

The University of Montana–Western
Fine Arts Department

Introduction to Unit Standards

In compliance with the Collective Bargaining Agreement, section 9.500, unit standards applied to faculty evaluation for promotion and tenure shall be based upon faculty participation and accomplishment in the areas of teaching effectiveness, creative and scholarly activities, and professional service both on- and off-campus. The following statements define the criteria to be used in the evaluation of faculty from the UM-W Fine Arts Department, which includes the disciplines of Drama, Music, and the Visual Arts.

For the purpose of faculty evaluation a number of assumptions must first be established. First, it should be recognized that all faculty are individuals, thus individual faculty strengths and contributions will vary. Second, it should also be recognized that within the Fine Arts Department, with its variety of disciplines, accomplishments in creative and scholarly activities will vary. Third, given the historic mission of UM-W, classroom teaching effectiveness should carry the most weight in evaluating faculty for tenure and promotion. Fourth, all faculty must participate in both creative and scholarly activities and professional service. Individual faculty, when applying for tenure and promotion, may equally represent creative/scholarly activities and professional service.

Evaluation Structure

For the clarification of expectations, both for the faculty and tenure and promotion reviewers, faculty participation and accomplishments are divided into three levels, with each level tied to a level of promotion and/or tenure. Assistant Professor level accomplishments represent on-going professional activity, Associate Professor level accomplishments represent modest professional accomplishments, and Full Professor level accomplishments represent significant professional accomplishments. It is assumed that each level builds upon the previous level, thus if evidence exists for Full Professor level accomplishments, Assistant and Associate level accomplishments must also be present. Following are relevant examples of Fine Arts Department faculty participation and accomplishments for each level within the categories of teaching effectiveness, creative and scholarly activities, and professional service both on- and off-campus that demonstrate professional growth and valuable contribution to UM-W.

Teaching Effectiveness at the Assistant Professor Level

Evidence including, but not limited to:

- 1.1.1 fulfilling of basic faculty responsibilities as defined in section 3.600 of the CB agreement:
 - a) to meet all assigned classes and to inform the VC-ASA of any absences;
 - b) to be available to students for advising, personal contact, and discussing academic assessment including evaluation of performance and final grades;
 - c) to keep current the content of all courses assigned and to teach each course according to high professional standards;
 - d) to accept departmental and College duties;
 - e) to participate in the efforts to improve the quality of Western Montana College of The University of Montana;

- f) present to the students and the VC-ASA, within the first week of class each semester, a written course description indicating course' objectives, the students responsibilities, and specific criteria for the grading system to be utilized.
- 1.1.2 provide useful and timely advising for students
- 1.1.3 student evaluations the indicate successful teaching skills and course management
- 1.1.4 keep personal knowledge current through continued education relevant to one's teaching responsibilities by participating in workshops and/or seminars
- 1.1.5 student, peer, and VC-ASA evaluations, as stated in CB Contract sections 9.310, 9.312, and 9.315, that support an acceptable level of teaching proficiency

Teaching Effectiveness at the Associate Professor Level

- 1.2.1 provide supervision for students in student teaching, internships, or other individual projects
- 1.2.2 development of innovative delivery systems to aid student acquisition of course content

Teaching Effectiveness at the Full Professor Level

Evidence including, but not limited to:

- 1.3.1 development of new courses and/or curriculum
- 1.3.2 program development or coordinator

Creative and Scholarly Activities at the Assistant Professor Level

Evidence including, but not limited to:

- 2.1.1 membership in organizations relevant to one's institutional responsibilities and profession
- 2.1.2 attendance at conferences relevant to one's institutional responsibilities and profession
- 2.1.3 the entering of juried exhibitions and periodicals
- 2.1.4 exhibiting in UM-W faculty exhibits, recitals, etc.
- 2.1.5 providing professional consultations and services relevant to one's teaching responsibilities
- 2.1.6 local presentation of one's creative/scholarly/research work to campus or nonprofessional groups
- 2.1.7 writing grants or other fund raising efforts that support creative and scholarly activity

Creative and Scholarly Activities at the Associate Professor Level

Evidence including, but not limited to:

- 2.2.1 serving on off-campus committees, task forces, review and advisory boards relevant to one's institutional responsibilities and profession
- 2.2.2 regional, non-juried presentation of one's creative/scholarly/research work to professional groups (ex., exhibitions, conferences, etc.)
- 2.2.3 serving on professional conference discussion panels
- 2.2.4 the receiving of a minor grant or other fund raising effort that supports creative and scholarly activity

- 2.2.5 serving as a reviewer of articles, text books, plays, etc.
- 2.2.6 serve by invitation as a expert instructor, consultant, presenter, panelist, guest artist, etc. at the regional level
- 2.2.7 non-curated one-person or group exhibitions

Creative and Scholarly Activities at the Full Professor Level

Evidence including, but not limited to:

- 2.3.1 juried regional and national presentation of one's creative/scholarly/research work to professional groups (ex., exhibitions, conferences, etc.)
- 2.3.2 curated one-person or group exhibitions
- 2.3.3 publishing of one's creative/scholarly/research work in a national juried periodical/publication
- 2.3.4 the receiving of a major grant or other fund raising effort that supports creative and scholarly activity
- 2.3.5 service as an editor or juror of a national publication
- 2.3.6 serve by invitation as a expert instructor, consultant, presenter, panelist, guest artist, etc. at the national level

Professional Service On- and Off-campus at the Assistant Professor Level

Evidence including, but not limited to:

- 3.1.1 participate in UM-W recruiting and retention efforts (ex., phone perspective students, meet with visiting perspective students, etc.)
- 3.2.2 participate in assigned campus committees

Professional Service On- and Off-Campus at the Associate Professor Level

Evidence including, but not limited to:

- 3.2.1 facilitating special programs, events, or workshops both on-campus and in the local and regional community (ex., Elderhostels, special children's classes, etc.)
- 3.2.2 serve as a faculty adviser for student groups, clubs, or organizations
- 3.2.3 participate in off-campus recruiting efforts beyond one's assigned load
- 3.2.4 providing gratis professional consultations and services for local and regional groups, organizations, or institutions
- 3.2.5 participation in groups and/or organizations that further the support and appreciation of the Fine Arts
- 3.2.6 serving as chairperson on campus committees and/or departments
- 3.2.7 providing professional expertise that supports and assists the work of UM-W

Professional Service On- and Off-Campus at the Full Professor Level

Evidence including, but not limited to:

- 3.3.1 serving as an officer in a national organization or conference relevant to one's institutional responsibilities and profession
- 3.3.2 serve as a consultant at the national level relevant to one's discipline

Tenure and Promotion

To be eligible for promotion, faculty must have served the required amount of full-time service in rank at UM-W and possess the appropriate terminal degree. Application for tenure and promotion shall follow the procedure as outlined in section 9.400 in the CB agreement. Promotion and tenure require evidence of professional activity and accomplishments as defined within the three levels previously defined. Faculty should provide evidence in the form of a portfolio that both lists, details, and describes their activities and accomplishments relevant to tenure and promotion. The portfolio should include supportive documentation, for example copies of syllabi and assignments, copies of letters of recommendation, copies of other relevant print materials, photographs, slides, audio or video recordings of creative work or events/workshops, press releases and reviews, copies of publications, grant award letters, etc.

Appropriate Terminal Degrees

- Drama: M.F.A. in Drama, Ph.D. in Drama/Theatre, Ed.D in Drama Education
- Music: Ph.D. in Music, D.Mus.Ed, D.M.A., Ed.D in Music Education
- Visual Art: M.F.A. in all studio areas, Ph.D in Art History, Theory, or Criticism, Ed.D. in Art Education

Assistant Professor

Appropriate terminal degree and demonstrated Assistant Professor Level activity representing all three categories of teaching effectiveness, creative and scholarly activities, and professional service both on- and off-campus, since the last promotion.

Associate Professor

Appropriate terminal degree and demonstrated Assistant Professor Level and Associate Professor Level activity in all three categories of teaching effectiveness, creative and scholarly activities, and professional service both on- and off-campus, since the last promotion.

Full Professor

Appropriate terminal degree, demonstrated Assistant Professor Level and Associate Professor Level activity in all three categories of teaching effectiveness, creative and scholarly activities, and professional service both on- and off-campus, since the last promotion, plus demonstrated Full Level activity in at least one of the categories of creative and scholarly activities or professional service both on- and off-campus.

Tenure

Appropriate terminal degree and demonstrated Assistant Professor Level and Associate Professor Level activity in all three categories of teaching effectiveness, creative and scholarly activities, and professional service both on- and off-campus, since the appointment at UM-W.

All accomplishments counted towards tenure or promotion must represent significant, well-documented accomplishments and the totality of the accomplishments must demonstrate continuing professional growth and valuable contribution to the institution.

