

CRITERIA FOR PROMOTION AND TENURE

School of Visual Arts and Design
College of Arts and Humanities
University of Central Florida

INTRODUCTION

This document serves as a guide for tenured and tenure-earning faculty in the School of Visual Arts and Design (SVAD) seeking promotion and tenure and as a guide for their respective internal and external reviewers.

All full-time tenured or tenure-earning SVAD faculty are expected to consistently perform impactful teaching, pursue significant research (scholarly, creative, and/or industry-driven activity), and engage in appropriate service and professional development activities. The extended commitment inherent in the granting of promotion and/or tenure requires not only a strong and convincing record of prior accomplishments, but also the potential for a faculty member to make significant ongoing contributions to the discipline, School, College, University, profession, and community in the future.

While it is essential that the criteria for promotion and tenure (P&T) provide clear guidelines for candidates and reviewers, it is equally important that expectations do not become so rigid and intractable that they stifle independence and innovation. However, in all cases, it is the candidate's responsibility to include sufficient and compelling evidence in the dossier to attest to the impact of all teaching, research/creative activity, and service activities and to qualify the relevance of a given activity, venue, award, etc.

Overall Performance Measures

Candidates for promotion and tenure must provide and substantiate cumulative evidence of ongoing and impactful accomplishments in teaching and research/creative activity and demonstrate sufficient service involvement. Similar to the vote for a promotion and tenure decision ("For Tenure" or "Against Tenure"), a candidate's comprehensive performance is seen as falling into one of two categories:

Compelling Evidence for Tenure

The candidate's dossier demonstrates a cumulative record of frequent, sustained, and impactful accomplishments and shows indications of future excellence.

Insufficient Evidence for Tenure

The candidate's dossier lacks sufficient and substantial evidence of accomplishments and/or the potential for future excellence.

Tenure and/or Promotion

A faculty member seeking promotion and/or tenure in SVAD is evaluated according to their performance at the University of Central Florida and previous work as allowed by university regulation. Promotion and tenure decisions are based on a thorough evaluation of the candidate's total contribution. While specific responsibilities of faculty members may vary, all evaluations for promotion and tenure shall address the manner in which each candidate has performed in teaching, research/creative activity, and service. *Note: the opinions and written evaluations of internal and external reviewers carry essential and substantial weight in both the tenure and promotion evaluation process at the promotion to the Associate and Professor levels.*

SVAD is a diverse unit comprised of the following discipline areas: Architecture, Art History, Emerging Media, and Studio Art. The faculty members engage in customary and innovative teaching,

research/creative activity, and service. The School is committed to recognizing and honoring diverse faculty directions and achievements in these three categories and in professional development. In light of this disciplinary and interdisciplinary breadth, the types of activities and levels of accomplishments described in this document, while not exhaustive, serve as a guide for candidates and reviewers. Additional evaluative considerations under each of these three categories allow for some adjustment and interpretation of the criteria according to the specialization of the faculty member being evaluated. For example, summer teaching, research, and/or service may be counted as an important part of the faculty member's work toward tenure or promotion. An employee may report activities related to areas of assignment that are performed during times when the employee is not compensated by the university; if reported upon, these activities shall be evaluated.

While not exhaustive or rank-ordered, the ensuing sections of this document include detailed lists of appropriate activities or accomplishments a candidate might use to substantiate their teaching, research/creative activity, and service categories. In particular, research/creative activity vary from one area of the School to another. In recognition of this, the examples are broken down by area and listed alphabetically below. Not all bullet points hold equal value or meaning, nor do the sub-categories within a given description. It is the responsibility of the candidate to properly cite and substantiate activities and accomplishments with clear and compelling evidence.

Criteria for Tenure

The granting of tenure represents a commitment by the University to provide annual reappointment until voluntary resignation, retirement, removal for just cause, or layoff. Therefore, prior to earning tenure, it is incumbent upon the faculty to demonstrate that they have established a cumulative record of sustained and meritorious activities and accomplishments in the teaching and research/creative activity categories. This record must include indications of future excellence, as denoted by earning a reputation as an esteemed arts practitioner, educator, and scholar with an emerging stature on the national level. Candidates must also show that significant and ongoing contributions to the discipline, School, College, and University will be sustained throughout their academic careers, along with appropriate professional development, leadership, and service involvement activities. However, it should be noted that a commendable record in teaching, service and/or professional development alone is insufficient for tenure. *Note: Tenure is awarded only to faculty at the rank of Associate Professor or higher. Thus, promotion to Associate Professor is a necessary concomitant of the awarding of tenure to an applicant at the rank of Assistant Professor.*

Criteria for Promotion

Associate Professor

Criteria for promotion to the rank of Associate Professor are identical to the criteria for obtaining tenure. Refer to the *Teaching Examples and Guidelines*, *Research Examples and Guidelines* (according to discipline), and *Service Examples and Guidelines*.

Professor

Candidates for promotion must provide cumulative evidence of sustained and meritorious contributions within the institution (teaching and service), and exemplary research and creative activities within their respective discipline that are held in high regard by national and/or international experts. Evidence of sustained contributions beyond that expected of an Associate Professor since the time of the last change in rank is necessary to earn the rank of Professor. While important, a commendable record of teaching, service and/or professional development alone is insufficient for promotion to the rank of Professor. Refer to the *Teaching Examples and Guidelines*, *Research Examples and Guidelines* (according to discipline), and *Service Examples and Guidelines*.

TEACHING ACTIVITIES

Teaching is primary to the mission of the institution and a key aspect of a faculty member's assigned duties. Therefore, solid proof of ongoing teaching excellence is a major component of the promotion and tenure process.

Teaching Examples and Guidelines:

While not exhaustive or rank-ordered, the examples listed below represent the types of activities that should be evidenced in the teaching section of a candidate's dossier. However, as stated elsewhere in the document, not all points hold equal value or meaning, nor do the sub-categories within a given description. It is the responsibility of the candidate to substantiate all claims with clear and compelling evidence.

- a. Possesses comprehensive and original knowledge of the subject(s) and demonstrates the proven ability to communicate that knowledge consistently and effectively to students in a relevant and inspiring manner, as determined by the student research and creative work produced in their classes
- b. Earns a significant external teaching award (from national or regional arts organization), a UCF Teaching Incentive Performance Award (TIP), or College Excellence Award in undergraduate or graduate teaching, or other kinds of formal recognition for teaching (e.g., Fulbright Fellowship, invitation to teach at another institution)
- c. Earns consistently high ratings (average of "very good" to "excellent") from students who complete Student Perceptions of Instruction (SPOIs), including, but not limited to, the numerical tabulations and/or written comments
- d. Supervises rigorous student academic undertakings (e.g., research projects, theses, independent studies, internships, service-learning courses, portfolio reviews or other capstone work and/or courses, HIM theses, teaching of Honors courses and/or graduate courses, and/or participation on graduate thesis or dissertation committees, etc.)
- e. Develops and implements new academic programs of study (e.g., new courses, revisions to existing courses, etc.)
- f. Plays a significant role in developing, maintaining, and/or upgrading an art studio, digital lab, or display venue
- g. Actively participates in ongoing teaching development of undergraduate and graduate programs, events, activities, and in content area responsibility
- h. Sustains a leadership role in academic functions, events, and activities (e.g., regularly attends critiques, receptions, reviews, thesis defenses, and related school events on the main UCF campus, at the Center for Emerging Media, and/or regional campuses at Daytona or West Valencia)
- i. Mentors students outside of classroom instruction (readily available to individual students or student groups or organizations)
- j. Develops and implements innovative pedagogical techniques (e.g., interdisciplinary teaching, team teaching, etc.)
- k. Demonstrates consistent exemplary course organization and management
- l. Performs scholarly activity related to teaching (*Note: teaching-related research or grants can also be evaluated under the heading of research*)

- m. Leads/participates in seminars, workshops, or other forums that are focused on curricular concerns, teaching, or the learning process
- n. Engages in significant and ongoing discipline-related professional development (e.g., software and hardware self-training)
- o. Leads/organizes recurring field trips and/or speaker series for a student group, class, area, or unit
- p. Demonstrates active and ongoing leadership or involvement in the graduate program (e.g., chair and/or serves on multiple master's thesis committees, maintaining graduate faculty/graduate scholars' status, etc.)
- q. Is professional and collegial with students, staff, colleagues, and supervisors when carrying out teaching-related responsibilities
- r. Provides evidence of sustained and significant teaching effectiveness through distinctive achievements of students in the discipline
- s. Delivers guest lectures in other courses at UCF and/or at other institutions outside the University
- t. Demonstrates leadership/active involvement in interdisciplinary and/or team teaching
- u. Designs/directs/leads in an academic study abroad program
- v. Provides/performs extracurricular student professional development tasks (e.g., writes recommendation letters for a significant number of students and/or furnishes guidance in resume authoring/portfolio assembly/website development, graduate school applications, film festival submissions, etc.)

RESEARCH AND CREATIVE ACTIVITIES

In recognition of the various components of the SVAD—and the diversity of experimentation involved in pursuit of new knowledge in the arts—research, creative activity, and industry-driven projects may take on different media/directions or evolve into new engagements of interdisciplinary or collaborative activities beyond an individual's specific traditional focus. A faculty member's discipline may be multifaceted, so research and creative activity examples may vary. The following bulleted list is not rank-ordered or necessarily equivalent in value. It is expected that impactful performance of faculty involved in research activities will be evidenced by indicators of research success. The activities listed within each of the bulleted items, where a ranking is delineated, are ranked according to institutional standards of accepted levels of adjudication, audiences reached, and established venues (e.g., international, national, statewide, regional, and local). It is the responsibility of the candidate to substantiate all claims with clear and compelling evidence.

The following are examples of research activities:

- a. Research products and creative activities (e.g., published print and/or online books, articles, translations, reviews, catalogs, architectural proposals)
- b. Scholarly/creative activity (e.g., development and submission of research results for publication or presentation, editing of scholarly books/textbooks/anthologies or collections of articles, exhibitions, animated productions and screenings, industry-driven projects, web-based research, interactive media projects, installations, performances, and related activities, architectural commissions/consultation/adjudication)

- c. Awards (e.g., acquisition of grants, design awards, contracts, commissions, sponsorships, honorariums, etc.)

The following activities provide more examples for assessing the merit and scope of faculty "research":

- a. Display of creative works in appropriate venues (e.g., art museums and art galleries, site-specific private or public outdoor installations/performances, electronic and/or interactive sites, film festivals, printed books, brochures, posters, magazines, etc.)
- b. Architectural proposals (including design development and construction documents, architectural projects from inception to construction)
- c. Publication of authored or co-authored books, book reviews, articles, and commentaries
- d. Translation of scholarly books and collections of articles (e.g., in journals or anthologies)
- e. Editing of scholarly books and collections of articles (e.g., in journals or anthologies)
- f. Production of scholarly or other creative materials in alternative media including but not limited to online journals
- g. Scholarly presentations at professional conferences or symposia
- h. Funded research-driven grant activity
- i. Submission of grant applications, book proposals, essays, or other relevant work for professional review and consideration
- j. Industry-driven projects, including architectural commissions
- k. Installations and/or related performances of creative works
- l. RIA, SoTL, and/or College Excellence in Research Awards

The following general principles will apply in assessing the merit of scholarly and creative activities:

Type of Venue

The type of venue is important and can be determined by applying the following criteria:

- a. Securing a major federal grant is more praiseworthy than securing state-level or university-level funding
- b. Exhibiting in major museums is rated higher than lesser-known museums; blue chip commercial art galleries are typically, but not always, rated above other community galleries, academic galleries, new start-up, or pop-up spaces
- c. Redesigning a corporate identity for a Fortune 500 company is more merit worthy than designing a website, poster, or business cards for a local business or non-profit
- d. Top-tier peer-reviewed/professional publishers or organizations are also seen as more significant than solid mid-tier publishers or organizations. Vanity publishers and self-published print materials are typically viewed for what they are: promotional materials

Competition and Composition of Participants

The level, competition, and composition of the participants in an exhibition, conference, or festival also must be fully documented. For example, peer-reviewed and competitive creative activities

generally rank above non-peer reviewed and non-competitive creative activities. However, invited publications or presentations or performances that carry prestige will be duly weighted. In general:

- a. An adjudicated international competition or publication carries more weight than a national, regional, statewide, or local talent competition, etc.
- b. Inclusion in an exhibition, festival, publication, or group project based on your affiliation with a membership organization or group carries less weight than the items above
- c. Scholarly or creative work that is juried into a respected electronic venue or a scholarly work that is included in a respected peer-reviewed electronic journal is ranked above self-published electronic materials (like a self-published website, blog, pop-up exhibition, etc.). Similar considerations for criteria and ranking apply to conference presentations

Type and Amount of Contribution

The type and amount of the individual's contributions are also factors:

- a. In disciplines where original scholarly and creative activities are the norm, they will be valued more than group or co-authored works. However, in those disciplines with a tradition of collaborative scholarly and creative activities, they will be considered equal to individually-conceived works. Faculty must be clear about their individual contributions to such efforts
- b. Funded grant proposals rank above grant submissions
- c. Authored scholarly books rank above edited books/textbooks/trade books, and they tend to be ranked above articles; articles rank above reviews and commentaries, etc.
- d. Work published, presented, or under contract for these types of contributions rank above a work's non-contractual acceptance; work submitted ranks above a work-in-progress that has not been submitted for presentation or publication. Electronic publications and online galleries/film festival will also be evaluated according to the same principles
- e. Recognition given to a scholarly, creative, and/or industry-driven production will also be considered (e.g., faculty research that has received reviews in Top-tier peer reviewed/professional publications relevant to the field is more highly valued than creative work that has not received such recognition)

Additional Considerations:

I. Availability of Scholarly and Creative Venues

For interdisciplinary and newly-emerging areas of research, scholarship or creative work, there may be limited availability of exhibition/performance venues, publishing houses, and peer-reviewed publication venues. Candidates may need to be creative in finding suitable and peer-reviewed venues for dissemination of their work. In such cases, the following advisements should be carefully considered:

- a. Documentation of the limited nature of peer-reviewed publications for that combination of studies
- b. Documentation of review procedures and level of prestige for the chosen alternate publication venues
- c. Independent support of research by outstanding scholars in the combination of studies of the submitted publications

II. *Acceptance Rates*

When available, acceptance rates of adjudicated scholarly and creative activity (e.g., exhibitions, publications, grants, etc.) should be documented and will be considered in the faculty member's research dossier section.

III. *Timeliness of Editorial Notification and Publication*

Candidates and promotion and tenure evaluators should note that in all SVAD areas, the review time for submissions may be lengthy (ranging from several months to over a year), as may the time between acceptance of work and its actual exhibition or publication. In cases where particular publication venues have an unusually long-time delay for notification and/or exhibition/publication, the candidate is advised to provide evidence that explains the length of the review process.

IV. *Citations*

If some venues for dissemination (physical location, publisher, website URL, etc.) are not commonly known, the candidate is advised to clearly document how the venues are recognized by most established art and design organizations, agencies, or individuals.

V. *Joint vs. Single Authorship*

In cases of joint authorship, the faculty member is advised to provide explanation of the role of the authors: who is primary, what it means to be primary, and the role of other authors. Credit will be assigned in proportion to the primacy of authorship or the amount of work involved.

VI. *Grant Activity and Support*

Candidates for promotion and tenure will also be evaluated on their grant-related activities according to the availability and importance of grants in their area of research. The importance, availability, and funding levels of grants in visual art and design fields vary greatly; this will be factored into promotion and tenure decisions.

Research Examples and Guidelines: ARCHITECTURE

Evidence of performance in the area of research/creative work/practice in Architecture can be exhibited through the completion of meaningful works of architecture both built and unbuilt; the publication of books; the publication of articles in refereed journals; electronic publication in a refereed context; papers read at established industry-respected conferences; the generation of new knowledge through theoretical/basic research; and solving problems through applied research. Acknowledgment of research/creative works may include published citations and/or reviews about architecture projects, publications, or exhibits. Additional acknowledgment may be exemplified by being featured as a subject for a published article, or peer-reviewed prominent architectural blogs, or traveling exhibition or the publication of articles in other journals, newspapers, etc. Impact of published works should be measured by the degree of exposure each platform provides, such that, exposure is measure through quantitative metrics.

Non-Funded Research:

Candidates are expected to have assumed leadership in establishing, conducting, and disseminating research and engaging others in research activity. Participants in funded research activity must be able to demonstrate successful completion of the research activity, reporting of this activity, and an ability to engage other faculty and/or students in this activity as appropriate. It is expected that research findings, knowledge gained, conclusions, etc., will be disseminated through the publication of books, articles, reports, papers, lectures, and other communications.

Funded Research and Professional Practice/Consulting

The process of obtaining commissions for significant building projects is a strenuous form of peer review that is at least as rigorous and competitive as that encountered in the referee process for review of publications. The design process is a creative, synthetic process that combines the state-of-the-art in approach, technology, human values, and community service that is exemplary as a mode of inquiry in its discipline and execution. The products of this process have historical, theoretical, technological, and social significance that places the making of architecture as one of the primary modes of expression and growth in cultural histories. Recognition of the importance of the rigorous, critical review of architectural thought that the realm of practice offers as a form of scholarship is essential to the growth of architecture as a discipline. Evidence of performance in the area of funded research and licensed professional practice and university approved consulting can be exhibited through: The completion of meaningful works of architecture; the completion of schematic, design development, and construction drawings; buildings designed and constructed; design awards given by professional organizations or journals at the local, regional, national, or international level; designs published in professional journals or electronically; competitions entered and won; the dissemination of funded research through the publication of books, articles, reports, papers, lectures, and other communications; and creative work in related disciplines.

Design Competitions, Pro Bono, and Unbuilt Design Work (If engaged):

The pursuit of scholarship in architectural design through unbuilt projects or design competition entries that serve as an important form of scholarship. There is a difficulty in obtaining recognition for this work as a series of experiments that compose a research agenda because there are few outlets available for peer review and publication.

Independent Research:

All candidates must show evidence of having engaged in independent research activity associated with their particular field, their professional interest, or teaching. It is expected that such research will be done in both a scholarly and professional manner. The candidate must show evidence of continued intellectual growth through participation in formal continuing education programs, professional meetings, symposia, seminars, lectures, travel, self-study, etc.

Candidates for promotion and tenure in Architecture should have established a solid reputation in the discipline through research of scholarly or creative works published by a respected press, scholarly articles published in significant peer-reviewed journals, or with creative works published in major shows, exhibitions, competitive festivals, or industry-based peer-reviewed outlets.

In evaluating the quality of research and creative work, Architecture ranks activities accordingly:

- a. International and national activities rank more highly than regional or local activities
- b. Regional activities rank more highly than local activities. *Note: Local activities only will not be conducive to tenure.*

The following bulleted list is not rank-ordered nor necessarily equivalent in value. It is expected that impactful performance of faculty involved in research activities will be evidenced by indicators of research success. The activities listed within each of the bulleted items, where a ranking is delineated, are ranked according to institutional standards of accepted levels of adjudication, audiences reached, and established venues (e.g., international, national, statewide, regional, and local). It is the responsibility of the candidate to substantiate all claims with clear and compelling evidence. This research can include the following:

- a. Receives internationally or nationally competitive fellowship, grant, or award of distinction and multiple regional, statewide, or local competitive fellowships, grants, or awards of distinction (and/or several significant UCF internal grants)

- b. Receives consistent critical recognition for creative works in established print/digital venues of distinction
- c. Establishes a record of participating in international or national juried architecture competitions
- d. Receives a significant architectural commission (international, national, regional, or statewide in scope)
- e. Publishes peer-reviewed articles, abstracts, or posters (e.g., for publication, for conference panels, etc.) Examples may include Association of Collegiate Schools of Architecture (ACSA), Journal of Architectural Education (JAE), Technology Architecture Design (TAD), etc.
- f. Submits proposals for grants at international, national, regional, or statewide level (Principal Investigator [PI] or Co-PI)
- g. Sustains contributions and active participation in the presentation of research at major national and international conferences
- h. Shows strong evidence of significant progress toward the completion of architectural projects, and/or publication of a book or journal article, development of a chapter or essay within an edited text, or editing a text
- i. Earns awards for scholarship, successful grant applications, fellowships, positive reviews, and invited lectures at the national and international level
- j. Exhibits in juried or curated exhibitions of statewide, regional, or local distinction (or other discipline-related venues of merit)
- k. Submits articles or abstracts (i.e., for publication, for conference panels, etc.)
- l. Publishes an article in a discipline-related regional, statewide, or local venue of distinction
- m. Participates in professional organizations within the Design disciplines/professions/community at large
- n. Contributes regularly to the field through publications and conference presentations at local, statewide, and regional level
- o. Contributes regularly and participates in the presentation of research at local, statewide, and regional conferences
- p. Receives any internal or external award based on research
- q. Completion of Conceptual Design, Design Development, and Construction Documents

Research and Creative Activities Guidelines: EMERGING MEDIA (Character Animation, Experimental Animation, and Graphic Design)

Candidates for promotion and tenure in Emerging Media should have established a solid reputation in the discipline through research of scholarly and/or creative works published by a respected press, scholarly articles published in significant peer-reviewed journals, or with creative works published in major shows, exhibitions, competitive festivals, or industry-based peer-reviewed publications.

In evaluating the quality of research and creative work, Emerging Media ranks activities accordingly:

- a. International and national activities rank more highly than regional or local activities
- b. Regional activities rank more highly than local activities. *Note: Local activities only will not be conducive to tenure.*

Emerging Media also considers the level of competitiveness to help determine the quality of research and creative work:

- a. Publishing houses, journals, festivals, galleries, museums, and conferences with world-class reputations that have been in continuous operation for more than a decade which have exceedingly low, peer-reviewed acceptance rates (single digits); select from an international applicant pool; and attract international sponsorship, judges, speakers, and audience rank more highly than the following items.
- b. Publishing houses, journals, festivals, galleries, museums, and conferences that have been in operation for more than three years which have low, peer-reviewed acceptance rates (35% or less); select from an international applicant pool; and attract national sponsorship/speakers rank more highly than the following items.
- c. Publishing houses, journals, festivals, galleries, museums, and conferences that have been in operation for two years or less. These venues may have moderate acceptance rates (greater than 35%), may only draw from a local applicant pool, and attract local sponsorship and/or audience.

Authorship:

Creative activities that are collaborative—especially on major creative products, papers, or presentations—are not uncommon. In some areas collaborators can include students. Accordingly, Emerging Media recognizes and rewards the contributions made by individual faculty. In these cases, each designer or author is to receive full credit for purposes of promotion and tenure evaluation.

Accordingly, it is extremely important for the faculty member to clarify what role they played on a particular project. Cases where the faculty member had *creative responsibility for the entire project or a leadership role* (such as art director, director, animation director, producer, supervisor) will be ranked higher than other cases when their role might have been that as part of a team.

Project Duration:

Creative works in some areas of Emerging Media often take two or more years to complete and disseminate. It is critical for the promotion and tenure evaluators not to expect adjudicated work on an annual basis; indeed, a typical tenure candidate might have only one or two projects that have received national recognition within the tenure-track time frame.

The following bulleted list is not rank-ordered or necessarily equivalent in value. It is expected that meritorious performance of faculty involved in research activities will be evidenced by indicators of research success. The activities listed within each of the bulleted items, where a ranking is delineated, are ranked according to institutional standards of accepted levels of adjudication, audiences reached, and established venues (e.g., international, national, statewide, regional, and local). It is the responsibility of the candidate to substantiate all claims with clear and compelling documentation.

- a. Shows sustained contributions to the field through publications, exhibitions (solo, juried, etc.), competitive festivals, or commissioned works at the national and international level. Examples could include receiving an industry-respected award of exceptional merit for individual or collaborative achievement in an applied area (such as the Gold award for editorial illustration by the Society of Illustrators)

- b. Accomplishes distinctive activities, such as making considerable contributions to the field through publications, exhibitions (group, juried, etc.), competitive festivals, or commissioned works at the regional and national level. Secondary or tertiary examples could include holding solo exhibitions in a respected state or regional venue or earning an award of a commission for a major creative work, film, or artistic project
- c. Presents research at international or national conferences (e.g., College Art Association [CAA], SIGGRAPH and American Institute of Graphic Arts [AIGA]) or widely recognized regional conferences like Southeast College Art Association (SECAC) and Mid-America College Art Association (MACAA)
- d. Shows strong sustained evidence of significant completed creative works, or patents on products or other proprietary material
- e. Authors or edits a significant scholarly book or disciplinary textbook, authors or edits peer-reviewed journal articles, edits or publishes a catalog and/or museum entry for major institutions, authors reviews of esteemed discipline-relative publications
- f. Achieves multiple examples of awards for scholarship, successful grant applications, fellowships, exemplary reviews by highly regarded authors or premier agencies within the industry, and invited lectures at the national and international level
- g. Participates in professional competitions and/or exhibitions. Performance quality relates to stature of sponsor (local, regional, national, international), number selected/number entered, jurors, reputation, and critical reviews
- h. Reproduces work in publications and online. Performance quality relates to stature of publication (refereed/non-refereed, local/regional/national international distribution, area of scholarship), context of coverage (feature article, documentation of exhibition), and critical reviews
- i. Receives client testimony. Performance quality relates to the stature of client, scope of project, and level of critical review of the work by the client (these should not be general letters of recommendation but serious critiques by clients about the candidate's work in relation to other proponents in the field and the real value of the work to the company). While such testimony may be part of the dossier of the candidate whose scholarship is in professional practice, it cannot serve as the only evidence. Clients should not be contacted without the candidate's permission
- j. Gives lectures or receives invitations to present. Performance quality relates to stature of sponsor and audience (community, university, association), scope of presentation participation (delivering a paper, portfolio presentation), and critical reviews
- k. Earns grants and sponsored projects. Performance quality relates to development of research proposals, securing of funding, ability to engage graduate students, project execution, and critical evaluation
- l. Publishes works. Performance quality relates to stature of publication, national distribution, area of scholarship, and scope of work (abstract/article, etc.)
- m. Receives citations. Performance quality relates to frequency with which the candidate's research work is cited or serves as a platform for another researcher
- n. Shows consistent documented progress toward a creative work, publication of a book or journal article, grant applications, development of a chapter or essay within an edited text or editing a text, publication of a catalog or museum entry, publishing reviews of discipline-relative publications

- o. Participates/presents on a panel or screening of work in progress at a professional meeting, conference, or festival
- p. Learns and uses new technology or software related to creative work or research skills
- q. Receives any internal or external award based on research
- r. Acting in a leadership role (such as art director, director, animation director, producer, supervisor) on a collaborative, creative project that is also publicly disseminated.

Research Examples and Guidelines: ART HISTORY

The candidate for promotion and tenure in Art History should have established a solid reputation in the discipline through research, publications, and active participation in conferences. The publication of books, scholarly texts, monographs, and/or textbooks, articles in peer-reviewed journals, essays in books, and the presentation of research through panels and conferences is crucial to establishing a substantial contribution in the field.

The following bulleted list is not rank-ordered or necessarily equivalent in value. It is expected that impactful performance of faculty involved in research activities will be evidenced by indicators of research success. The activities listed within each of the bulleted items, where a ranking is delineated, are ranked according to institutional standards of accepted levels of adjudication, audiences reached, and established venues (e.g., international, national, statewide, regional, and local). It is the responsibility of the candidate to substantiate all claims.

- a. Contributes to the field through publications at the international, national, regional, statewide, and local level
- b. Participates in the presentation of research at international, national, regional, statewide, and local conferences
- c. Provides evidence of notable progress toward publication of a book or journal article, development of a chapter or essay within an edited text, or editing a text publication of a catalog or museum entry, published reviews of discipline-related publications
- d. Participates in international, national, regional, statewide, and local level archival or collections research
- e. Curates exhibitions at international, national, regional, statewide, and/or local venue
- f. Earns awards for scholarship at the international, national, regional, statewide, and local level
- g. Submits successful grant applications at the international, national, regional, statewide, and local level
- h. Earns awards for fellowships at the international, national, regional, statewide, and local level
- i. Delivers guest lectures at the international, national, regional, statewide, and local level
- j. Receives published positive reviews for scholarship or publications at the international, national, regional, statewide, and local level
- k. Receives any internal or external award based on research

Research Examples and Guidelines: STUDIO ART

The Studio Art area recognizes creative activity and achievement for tenure and promotion, which entails vigorous measures of accomplishment. Research and Creative work in the Studio Art area is given the same type of rigorous external review by which scholarly work is judged, but this type of review may take different forms, including exhibitions, performance, publication, and presentations in respected venues combining a variety of approaches and media.

Due to the diversity of research and creative activities in the studio art area, many factors should be taken into consideration in the evaluation processes. For example, evaluative weight may be given for works-in-progress for upcoming contracted solo exhibitions of distinction. Greater or lesser evaluative weights may be given due to the nature or complexity of the creative work. In the case of makers of multiples (i.e., printmakers, photographers, etc.) that often comply with standard commercial shipping sizes/rates, there may be an advantage over makers of large-scale single- objects/images or multiples (sculptors, ceramists, painters), in terms of the expense and effort of packaging and shipping artworks to exhibitions. All activities that may be unique or non-traditional must be clearly documented for evaluation and discussion with the Director and/or tenured faculty mentors.

The following bulleted list is not rank-ordered or necessarily equivalent in value. It is expected that impactful performance of faculty involved in research activities will be evidenced by indicators of research success. The activities listed within each of the bulleted items, where a ranking is delineated, are ranked according to institutional standards of accepted levels of adjudication, audiences reached, and established venues (e.g., international, national, statewide, regional, and local). It is the responsibility of the candidate to substantiate all claims with clear and compelling evidence.

- a. Conducts solo exhibition in a regional, statewide, or local venue of distinction and/or participated in noteworthy group exhibitions (juried, curated, or invited) at international, national, regional, or statewide venues
- b. Receives internationally or nationally competitive fellowship, grant, or award of distinction
- c. Receives regional, statewide, or local competitive fellowships, grants, or awards of distinction (and/or several significant UCF "In-House" grants)
- d. Receives consistent critical recognition for creative works in established print/digital venues of distinction
- e. Provides evidence for having acquired exhibition/representation in a gallery of international, national, regional, or statewide venue of distinction
- f. Conducts significant solo exhibitions at museums or galleries of distinction and/or participates in several noteworthy two or three-person invitational exhibitions at major international, national, regional, or statewide venues of distinction
- g. Achieves an established exhibition record as evidenced by numerous distinguished, competitive international or national juried or curated group exhibition
- h. Has work accepted into museum permanent collections (in order of prominence: international, national, regional)
- i. Receives a major public artwork commission (international, national, regional, or statewide in scope)
- j. Curates a major exhibition for an international, national, regional, or statewide venue of

distinction

- k. Publishes articles, abstracts, museum entries, and catalogs in international, national, regional, or statewide publications of distinction (e.g., commercial distribution, conference panels, symposia, etc.)
- l. Secures grants at international, national, regional, or statewide level (PI or Co-PI)
- m. Presents research at major national and international conferences
- n. Shows strong evidence of progress toward publication of a books and/or series of journal articles, development of chapter or essays within an edited text, or editing a text
- o. Participates in national and international archival or collections research, the curation and care of a public art collection to include significant grant writing, stewardship policy research or practice, etc.
- p. Provides evidence for having acquired exhibition/representation in a regional, statewide, or local gallery (or other discipline-related venue)
- q. Participates in numerous competitive international or national juried or curated group exhibitions
- r. Exhibits in juried or curated exhibitions of statewide, regional, or local distinction (or other discipline-appropriate venues of merit)
- s. Receives a noteworthy commission for a public artwork (regional, statewide, or local in scope)
- t. Receives consistent critical recognition for creative works/practice in established print/digital venues of distinction
- u. Publication of articles or abstracts (i.e., for publication, for conference panels, etc.)
- v. Submits proposals for regional, statewide, local, or in-house grants (PI or Co-PI)
- w. Publishes an article in a discipline-related regional, statewide, or local venue of distinction
- x. Participates in research or creative activities for professional organizations within the discipline
- y. Presents research at major national and international conferences
- z. Receives any internal or external award based on research

SERVICE ACTIVITIES

Engaged, meaningful, and ongoing service to the School is an important part of the promotion and tenure process. While not exhaustive or rank-ordered, the following activities will be considered in assessing the merit of faculty service to the profession, School, College, University, and community. However, as stated elsewhere in the document, not all bullet points hold equal value or meaning, nor do the sub-categories within a given description. It is the responsibility of the candidate to substantiate all claims with clear and compelling evidence.

Service Examples and Guidelines:

I. *University Service*

- a. Chairs significant University, College, or School committees or ongoing and/or active service on major University, College, or School committees
- b. Shows sustained active leadership in unit-level assessment, accreditation process for a national organization (e.g., the National Association of schools of Art and Design (NASAD), etc.), etc.
- c. Actively participates in program-level assessment to include serving as Program or General Education Program (GEP) assessment originator, coordinator, or supervisor
- d. Organizes or participates in workshops or seminars related to the mission of the University, College, School, unit, and/or area committees
- e. Actively participates in committee assignments at the University, College, or School level
- f. Advises campus organizations
- g. Provides mentoring, writes letters of recommendation, etc. for a significant number of SVAD students

II. *Professional Service*

- a. Performs leadership or is engaged in special responsibilities in international or national professional organizations related to academic discipline
- b. Curates, adjudicates, or serves as a panelist, or reviewer of an international or national Visual Arts, Architecture, and Emerging Media event or publication, or meritorious service to regional, state, or local arts events/publications
- c. Serves as external reviewer for multiple promotion and tenure dossiers for peer or aspirational peer institutions
- d. Serves one's discipline or other institutions (e.g., refereeing journal articles, external evaluator, program review)
- e. Serves as conference or convention chair of discipline-specific organization, panel, symposium, event, etc.
- f. Serves as an active member in an international, national, or regional professional arts and media organizations. Performance quality relates to invitations to serve on professional panels and juries for competitions and publications in his/her area of expertise; stature of international, national, regional, state, or local, or academic panels/juries; and the professional affiliation or reputation of fellow jurors and/or and stature of sponsor (e.g., university, association, publication, etc.)
- g. Serves as a board member, officer, or consultant for regional or local discipline-specific organization

- h. Actively participates with national and international industry-based organizations as a guest lecturer or professional consultant, paid or pro bono, in area of academic expertise. It is the company profile, not geographic location, that determines the significance of the industry, project, or activity
- i. Participates in reviews of proposals/editorial boards. Performance quality relates to invitations to the candidate to serve on professional panels that review proposals for funding or editorial boards for publications in his/her area of expertise/scope of work, stature of the funding organization or publication/status of the authors being reviewed (graduate student/professional), and fellow reviewers' reputations

III. Community Service

- a. Serves as board member of significant international, national, or regional discipline-specific organization, museum, gallery, or festival
- b. Chairs Program Committee for regional, state, and/or community organizations outside one's discipline
- c. Shows leadership coordinating/conducting gallery openings, critiques, reviews, or student showcases for students' groups, classes, events, etc.
- d. Serves as moderator, guest, or commentator on print, broadcast, and cable media such as television, radio, or print media on topics related to one's scholarly expertise
- e. Performs volunteer work for national, regional, or local organization outside one's discipline that serves individuals in crisis and/or improves community conditions (e.g., humanitarian charities)
- f. Serves on committees, coordinates activities/events, etc. for regional, state, or community organizations outside one's discipline
- g. Delivers presentations, workshops, or papers to community groups

IV. Professional Development

- a. Organizes or participates in conferences, courses, workshops, and seminars designed to enhance competence and understanding in academic or scholarly contexts (e.g., grant writing, diversity, governance, assessment, contracts, outreach, etc.)