

Gwen Frostic School of Art

Policy Statement

Revised from 2001 Policy Statement

Ratified 11/10/17 by majority vote of board-appointed faculty

STATEMENT OF PRINCIPLE

“It is the right, the responsibility, and the privilege of University faculties to participate in the governance of their departments. Fundamentally, what is desirable and intended by the Department Policy Statement is to ensure meaningful participation by department faculties and procedural regularity within departments. It is understood that the ultimate power of decision-making resides with the administration. This Policy Statement is one means by which the faculty of this department make recommendations to Western.” (Mandatory first paragraph for every department policy statement, WMU-AAUP Agreement, 23 §2.1.)

Abbreviations

PC – Personnel Committee

STC – School Tenure Committee

SPC – School Promotion Committee

SSC – School Sabbatical Committee

ADMINISTRATION

A. Faculty Role in Selection of FSoA Director

The faculty recommends that when circumstances dictate, and at the discretion of the dean, a Search Committee with a majority of the membership coming from full-time, board-appointed faculty in the Frostic School of Art should be involved with the screening, interviewing, and nomination of the candidates. The initiative and responsibility for recommending candidates to the provost resides with the dean.

B. Assistant to the Director Position(s)

It is recommended that one or two assistants be appointed to aid the director at any given time from among the board-appointed faculty.

FACULTY

A. Definition of Faculty

Faculty include all board-appointed faculty, including term positions. Part-time faculty, who have their own contract, are considered vital members of the school.

B. Expectations of Faculty

All board-appointed faculty are encouraged to participate in the deliberations and various activities of the school, college, and university. All tenured and tenure-track faculty are expected to engage in professional competence, professional service, and professional recognition as defined by the WMU-AAUP Agreement. The responsibilities of board-appointed, one-year term faculty will be defined by their contract with the university, and may include aspects of professional competence, professional service, and professional recognition as defined in the WMU-AAUP Agreement. All board-appointed faculty are required to attend school faculty meetings.

C. Appointment of Board-Appointed Tenure-Track and Term Faculty

b. Part-time faculty are encouraged to participate in the various activities of the school, and may attend faculty meetings.

3. Evaluation of Part-time Faculty (Annual Performance Reviews):

Part-time faculty are evaluated according to the procedures outlined in the WMU-PIO Agreement, using the criteria stipulated in their letter of appointment (i.e. instruction, and/or research, and/or service). The FSoA Personnel Committee is responsible for completing the department-level performance reviews of part-time faculty according to the requirements of the provost's office and the WMU-PIO Agreement. The Personnel Committee may request board-appointed faculty to conduct the classroom observations required for the review.

III OPERATIONS OF THE SCHOOL

A. Faculty/Staff Meetings

1. Frequency:

The faculty will act through monthly faculty meetings during the academic year, the dates to be determined and announced by the director at the beginning of the academic year.

2. Special Meetings:

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and that are ready for action prior to the meeting.

- e. Faculty should respond within 3 days to the director's pending assignments.
 - f. If a faculty member does not respond in writing (e-mail is acceptable), to within 3 days of the director's pending committee assignments, the director may finalize the assignments as they were described.
4. It is recommended committee assignments be finalized no later than the end of the third week of fall semester.
 5. The director will distribute a list of committee assignments to all the full-time and part-time faculty and staff in the school. The list will be updated when committee assignments are added or changed.
 6. Minutes and End of Year Reports

It is recommended all committees keep minutes of their meetings, as well as create a brief written report at the end of the academic year summarizing their activities. The minutes and final reports should be distributed by e-mail, as well as kept as electronic files in the Art office so successive committee members can access them. The minutes and yearly summary may be written as a narrative or a bulleted list. Confidential information, discussed as a part of the required responsibilities of a committee, must not be included in the minutes or yearly report.

- d. Recommend the equitable distribution of resources for faculty as appropriate for each faculty's research and creative activities.
- e. Collaborate with the director on the agenda for faculty meetings, which will be distributed to all faculty and staff by the FSoA administrative assistant at least 3 days before the scheduled meeting.
- f. Assist the director with periodic strategic planning.
- g. Art Advisory shall not be required to fulfill tasks outside of those d

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three members of the Personnel Committee conducting a promotion review to Professor must all hold the rank of Professor. If there aren't sufficient faculty with the rank of Professor elected to the committee or as alternates, the faculty will elect additional alternates.

3. Chair:

To be elected by the committee. If no one on the committee accepts the role of chair, the director, in collaboration with Art Advisory, shall appoint one.

C. Curriculum Committee (appointed)

1. Duties and Responsibilities:

beginning in fall semester. Previous members may be appointed again, if the director and they are in agreement. It is recommended that the committee always have at least one member with prior experience on the committee.

3. Chair: To be elected by the committee. If no one on the committee accepts the role of chair, the director, in collaboration with Art Advisory, shall appoint one.

E. Scholarship and Awards Committee (appointed)

1. Duties and Responsibilities:
 - a. Communicate with faculty and students about student scholarship opportunities, award criteria, and application due dates.
 - b. Allocate student scholarships and awards based on the established criteria of the department, college, university, or external donation.
 - c. Make recommendations to the director about scholarship awards based on a budget provided by the director.
2. Membership: Three full-time faculty –

G. Graduate Review Committee (appointed)

1. Duties and Responsibilities:

Investigate and propose policy, standards and procedures for graduate programs, including selection, assignment, and use of graduate assistants, when applicable. The committee recommends action to the faculty and director.

2. Membership

V TENURE AND PROMOTION POLICIES AND PROCEDURES

The purpose of the following section of the Policy Statement is to establish consistent guidelines and expectations for tenure-track faculty during tenure reviews, and for faculty applying for promotion in the Frostic School of Art.

A. Qualifying Requirements – Educational Attainments

1. In the discip

6. The timetable and deadlines for all aspects of the tenure review process, including appeals, are published in the WMU-AAUP Agreement, Article 17.

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shall be appropriate to the tenure candidate's specialty area. By mutual agreement of the candidate and the chair of the STC (in the case of a final tenure review) or the School Promotion Committee (in the case of a promotion review), one reviewer may be from Western Michigan University, but external to the school. (see WMU-AAUP Agreement, articles 17.§5 and 18.§5).

1. Criteria for External Reviewers:

b. Statement of Confidentiality:

The Director's request to each external reviewer is contractually-required to include WMU's statement on confidentiality: "Your letter of evaluation, as part of an official review file, will be held in confidence and will not be disclosed to the faculty member under consideration or to the public except as required by law or University policy. In all such instances, the information made available will be provided in a form that seeks to protect the identity, privacy, and confidentiality of evaluators." The Director of the FSoA must send materials to each secured reviewer no later than the contractually specified deadline of the summer preceding the candidate's final tenure review (see WMU-AAUP Agreement, Articles 17 and 18). Throughout the process, all direct correspondence with external reviewers must be initiated from the office of the Frostic School of Art Director.

c. External Review Materials:

Faculty under external review must submit their required review materials to their department head by the contractually agreed deadline (WMU-AAUP Agreement Article 17 and 18) of the academic year preceding their final tenure review. By this deadline, faculty must provide the Director with four (4) (or the agreed upon number of external reviewers) copies of the following, each in a separate binder:

i. Narrative letter

This is where the candidate should summarize the full scope of their accomplishments, point out important elements in their vita, make specific reference to their accomplishments in Professional Recognition that will be specifically reviewed in the supporting materials.

ii. A current professional vita

iii. Supporting Materials

The purpose of external review is to evaluate the quality (not quantity) of a candidate's professional recognition. Supporting materials for the evaluation should include a table of contents and be arranged/identified in some meaningful fashion within the binder. External reviewers will not be expected to return these supporting materials to Western, so the candidate should only provide originals with this in mind. It is recommended that studio art faculty include electronic files of their materials appropriate to their research.

iv. After receiving supporting materials from the candidate, the FSoA Director shall add a cover letter as the first item in each binder that specifies the following:

- 1) the purpose of the external review
- 2) the desired scope of the external evaluation
- 3) who shall have access to the reviewer's identity and comments

- i. Hard or digital copies of publications
- ii. Hard or digital copies of press
- iii. CD with research/creative activities (images + image list)
- iv. Student portfolios (if applicable).
- v. External review letters (if they have been requested according to contractual procedures, recommended minimum of 4).
- vi. Other professional achievements included by the faculty member

JUDGMENTAL CRITERIA FOR TENURE OR PROMOTION

The areas to be evaluated for tenure and promotion reviews include professional competence, professional recognition, and professional service.

A. Professional Recognition in the Practicing Arts, criteria (not in ranked order) may include):

- 1. Invitational and juried exhibitions, including those hosted on the web
- 2. Solo and group exhibitions, including those hosted on the web
- 3. Invitational and juried performances
- 4. Awards, prizes and inclusion in public or private collections
- 5. Holding office in state, regional, national and international professional associations
- 6. Receipt of Grants, Commissions, Fellowships, or Residencies
- 7. Academic and professional research and publications, including those published electronically
- 8. Visiting artist/scholar record
- 9. Presentation to professional organizations or at professional conferences
- 10. Participation in workshops, panels, group presentations in national, regional and other major conferences
- 11. Duty on art exhibition juries, including electronic exhibitions
- 12. Consultation and professional practice at local, regional, national levels
- 13. Fellowships
- 14. Residencies
- 15. Performances
- 16. Curatorial Projects

B. Professional Recognition for Designers may include all criteria listed for the Practicing Arts, as well as the following (not in ranked order):

- 1. Evidence of self-authored / initiated projects published or produced (e.g. motion graphics, web/mobile apps, artists' books, informational and children's books, graphic novels, garment, product design, web design, etc. as appropriate to the faculty's area of expertise)
- 2. Receipt of professional projects for a client or organization
- 3. Inclusion in regionally, nationally, or internationally renowned design competitions

C. Professional Recognition for Art Historians with a terminal degree of PhD, criteria (not in ranked order) may include:

1. Publication of scholarly research, including those published electronically
2. Holding office in state, regional, national and international professional associations
3. Contributing papers or service to such organizations
4. Receipt of research grants, travel grants, fellowships, and residencies
5. Visiting lectureships or professorships
6. Research or activities for purposes other than publication (historic preservation, curatorship)
7. Duty on art exhibition juries, including electronic exhibitions
8. Participation in workshops, panels, group presentations in national, regional and other major conferences
9. Presentation to professional organizations and at professional conferences
10. Duty on art exhibition juries, including electronic exhibitions
11. Consultation and professional practice at local, regional, national levels
12. Activity as critic in the arts
13. Curatorial Projects

D. Professional Recognition for art educators with a terminal degree of PhD or EdD, criteria (not in ranked order) may include:

1. Publication of scholarly research, including those published electronically
2. Participation in workshops, panels, group presentations in national, regional and other major conferences
3. Presentation to professional organizations
4. Holding office in state, regional, national and international professional associations
5. Contributing papers or service to such organizations
6. Proposal and/ or Receipt of research or travel grants
7. Visiting lectureships or professorships
8. Awards, honors, and prizes
9. Consultation and professional practice at local, regional, national levels
10. Fellowships and residencies
11. Development of Special Outreach Programs

E. Professional Recognition for art educators with a terminal degree of MFA, criteria (not in ranked order) may include:

1. Publication of scholarly research, including those published electronically
2. Participation in workshops, panels, group presentations in national, regional and other major conferences
3. Presentation to professional organizations
4. Holding office in state, regional, national and international professional associations
5. Contributing papers or service to such organizations
6. Proposal and/ or Receipt of research or travel grants
7. Visiting lectureships or professorships

8. Awards, honors and prizes
9. Consultation and professional practice at local, regional, national levels
10. Fellowships and residencies
11. Development of Special Outreach Programs
12. Invitational and juried exhibitions
13. Solo and group exhibitions

will determine if a sabbatical proposal meets the established university criteria, and if, in their professional judgment, it is worthy of support. The Personnel Committee will make its final recommendations to the director, who should receive the committee's recommendations in time to read, assess, recommend, and forward those approved to the dean of the college.

C. Appeals:

Within three working days of notification, a faculty member who has not been recommended for sabbatical leave and wishes to appeal the decision must do so in writing to the Chair of the Personnel Committee. The committee will hear appeals within three working days.

VIII EVALUATION OF FACULTY

A. Student Evaluations:

Student ratings of faculty are stipulated in the WMU-AAUP Agreement. Faculty members may choose to use additional evaluative tools. Western agrees to take the evidence on professional competence provided by such instruments into consideration in tenure and promotion reviews; however, no single item, or small subset of items, on the student rating forms shall be used as the sole basis for a reappointment, tenure, or promotion decision. While the individual scores shall be considered confidential and given only to each individual faculty member, the director will maintain records of the results of the

- d. Area coordinator of a division within the school.
- e. BFA, BA, and MA thesis committees (when not counted in a teaching load)
- f. Supervising special student projects and travel (when not counted in a teaching load)
- g. Recruitment and promotional events and activities

C. Quantifying Workload

Workload for full-time bargaining-unit faculty is quantified as twenty-four (24) credit-hour units over an academic year, which may be balanced, by mutual agreement between the faculty member and the Director, to include fewer than twelve (12) credit-hour units (or equivalent work assignment) in one semester with more than twelve (12) credit-hour units (or equivalent work assignment) in another semester.

It is recommended that faculty who are actively engaged in teaching, professional recognition, and service be assigned a workload distributed per academic year as follows:

- about twelve (12) credit hour units, or four (4) courses of teaching (professional competence).
- about six (6) credit hour units of research/creative activities (professional recognition).
- about six (6) credit hour units of professional service.

1. Professional Competence

It is recommended that teaching assignments per semester consist of six (6) credit hours or two (2) classes. Most courses in the FSoA are 3 credits. Credit hours of teaching may be increased or decreased by mutual agreement between the faculty member and the director, with a commensurate adjustment of credit hours for professional service and/or professional recognition in the Frostic School of Art, so that a total of twenty-four (24) credit-hour units of workload are maintained over the academic year.

2. Professional Recognition

Professional recognition is a fundamental part of the mission of WMU and the Frostic School of Art. To afford faculty the opportunity to meet the University's criteria for promotion, tenure, and continued professional growth, it is recommended those faculty actively engaged in significant ongoing professional recognition activities be assigned a workload as described in Section X. C. of this policy statement.

3. Professional Service

The director, in consultation with the Art Advisory Committee, should take into consideration the time commitment required for various committee assignments so

and may include service as chair of a committee serving the School, the College, or the University, or serving as a member of an ad hoc committee. See Committees section of this document.

8. Coordinator of a disciplinary area:
The workload of an area coordinator may be adjusted in negotiation with the Director. Considerations for workload adjustment include coordination of areas with multiple fixed-term instructors and/or part-time instructors, and areas where a significant amount of time is dedicated to maintenance of equipment and facilities.
9. Director of the Design Center:
The workload of the Director of the Design Center may be adjusted in negotiation with the Director. Considerations for workload adjustment include extra contact hours with students during intern hours, management of client meetings, and field trips outside of intern hours.
10. Substantial research, creative, and/or other scholarly activity:
Workload adjustment may be allocated in negotiation with the director based on evidence of substantial progress in a program of scholarship.
11. Significant grant development:
Workload adjustment may be allocated in negotiation with the director based on preparation of major proposals for external funding for which the faculty member is a principal investigator/project director. The proposal should be submitted for review to a funding agency within 12 months of the time that an adjustment is approved.
12. Service to professional organizations:
Workload adjustment may be allocated in negotiation with the director for significant service responsibilities in a nationally or internationally recognized professional organization.
13. Significant community service:
Workload adjustment may be allocated in negotiation with the Director for coordination of significant community-based experiential learning programs, as defined by the Faculty Senate, with direct educational benefits to students in the Frostic School of Art.

F. Workload Notification

1. The director shall notify each board-appointed faculty member and their area coordinator of their *proposed* instructional assignments at least 30 days prior to the date course offerings are opened for viewing by the campus community, in order to allow time for the faculty member to review the assignment and request changes.

2. “As soon as possible prior to the start of fall and spring semester, the department

5. Faculty Priority in course scheduling

Placement on the priority list will be established as follows:

- a. Highest priority goes to those faculty who can meet course scheduling principles b. and c.
- b. Next highest priority goes to those faculty who have not taught in a summer term for at least two years. Next priority goes to those who did not teach in the previous summer term.
- c. Faculty will be limited to teaching one course per summer term unless they have not taught in at least two successive prior years or unless they are uniquely qualified to teach in an area and other faculty are not available to teach those same courses.
- d. When possible, new faculty who are in their first two years of service will be given special consideration for summer appointments but their appointment will not take precedence over the need to meet principles 2b

Appendix 1 – Recommended Course Capacities
(not yet approved by the administration as defined in the WMU-AAUP contract Article 42:14)

All course sections have a capacity of 20 students, with the following exceptions:

Art Education

All Master's in Art Education courses taught online are capped at 15, except
7000 is capped at 7

Art History

2000 level classes are capped at 85
3000 level classes are capped at 30
4000 level classes are capped at 20
5000 level classes are capped at 10
2000 level Art History courses taught online during summer terms are capped at 30
3000 level Art History courses taught online during summer terms are capped at 25

Ceramics

All ceramics courses are capped at 15

Direct Encounter with the Arts

ART 1480 Direct Encounter with the Arts is capped at 160

Foundations

Art 1080 Form and Space is capped at 16

Graphic Design

The following Graphic Design courses are capped at 10
Art 3710 Special Topics
Art 4610 Senior Projects
Art 4920 Graduation Presentation
Art 5700 Intern I
Art 5710 Intern II

Metals and Jewelry

All Metals and Jewelry courses are capped at 15

Photography & Intermedia

The following Photography and Intermedia courses are capped at 16
ART 2160 Black and White Photography I
ART 3160 Black and White Photography II
ART 5480 Photography Workshop
ART 5350 Intermedia Workshop

Printmedia

ART 2430 Lithography is capped at 13

Sculpture

ART 2310 Sculpture I is capped at 16

ART 3310 Sculpture II is capped at 16

ART 5310 Sculpture Workshop is capped at 10

42.§8.3 Scholarly Activities Leave. Bargaining unit faculty members in the University Libraries shall be eligible for scholarly leave dedicated to the pursuit of research, writing, and other scholarly activities as indicated in the Department Policy Statement.