly covering departmental accepted syllabus and competencies for the course being taught; student evaluations that reflect class level, class size, and ability, not merely popularity; ability to communicate effectively with students; counseling, advising, and motivating students; ability to translate knowledge and cultural values via students’ learning in the regularly scheduled instruction, and other academic pursuits that confer university credit; working with students on special projects and exhibitions; student accomplishments, a teaching portfolio, representing a sampling of student work; receiving teaching related grants and awards, sound scholarship and continued intellectual growth; and academic integrity. Demonstration of these activities must be clearly documented and presented.

**Research/Creative Achievements:**

Research documentation must be substantial and well-organized to support the case for satisfactory or excellent performance. Demonstration of productivity will be based on activities such as publications of books/textbooks; publications of papers/articles in refereed journals; presentations of professional meetings; invited talks at meetings and other institutions; success in obtaining research grants/fellowships and contracts; client-based work on a regional/national/international level; reviewing of books and editorial work; commissions and consultations; participation in refereed exhibitions; one-person shows; active gallery.
participation with critical peer review; awards; museums stipends; art residencies; and other areas. (see "Other Research Activities and Documentation," p.6) It is understood that any art faculty member either in studio or art history may be engaged in any of these activities.

Graphic Design/Fine Art
Studio Faculty

In the case of a studio faculty member, suggested examples which would support the case for satisfactoriness would be demonstration of a minimum of any two of the following achievements (or an equivalent mix) during an annual review period:

- national/international design competition
- national/international peer-reviewed (juried) exhibition
- national/international client-based project (the location of the client is less important than the scope of the client’s business)
- paper/presentation given at a major regional conference or national/international conference
- or, one published article in national/international publication

Suggested examples which would support the case of excellence for a studio faculty member would be demonstration of a minimum of any one of the following groups (or an equivalent mix) of achievements during an annual review period:

- four national/international peer-reviewed (juried) art exhibitions
- three national/international client-based projects
- two published magazine articles in national/international publications
- three papers/presentations given at major regional or national/international conferences
- three national/international design competitions

Art History Faculty

In the field of art history, scholarship takes a number of different forms. The evaluation system outlined below is based on the most significant categories of publication for art historians: scholarly monographs, edited volumes, exhibition catalogues, essays or book chapters, and articles published in peer-reviewed journals. Since articles or essays are the most common scholarly publications in the field of art history, the scale is devised based on a system of approximate equivalents in relation to the article/essay. Other forms of scholarly activity, such as successful grant proposals, the curating of exhibitions, and scholarly presentations at significant venues, serving on executive boards, etc., are also taken into account. Because art history is an historical discipline and often entails archival research, it may take a significant period of time to
research and write an article or book. That is why it is essential that major accomplishments, such as book manuscripts or exhibition catalogues that represent years of research and writing be counted for 3-5 years. Moreover, there are often significant delays (up to a year or more) waiting for articles to appear in print so it is paramount that scholarly activity be averaged over a number of years rather than computed based on a single year's activity. Art history is an inherently cross-disciplinary field so many art historians publish in interdisciplinary journals as well as discipline-based scholarly journals such as the Art Bulletin so the list of journals is not limited to strictly art historical publications.

During an annual review period, to receive a rating of “excellent”, a lecture faculty member would demonstrate the equivalent of publishing one peer-reviewed article and produce evidence of the submission of an additional peer-reviewed article or deliver one conference paper at a conference with a highly competitive submission policy all at the national or international level.

To receive a rating of “satisfactory”, a lecture faculty member would have to publish the equivalent of one article in a peer-reviewed journal and produce evidence of the submission of an additional peer-reviewed article or deliver one conference paper with a competitive submission policy all at the regional level or above.

Listed below are the additional kinds of scholarly activity that will be taken into account by the department Head. Weights will be adjusted for multi-author, co-author, and lead author issues. The department Head, in consultation with the faculty member, will write a justification for weight distribution of major projects over several years. The basic unit utilized is the peer-reviewed scholarly article in a national or international journal with major projects such as books and exhibition catalogues weighted more heavily and other forms of activity counting for less than an article.

Books, Articles, and Essays
Scholarly articles (national or international)= the standard (see above)
Scholarly monographs or single authored books (4-7 articles)
Books, edited (3-5 articles)
Text books (3-5 articles)
Essays/books chapters (1-2 articles)
Exhibition catalogues (3-5 articles)
Reviews (book reviews & exhibition reviews) (less than 1; 2-4 = 1 article)
Misc. notes or proceedings (less than 1; 2-4 = 1 article)

Research Grants/Fellowships
External & major (national or international) (1-2 articles)
Regional or internal (less than 1 article)
Awards (1 or less than 1 article)

Scholarly Presentations and Miscellaneous Professional Activities
Exhibitions curated (1-2 articles depending on scope and venue of exh.)
Executive boards (1 or less than 1 article)
Peer reviewer for scholarly publications (less than 1 article)
Scholarly presentations (international or national) (1 article)
Key note speaker (1-2 articles depending on venue)
Invited lectures (national or international) (1 article)
Scholarly lectures (regional) (less than 1 article)
Citations of research in major publications (less than 1 article)

Other Research Activities and Documentation

Interpretation of equivalency of other research/creative activities to these suggested examples would be based upon the following priorities:

- documented regional/national/international activities
- documented peer-reviewed or juried activities
- external reviews confirming significance of activities

Consistent and ongoing productivity and achievement must be demonstrated with recognition of research on a national or international level. Exceptional peer-reviewed research/creative activities not specified in this document will be taken under consideration on a case-by-case basis.

For a graphic design faculty member, research/creative activity in the form of successful publication of client-based projects will be evaluated with qualitative justification such as:

- documentation of client scope and stature
- client testimony
  Performance quality related to the stature of the client, scope of project, and level of critical review of the work by the client. (This may be in the form of a letter/serious critique by clients about the candidates work in relation to other designers in the field and the real value of the work to the company)
- external peer review
  All external peer review letters should specifically address the level of stature of the candidate’s clients as well as the quality of the candidate’s work.
- acknowledgment of client-based work by acceptance in professional juried competitions, reviews in professional publications, and presentation of the work at professional meetings/conferences

Documentation of professional research activities such as exhibitions, presentations, and papers should include support such as, in the case of exhibitions catalogues: prospectii, the name(s) of juror/jurors, show statistics (entries accepted/entries entered) and critical reviews, or in the case of papers and presentations: letters of invitation to present and reviews of such papers or presentations. It is the faculty member’s responsibility to provide clear and strong documentation. The faculty member should provide a summary in the form of a narrative as part of the application.
The same criteria for research will apply to electronic media with the following guidelines:

Works by faculty, which appear in non-refereed electronic media, will be accounted if the articles or electronic publication in question have been reviewed positively by peers.

Works produced and distributed in electronic format by a faculty member alone (outside of refereed journals or traditional means of publishing) will be considered as applicable toward annual review, tenure and/or promotion if those works have been judged by external peer reviewers to be legitimate, valuable and/or scholarly service to the discipline.

Instruction via the world wide web, or via other electronic means exclusively, will be accounted as equivalent to classroom instruction.

Service:

Service functions in which faculty can participate include any activities that enhance the excellence of education and scholarly life of the University or its programs; furnishing continuing leadership to student and/or faculty organizations; contributions to the formation of new courses and programs, providing service in areas that are essential to the operation of the University, such as student advising and recruiting, public relations, and making ideas available to the general public; work on committees (prioritized as University, college, department level); success in obtaining equipment and other service related grants and contracts. Service functions also include service within the discipline of art, such as holding office in national, regional or state professional organizations; service on accreditation or other evaluation teams; instruction in art workshops; acting as juror for exhibitions or artworks; art workshops; organizing/directing conferences (prioritized as international, national, regional); consultation on art programs, artworks, and art processes; participation in a specialized professional capacity in programs sponsored by student, faculty, and community groups.

Service documentation for promotion and/or tenure must include not only a listing of active working committees, but also the activities or accomplishments for which the applicant was responsible. Administrative service by faculty reassignment should be clearly documented under “service” and should report a list of duties, responsibilities and accomplishments during the period under review.

Criteria for Tenure:

At the time of initial appointment each faculty member shall be informed in writing as to whether he/she will be progressing toward evaluation for tenure.

Criteria for tenure is in accordance with the Mississippi State University College of Architecture, Art, and Design (CAAD).
Departmental Procedures for Faculty Promotion and Tenure:

It should be emphasized that promotion and tenure will be considered as separate issues in the Department of Art.

Faculty members desiring consideration for promotion or tenure must inform the Department Head and the departmental Promotion and Tenure Committee of their intentions, in writing, by April 1. Formal applications and all applicant supplied supporting documentation must be submitted by August 20, or earlier if specified by the Dean. Applications submitted after that date will not be considered until the following year. No other documentation may be added to the P&T file by the applicant after October 1.

When a faculty member is considered for tenure, a vote or poll of the tenured faculty will be taken. When a faculty member is considered for promotion, a vote or poll of the faculty holding rank at or above the rank the applicant is seeking will be taken. The result(s) of the poll(s) should be strongly considered by both the Department Head and the departmental P&T Committee in making their recommendations; moreover, the result(s) of the poll(s) will appear in the report to the Dean. The poll(s) will be distributed to the faculty on October 15, with a return deadline of October 20. The faculty poll(s) and the deliberations of the Committee will be based upon the applicant file as it exists on October 15. The departmental P&T Committee will submit its report to the Department Head no later than November 1, and the Department Head will submit his or her report to the Dean of the college by November 15. All deadlines noted above are at 5:00 p.m. on the indicated day. If the indicated day is a Saturday, Sunday or holiday, the deadline is 5:00 p.m. on the next official workday.

External Peer Review

The applicant must submit, along with his or her declaration of intent to apply for promotion and/or tenure (and thus, no later than April 1), a list of 4-6 external reviewers and all materials related to scholarly activities that will be sent to the external reviewers. If desired, the candidate may also submit a list of individuals, or groups of individuals, who are deemed by the applicant to be unacceptable external reviewers. The Committee will select five (5) external reviewers, at least two of whom will be from the list as supplied by the applicant. (University policy requires that “a sufficient number of letters should be requested so as to produce a minimum of four letters.”) Once the five external reviewers have been selected by the Committee, the Committee will invite comments from the applicant concerning the selected reviewers. These comments, if any, will be considered by the Committee prior to commencing the external review process. The five reviewers will then be requested, via a letter from the P&T Committee Chair, to evaluate the scholarly activities of the applicant. (The P&T Chair should request that external reviewers submit their reviews no later than October 1. Likewise, the Chair should encourage external reviewers to also e-mail or FAX a copy of their review to the Committee in the event that the hard copy is delayed in the mail system). All external reviews received by October 15 will be added to the applicant’s official P&T file. Any letter of external review received after the October 15 deadline will be shredded by the P&T Committee Chair upon arrival.
Beyond the candidate’s suggested list of external reviewers, the candidate may not know the specific identity of the selected reviewers but the general content of the letters should be discussed with the candidate by the department Head. External reviewers should be informed that, insofar as it is possible, the letters will be treated as confidential and access will be restricted to only those involved in the promotion and tenure review process.

The external reviewers will generally be tenured professors at MSU peer institutions, or more prestigious institutions. Occasionally, reviewers may be selected from government or industry but these should not make up the majority of the letters.

In the case of graphic design faculty, external reviewers should be appropriately selected to evaluate design-centric research endeavors.

The promotion and tenure dossier that is forwarded to the department Head should include a sample copy of the letter sent to reviewers and a complete list of the reviewers contacted, including the name of the institution/company and a brief credential summary or vitae.

Reviewers should be furnished with the candidates updated CV, and relevant support materials regarding the scholarship, especially in the area of research/creative endeavors, of the candidate. Copies of the current university, college (Faculty Handbook), and department promotion and tenure policy documents should also be provided to each reviewer. The reviewers will be asked to assess the research accomplishments of the applicant as these relate to the applicants professional field (Graphic Design/Fine Art Studio or Art History Faculty) as outlined in Department P&T Document under “Research/Creative Achievements.” The external review should provide written commentary that clearly relates the applicant’s accomplishments to the “expectations” as indicated in the P&T Document for the case of either “excellence” or “satisfactoriness.”

An external review may comment on the quality and quantity of professional accomplishments as it relates to the P&T Document; however, a review may not employ the use of arbitrary criteria or standards outlined by other institutions.
Sample Letter to External Peer Reviewers

Dear XXXX

The department of XXX in the College of XXX at Mississippi State University is considering the promotion (or promotion and tenure, or tenure) of name of candidate to the rank of Associate Professor (or Full Professor), and we have enclosed a dossier that includes a vita and other supporting materials. Your candid evaluation of this candidate’s performance and accomplishments will be of great help to us in this important process.

While the MSU Promotion and Tenure Document and Department of Art P&T Document are enclosed, we expect an individual promoted to associate professor to be developing a national reputation and showing potential for sustained contributions to the university and to his/her profession or field (alternatively: we expect an individual promoted to full professor to have a national reputation in his/her profession or field). Your evaluation of the quality and quantity of the candidate’s achievements, and the impact of his/her scholarship in teaching, research/creative activity, and service/engagement will be of considerable importance to us. And while we consider all of the work and accomplishments of candidates being considered, we give special consideration to research completed in the current rank.

Please assess the research/creative activities of the applicant as these relate to his/her professional field, as outlined in the Department P&T Document under “Research/Creative Activities”. It would be most appropriate that you indicate in your evaluation, the performance level of the faculty member in research as either “unsatisfactory”, “satisfactory” or “excellent” in regard to meeting expectations of the desired rank.

As you begin your letter, would you please describe your relationship with the candidate? We would appreciate knowing whether you know the candidate, and for how long and in what context.

Insofar as legally possible, your letter will be treated as confidential and access will be restricted to those involved in the promotion and tenure review process.

We wish to thank you for your willingness to serve as an external reviewer. Promotion and tenure decision are among the most important things that we do within the university and your help is greatly appreciated. In order to make full use of your comments we ask that your response be returned no later than insert date.

Sincerely,

(Department P&T Committee Chair)
TENURE AND PROMOTION PROCEDURES

Tenure:

A tenure committee consisting of the tenured members of the faculty makes recommendations concerning nominations for tenure. In no case will a department head serve as a member of the departmental promotion and tenure committee. The head will make a separate recommendation to the dean. Recommendations for tenure are forwarded to the dean when two-thirds of the tenured faculty in attendance at the meeting of the committee votes in favor of tenure. However, tenured members of the faculty who are on leave of absence or are prevented by illness from attending the meeting may cast a vote in absentia if they have reviewed the tenure document.

When the number of votes is not exactly divisible by three, conventional rounding is used to establish the number that constitutes two-thirds. Voting is by secret ballot. Abstentions are counted as negative vote, except that committee members voting in absentia shall have the privilege of abstaining. In such instances, their vote does not count either in establishing the number of votes cast as of a positive or negative vote. The committee will provide a recommendation for a candidate in the form of the attached “Report Form” that consists of a rating system that provides the committee member with evaluation of the candidate by individual anonymous voting as well as by committee remarks about the candidate.

Promotion:

A promotion committee consisting of all tenure members of the faculty above the rank of the person being considered for promotion except the department head, without regard to tenure, meets and follows the same procedures as for tenure recommendations. The department Head will make a separate recommendation to the dean. The recommendation/narrative from both the department head and the department committee will be submitted, with the promotion or tenure application, to the College of Architecture, Art, and Design Promotion and Tenure Committee.

AWARD OF TENURE AND THE PROBATIONARY PERIOD

All faculty contracts will specify whether the appointment is with tenure, tenure track, or non-tenure track.

For faculty members hired before July 1, 2005, in accordance with policies adopted by the Board of Trustees, Institutions of Higher Learning (March 1992), “the probationary period shall be five to seven academic years, three of which may have been met in the rank of instructor.” A recommendation regarding tenure can be made during the fifth year, thereby allowing tenure to be granted with the issuance of the sixth-year contract. Leaves of absence for professional advancement may be counted as part of the five-year probationary period. The department head must notify the faculty member as to how many years (if any) at the rank of instructor will be counted in the probationary period, as well as whether a leave of absence (if any) will be counted.
The first new contract following the tenure decision must clearly detail whether it is (a) a terminal contract, (b) another annual contract within which time reconsideration of tenure will be made (with faculty member’s approval), or (c) a contract indicating continuous employment by Mississippi State University. In any case, failure to grant tenure after six (6) years will require a terminal seventh (7) year contract.

For faculty members hired on or after July 1, 2005, beginning with a tenure track appointment to any professorial rank (assistant professor, associate professor, professor), a faculty member must be reviewed during the sixth academic year of the probationary period. Upon written agreement between the institution and the faculty member, credit up to a maximum of five (5) years toward fulfillment of the minimum probationary period may be allowed for service at institutions of higher education. Such credit toward the probationary period must be determined at the time of initial appointment to rank. Such allowance is to be granted only to an individual who possesses exceptional professional qualifications and achievements and is not to be construed as exempting said individual from any other institutional policies and procedures governing the award of tenure.

For clearly stated personal reasons (e.g., emergencies related to health, pregnancy, child care, care of parents), a faculty member may request exclusion of up to two years from the first five years of this probationary period for an approved leave of absence or a modified assignment. Such an exclusion must be agreed to by the university and faculty member at the time the leave is applied for.

Once the probationary period has been completed, professor of any rank, if reappointed, must be awarded tenure. For tenure to be awarded, the Institutional Executive Officer must make a recommendation to the Board in writing. Only faculty members of professorial rank can be awarded tenure. The award of tenure is not vested until notice of the award is given in writing by the Institutional Executive Officer, after approval by the Board, and the written notice is actually received by the faculty member.

At the time of initial employment by the Board, a faculty member or an administrative employee whose preceding employment included faculty rank at the level of assistant professor, associate professor, or professor and tenure may be granted tenure only if so recommended by the President and approved by the Board.