

Department of Art Bylaws and Policies

I. Name of the Department And Date of Last By-Law Adoption

- A. Department of Art, University of Wisconsin-La Crosse (5/14/09): will go into effect 11/14/09

II. Organization and Operation

Department members are governed by six interdependent sets of regulations:

1. Federal and State laws and regulations;
2. UW System policies and rules;
3. UW-L policies and rules;
4. College policies and rules;
5. Shared governance by-laws and policies for faculty and academic staff; and
6. Departmental by-laws.

A. Preamble

1. The purpose of the Department of Art at UW-La Crosse includes the following:
 - to provide an educational environment that encourages intellectual development, visual literacy, and artistic production;
 - to foster the development of graduates who are active citizens and advocates for the arts;
 - to develop and teach a well-considered set of courses that constitute a solid major and minor in visual art, according to the standards of those disciplines offered and in recognition of the needs of students and the community;
 - to develop and maintain a gallery program, including the University Gallery, that enhances the curriculum and serves as the region's premier contemporary art space, featuring experimental works by significant regional and nationally known artists as well as by faculty and students within the Department of Art;
 - to teach introductory-level courses that satisfy the General Education Program's emphasis on inquiry-based learning and simultaneously prepare undergraduates for advanced work in visual art;
 - to maintain the connection between studio practice and theory and practice through faculty and student research;
 - to allow students to enact the connection between theory and practice through internships and other learning opportunities designed by students and faculty;
 - to provide faculty and staff with opportunities to enhance their skills;
 - to monitor university library resources relevant to the needs of students;
 - to maintain relationships with relevant professional organizations, peer institutions, and the community.

B. Meeting Guidelines

Department meetings will be run according to the most recent edition of Robert's Rules of Order (<http://www.robertsrules.com/>) and WI state opening meeting laws (<http://www.doj.state.wi.us/AWP/OpenMeetings/2005-OML-GUIDE.pdf>, summary at http://www.uwlax.edu/hr/recruit/Academic_Recruitment/OPENMEETING.htm).

1. Full department meetings will occur at least twice per semester as called by the Chair.
2. For work on ad-hoc committees and other activities involving recommendations to the larger department, all tenure-track and tenured members of the department should be informed of the meeting.

3. Meeting minutes are recorded by the Academic Department Associate in consultation with the Department Chair.
4. A meeting can be conducted by e-mail.

C. Definitions of Membership and Voting Procedures

1. Department membership is comprised of tenured and tenure-track faculty, and Instructional Academic Staff (IAS) with at least 50% teaching appointments in the Art Department.
2. The Art Department will abide by all university policies related to voting rights of faculty and Instructional Academic Staff.
3. Matters coming before the faculty shall for voting purposes be divided into the following categories:
 - Tenure recommendations
 - Promotion of ranked faculty
 - Retention of non-tenured faculty
 - Retention of Instructional Academic Staff
 - Faculty/Staff Personnel Issues
 - Merit Rating of Faculty/Academic Staff/Unranked Staff
 - Hiring of new faculty/Instructional Academic Staff
 - Department By-Laws/Procedures/Policies
 - Curriculum Additions or Changes
 - University Gallery Procedures and Policy
 - General Department Business Items
4. Full-time ranked tenured teaching faculty may vote on all issues coming before the department unless such vote is restricted by University Policy.
5. Full-time ranked tenure-track teaching faculty may vote on items in categories:
 - Merit Rating of Faculty/Instructional Academic Staff
 - Hiring of New Faculty/Instructional Academic Staff
 - Department By-laws/Procedures/Policies
 - University Gallery Procedures and Policy
 - General Department Business
6. Full-time teaching Instructional Academic Staff will have a vote on items falling within categories:
 - University Gallery Procedures and Policy
 - General Department Business
7. Part-time teaching faculty and/or Instructional Academic staff with at least a 50% appointment in the Art Department may be granted voting rights in these categories after the completion of 5 years teaching in the department:
 - Hiring of New Faculty/Instructional Academic Staff/Unranked Staff
 - Curriculum Additions or Changes
 - University Gallery Procedures and Policy
 - General Department Business

8. In cases where there is a question as to which category an issue should be placed, the tenured faculty will decide by majority vote.

9. Proxy votes are acceptable so long as they are received prior to the posted meeting.

D. Definitions of Quorum and Majority

1. For full department meetings, a quorum consists of a 2/3 of the tenure-track faculty. Within a meeting, a majority is a majority of those present.

2. For work on standing or ad-hoc committees and other activities involving recommendations to the larger department, a quorum shall consist of two tenure-track faculty.

E. Changing Bylaws

1. Shall be amended by two-thirds vote of eligible voting membership

2. Proposals shall be presented in writing to the members at least two weeks before a final vote is taken. Bylaws go into effect six months after the final vote.

III. Faculty/Staff Responsibilities

A. Faculty

Faculty responsibilities are referenced in section IV of the Faculty Senate by-laws entitled "Responsibilities of Departments, Department Members and Department Chairpersons." A complete set of the by-laws are available off the Senate webpage under "Senate Articles and By-laws" <http://www.uwlax.edu/facultysenate/>.

1. Workload policy

A complete set of the by-laws are available off the Senate webpage under "Senate Articles and By-laws" <http://www.uwlax.edu/facultysenate/>. Section VIII pertains to workload.

2. The department abides by standard workload expectations typical of studio faculty teaching in comprehensive public universities. Studio faculty are granted a variance of 2-3 credits (adjusted from the overall 12-credit university workload policy) for studio maintenance and supervision (referenced in Appendix). Art Education faculty policy is indicated below (c.). Art history faculty are granted an allowance of 1 credit (adjustment from the overall 12-credit university workload policy) for the following service above and beyond typical department service expectations:

- Lead faculty representative for the department's Writing in the Major Program
- Library liaison
- Visual Resources

The established policy is as follows:

a. Studio faculty (includes all faculty except Art Educator and Art Historian) are expected to teach a minimum of 9 credits, defined by any one of the following:

- 9 credits of studio sections,* amounting to 13-15 contact hours per week, or a minimum of three sections.

- 6 credits of studio sections* and two sections (2 credits) of Art or Photography Appreciation, amounting to 12-14 contact hours per week, with a minimum of two studio sections.
- 6 credits of studio sections* and one section (2-3 credits) of lecture and/or studio sections, amounting to 12-14 contact hours per week, with a minimum of two studio sections.
- 3 credits of a studio section and three sections (6 credits) of Art or Photography Appreciation, amounting to a minimum of 11 contact hours per week, with a minimum of one studio section.

*Studio sections typically include multiple levels and are scheduled, rather than arranged times.

b. Art history faculty are expected to teach a minimum of 11 credits, distributed as follows:

- 9 credits of art history sections and one section (2 credits) of Art Appreciation (amounting to 11 contact hours per week).

c. Art Education faculty are expected to teach a minimum of 23 credits annually, patterned typically as follows: Fall (13 credits) and Spring (10 credits).

d. Operating Exclusions

Chair: The duties of the chair comprise 50% of his or her position. The remaining 50% shall be comprised of an academic workload of 9 credit hours (not to exceed 10 instructional contact hours in a given semester) per academic year. The duties of the chair are outlined in the Faculty Senate Articles of Faculty Organization.

Gallery: The gallery director responsibilities comprise 50% of his or her position. The typical academic workload for the gallery director is 9 credit hours per academic year.

B. Instructional Academic Staff Responsibilities and Expectations

Requests for IAS hiring will be presented to the college dean. The request will indicate one of the standard titles from the lecturer or clinical professor series

<http://www.uwlax.edu/facultysenate/committees/ias/pages/titling.html> and will outline specific duties including teaching and any additional workload. Total workload for IAS is defined as a standard minimum teaching load plus additional workload equivalency activities.

<http://www.uwlax.edu/facultysenate/41st/3-29-07/IAS%20Appendix%20B.htm>.

Workload equivalency for Instructional Academic Staff shall include allowances for service and for supervision and maintenance of studio areas as determined by the department chair. The conditions and specific requirements of IAS are unique and specific to each contract as defined by the Dean of the College and department chair.

C. Non Instructional Academic Staff Responsibilities and Expectations

D. Student Evaluation of Instruction

1. The department will follow the UW-L SEI policy and procedure available off the Faculty Senate webpage <http://www.uwlax.edu/facultysenate/>. Ranked Faculty & SEIs. Results from the Faculty Senate approved SEI questions are required for retention, tenure, and promotion in the form of

(1) the single motivation item and (2) the composite SEI consisting of the 5 common questions. These numbers will be reported using the Teaching Assignment Information (TAI) form. The department will add both the motivation item and the composite SEI fractional median for each course. In addition, the candidate's overall fractional median for the term on both the single motivation item and the composite SEI are reported. Finally, the department adds the departmental fractional median for both the single motivation item and the composite, the minimum and maximum composite SEI for the department, and the candidate's rank in SEI scores relative to all departmental ranked faculty (tenure-track or tenured) for that term (e.g. 3 of 15). IAS renewal and career progression. The same information as above is reported; however, no TAIs are generated for IAS.

2. IAS must be evaluated every semester. After tenure, a professor must be evaluated, at a minimum, once every three years. The evaluation usually takes place in the last weeks of the semester when the SEI is distributed in class. The SEI is to be administered by a colleague, the Academic Department Associate, or a designated responsible person. The completed forms are returned to the ADA, who transcribes written comments before sending the forms to the ITS for analysis.

E. Graduate faculty status (Graduate faculty)

The Department follows current university guidelines on graduate faculty status.

IV. Merit Evaluation (Annual Review)

The results of merit reviews for all ranked faculty who have completed at least one academic year at UW-L are due to the Dean's Office on Dec. 15 annually. Merit reviews reflect activities during the prior academic year ending June 1.

A. Evaluation Processes & Criteria

1. Faculty: The criteria for recommendations shall be:
 - (a) for faculty with 100% teaching appointments: Teaching, Research, and Service, weighted according to the merit score adjustment sheet on the faculty merit report
 - (b) for faculty with teaching and administrative or directorial appointments (Department Chair, Gallery Director): Teaching & Research 50%; General Service and Administrative Service and/or Directorship 50%

The recommendations shall be based on the materials submitted by the candidates to E-portfolios/Digital Measures: a dossier of information on activities and accomplishments, including (but not limited to) student and peer evaluations, course and curriculum development and assessment, and summaries of service and research activities. Reports may be viewed electronically or on paper, per the request of the Merit Evaluation committee.

Each candidate will be ranked in one of the following categories:

- #1 – Highly Meritorious
- #2 – Meritorious
- #3 – No merit

2. Instructional Academic staff (see section VI)

B. Distribution of Merit funds

1. The recommendations for merit pay for faculty will be made by the Merit Evaluation Committee, based on the composite ranking.
2. Differential allocation of money for the three upper categories shall be made by determining the total amount available for merit pay, reserving 10% of that total for those ranked in

Category 1 – Highest Merit, and 5% of that total for those ranked in Category 2 – Meritorious, with the remaining 85% base divided equally among all the candidates rated #3 or above. Whenever any of the 10% and 5% reserves are not used, they will be returned to the base and distributed as part of that base.

3. (Cf. Faculty Personnel Rules UWS 3.05-3.11 and UWL 3.08; and UW-L Employee Handbook)

C. Appeal Procedures

- a. Within one work week of notification of the merit rating, a faculty member may appeal their rating to the department chair who will notify the Merit Appeals Committee.
- b. After considering the information submitted for merit evaluation, the Appeals Committee shall vote on any adjustment of the appellant's final score.
- c. Any department member who appeals a merit rating may not be a member of the Merit Appeals Committee for that year.
- d. Any adjustment in anyone's final score shall be communicated to all eligible ranked participants in merit.

V. Faculty Personnel Review

The department will follow the policies regarding retention and tenure described in the Faculty Personnel Rules (UWS 3.06 - 3.11 and UWL 3.06 -3.08) http://www.uwlax.edu/HR/F_Handbook.htm.

Tenure/retention decisions will be guided by the criteria established in the by-laws at the time of hire unless a candidate elects to be considered under newer guidelines. The criteria outlined in Section V. A & V. B. "Faculty Personnel Review" in these by-laws should be applied to faculty with a contract date after

January 2009

The department will follow policies guiding part-time appointments for faculty and tenure clock stoppage available on the Human Resources website.

A. Retention (procedure, criteria and appeal)

- i. Faculty under review provide an electronic portfolio related to their teaching, scholarship, and service activities extracted from their date of hire to date of review. Hyperlinked syllabi are required and the candidate may choose to provide additional evidence. Additional materials may be required for departmental review and will be indicated in these by-laws.
- ii. Departments will provide the following materials to the dean: 1. Department letter of recommendation with vote; 2. Teaching assignment information (TAI) datasheet that summarizes the courses taught, workload data, grade distribution and SEIs by individual course and semester (which are only available after completing a full academic year) and departmental comparison SEI data; and 3. Merit evaluation data (if available).
- iii. The initial review of probationary faculty shall be conducted by the tenured faculty of the appropriate department in the manner outlined below.
- iv. Starting with tenured-track faculty hired effective Fall 2008, all first-year tenure-track faculty will be formally reviewed in the spring of their first year. A departmental letter

will be filed with the Dean and HR. Formal reviews resulting in contract decisions will minimally occur for tenure-track faculty in their 2nd, 4th and 6th years.

Department Retention Policy

1. Timetable

A call for review materials and written notice of the date and time of the review meeting shall go to each person undergoing review in accordance with university policy.

2. Materials for Review

The candidate shall provide all materials (electronically) to be considered at least seven working days prior to the review meeting. Materials for review should address the department's standards for teaching, research, and service, and include the following:

- A record of teaching scheduled classes, teaching innovations, and new instructional programs, Mentoring of undergraduate research. A record of S.E.I.'s showing all questionnaire data for each semester under review. A record of teaching performance as recorded by the Teaching Evaluation Committees for each semester under review. A TAI report (prepared by the department chair in consultation with the tenure candidate and the ADA)

Retention Vote

- a. The recommendation of the evaluation committee shall be based on a majority vote of the eligible members including the committee chair.
- b. In the event of a tie vote, the committee may request additional information or statements from the candidate and a second vote taken.
- c. In the event of a second tie, the Dean of the College will be notified and will cast the deciding vote.

Retention Decision Notification

- a. In accordance with UWS 3.05 and UWL 10.03, the probationary faculty member will be given the results of the performance review within seven working days of the Retention Committee meeting.
- b. The probationary faculty member must return a signed copy of the results notification to the committee chair.
- c. Notification of the committee's decision will be reported to the Dean of the College and other appropriate offices.

Appeal of Decision

Appeal of non-retention shall be made in accordance with UWS 3.08 and UW 3.08.

B. Tenure review and departmental tenure criteria (if applicable)

1. Timetable

- a. A call for review materials and written notice of the date and time of the review meeting shall go to each person eligible for tenure in accordance with university policy.

2. Materials for Review

- a. The candidate shall provide all materials (electronically) to be considered at least seven working days prior to the review meeting. Materials for review should address the department's standards for teaching, research, and service, and include the following:

- A record of teaching scheduled classes, teaching innovations, and new instructional programs, Mentoring of undergraduate research. A record of S.E.I.'s showing all questionnaire data for each semester under review. A record of teaching performance as recorded by the Teaching Evaluation Committees for each semester under review. A TAI report (prepared by the department chair in consultation with the tenure candidate and the ADA)

Tenure Review Committee

The Tenure Review Committee shall be composed of all tenured Department of Art Faculty.

Tenure Vote

- a. The committee chairperson shall preside at the review meeting and following any presentation or discussion, the committee chair shall accept votes taken by voice (for promotion or retention or tenure) from tenured members of the faculty. The result of the vote must be recorded: or, in the case of a vote by show of hands, the total number voting each way shall be recorded.
- b. The recommendation of the evaluation committee shall be based on a majority vote of the eligible members, including the committee chair.
- c. If the result of the vote be against tenure of the candidate, a record of reasons for the decision shall be made prior to adjournment. This record shall be retained by the department chair.
- d. In the event of a tie vote, the committee may request additional information or statements from the candidate and a second vote taken.
- e. In the event of a second tie, the Dean of the College will be notified and will cast the deciding vote.

Tenure Decision Notification

- a. In accordance with UWS 3.05 and UWL 10.03, the probationary faculty member will be given the results of the vote within seven working days of the Tenure Committee meeting.
- b. The candidate must return a signed copy of the results notification to the committee chair.
- c. Notification of the committee's decision will be reported to the Dean of the College and other appropriate offices.
- d. The committee will supply the approved candidate with necessary support for the university tenure committee.

Reconsideration

The faculty member shall have all the rights of appeal as outlined in the Faculty Personnel Rules (UWS 3.06 - 3.11 and UWL 3.06 -3.08) http://www.uwlax.edu/HR/F_Handbook.htm.

C. Post-tenure Review

- a. Tenured Faculty Review and Development (Post-tenure Review). The Post-Tenure Review of tenured faculty in the Art Department follows UW-System and UW-La Crosse guidelines and builds upon the mission of the university and the goals of the department.
- b. The Post-Tenure Review committee will be comprised of three tenured faculty members from the Art Department, selected by the faculty member under review, and charged with implementing the university's policy aimed at contributing to the continuation of faculty growth and development. If there are insufficient tenured faculty during the academic year, faculty

from outside the department will be invited to serve. This selection would be made in consultation with the faculty member under review.

- c. Tenured faculty will be reviewed every five years or at the discretion of the dean. Newly tenured faculty will be reviewed five years after tenure was granted, senior faculty will be reviewed every five years after their first review.
- d. The committee will review cumulative faculty performance over a five year period in the area of teaching, scholarship and service. Satisfactory performance requirements for each of these areas are specified below:

Teaching

- Teaching a full load, as defined by the current department bylaws
- Has a good knowledge of subject matter
- Encourages critical thinking
- Stimulates interest in the subject matter
- Builds rapport with students
- Participation in course and curriculum review and development
- Advising students
- Participation in student evaluation of instruction
- Maintaining and developing studio area (if appropriate)

Recommended:

- Mentoring of undergraduate research
- Special lectures and demonstrations
- Supervision of independent studies, readings and research projects
- Supervision of internships

Research/Scholarship/Creative Endeavors

- Creation of art or art-related research and/or
- Participation in exhibitions (International, National, Regional: juried, invitational,) and/or
- Creative work included in museum/private collections
- Artist in residence, Visiting Artist, Visiting Critic, Visiting Juror and/or
- Grant supported research and/or
- Non-funded research and/or
- Scholarly and creative publications and/or
- Published reviews and/or
- Affiliation with research centers/organizations and/or
- Membership in scholarly/professional organizations and/or
- Attendance at professional/scholarly conferences, seminars or institutes and/or
- Presenting papers, organizing programs or sessions, panel member or moderator and/or
- Ongoing professional education/continued study and/or
- Conducting and/or participating in workshops and/or
- Other activities clearly indicating that the individual is acquiring and advancing knowledge relevant to the department's mission

Service

- Professional consultant or advisor to boards, committees, commissions, task forces, community organizations and governmental agencies and/or
- Service to the community or agencies involving professional expertise and/or
- Office holding in professional associations and/or
- Local Public speaking and/or demonstration of studio art and/or
- University service , college and departmental committees and/or

- e. Based on the evaluation of the committee, the chair of the department will write a report for the Dean's Office indicating the satisfactory or unsatisfactory performance of the faculty member under review.
- f. If a significant performance deficiency is identified, the procedures specified in the UW-La Crosse Post-Tenure Review and Development policy will be followed. In addition, any performance weaknesses identified by the Post-Tenure Review Committee that fall short of a performance deficiency, as defined in this document, will be privately communicated to the faculty person under review without any written record of such being made. Each year, the results of the post tenure review(s), and any correction plans, will be forwarded to the Dean. (cf. UW-L Employee Handbook, pp. L-20 and L-21)

The faculty member shall have all the rights of appeal as outlined in the Faculty Personnel Rules (UWS 3.06 - 3.11 and UWL 3.06 -3.08) http://www.uwlax.edu/HR/F_Handbook.htm.

D. Faculty Promotion Procedures (procedure, criteria and appeal) The department will follow the guidelines and schedules regarding faculty promotion available at <http://www.uwlax.edu/hr/promo-resources.htm>

VI. Instructional Academic Staff (IAS) Review

A. Annual Review

In Accordance with Faculty Personnel rules UWS 3.05-3.11 and UWL 3.08, academic staff will be evaluated annually. The Individual Development Plan (IDP) form will accompany the department's evaluation. IDP Form: <http://www.uwlax.edu/hr/IDP/IDP.General.Info.html>.

- Instructional Academic Staff teaching appointments may be either part-time or full-time in nature. The need for such appointments is generally the result of faculty sabbaticals, leaves of absence, retirements, or special workload releases. On occasion, at the request of the dean of CLS, the department may agree to appoint an IAS to provide additional sections of General Education courses as well. The selection of the specific courses to be taught by IAS is decided through the deliberation of the Department committee of the whole and/or by the chair. The Executive Committee also reviews and makes the final recommendations for hiring to the Dean. Any special expectations of a member of the academic staff are stated in the contract letter.
- Academic staff members' prior year teaching record will be evaluated by the Department and weighed heavily in the deliberations over reappointment. All instructional academic staff are required to administer the Department's SEI instrument every semester and to have an observational classroom teaching visit performed by at least one member of the faculty every year with a written evaluation of this classroom observation to be filed with the chair. A copy of this evaluation will be given to the instructor being evaluated.

B. Career Progression Procedures

Policies and procedure guiding career progression for IAS are available at <http://www.uwlax.edu/facultysenate/committees/ias/pages/CareerProgression.html>.

C. Appeal Procedures re: Annual Review

VIII. Governance

A. Department Chair

1. Election of the Department Chair

All tenured faculty are eligible to vote in the election for a chair. Election is by confidential paper ballot, issued by and returned to the dean of the College of Liberal Studies. The term of office is three years.

2. Responsibilities and Rights of the Department Chair

The department will adhere to the selection and duties of the Chair that are delineated in the Faculty Senate By-Laws (revised 2006) <http://www.uwlax.edu/facultysenate> under the heading "IV. Responsibilities of Departments, Department Members and Department Chairpersons " and "V. The Selection of Department Chairpersons" and "VI. Remuneration of Department Chairpersons." In addition references to chair-related duties are stated throughout the Faculty Handbook http://www.uwlax.edu/HR/F_Handbook.htm.

B. Standing Departmental Committees (e.g., personnel (for any matters not covered above) equipment, travel, space, budget, curriculum, assessment, etc).

Committees are presented with a specified charge, initiated by the department chair, at the beginning of each academic year. Unless otherwise specified, committee assignments are made by the department chair. The department chair may appoint a task force when needed.

1. Art Exhibition Program Committee An advisory committee to the Gallery Director to assist with potential gallery-related issues and program direction.
Membership – Gallery Director and two faculty
Appointment – By chair
Term – Academic year

2. Assessment All aspects of assessment are attending to by the committee. Committee members (or department proxy) attend meetings and workshops concerning assessment and report to the department. Assessment and Curriculum committees work together, in consultation with Art Historian, to guide the department's Writing in the Major program. Student work is assessed each semester in the context of two courses: ART 399: Professional Practices and ART 499: Senior Exhibition. For both sets of students, a committee of the whole faculty (with optional participation by IAS) participates in the assessment. Students in 499 complete a self-assessment. (Assessment documents attached).

Membership - Three faculty/IAS
Appointment - By chair
Term - Academic Year (with at least one renewing member)

3. Curriculum New courses and course revisions proposed by department faculty are reviewed by the committee before being presented for adoption by the whole faculty. Committee members (or department proxy) attend meetings (UCC, GEC, GCC) seeking approval of curricular changes on behalf of the department. Curriculum and Assessment committees work together, in consultation with Art Historian, to guide the department's Writing in the Major program.

Membership - Three faculty/IAS
Appointment - By chair
Term - Academic Year (with at least one renewing member)

4. Merit Evaluation Comprised of tenured faculty, individuals review and rate merit materials of all other tenured and non-tenured faculty.

Membership - Tenured faculty
Term - Continuous

5. Portfolio Review Committee (incoming/transfer students and new majors)
 Membership – Faculty/IAS teaching in area of Foundations (3 members required)
 Appointment – By chair
 Term – Continuous

6. Recruitment and Review Committee
 Coordinate revisions to department brochure and website
 Schedule department's Campus Close Up representation
 Give department tours to prospective majors and minors
 Determine best recruitment practices
 Membership – Faculty/IAS (3 members required)
 Appointment – By chair
 Term – Academic year

7. Retention /Tenure Review A committee of the tenured faculty convened to review retention and tenure materials of non-tenured faculty. The committee votes and offers recommendations to the department chair for inclusion in the subsequent letter to faculty member and the dean.
 Membership - Tenured faculty
 Appointment - With tenure
 Term - Continuous

8. Scheduling In consultation with the chair and ADA, prepares the schedule for the semester pending. Duties include consulting with faculty about courses to be offered, reviewing times and rooms, attempting to alleviate time conflicts, preparing an enrollment figure/student credit hour report each semester. Together with the chair and ADA, the committee prepares a working schedule for future semesters.
 Membership – Two faculty/IAS
 Appointment - By chair
 Term – Academic year, with one renewing member

9. Scholarship Committee A committee convened in the Spring Semester to evaluate the portfolio of students who are applying for Art Department Scholarship consideration.
 Membership - Three faculty and academic staff
 Appointment - By chair
 Term – Academic year with one renewing member

10. Teaching Evaluation Committee A committee of tenured faculty charged with visiting classroom lectures and art studios for observation and feedback of non-tenured faculty.
 Membership - Three tenured faculty
 Appointment - By chair
 Term - Academic year with one renewing member

Teaching Evaluation Committee Procedures

- a. Three tenured Art Department faculty members shall compose the evaluation committee. Committee assignments will be rotated among eligible faculty.
- b. The committee will visit classes of persons under review at least once a year for a minimum of thirty minutes.- Classes visited will represent a fair distribution of the person's teaching load. Evaluation visits shall be planned with full knowledge of the person being evaluated. The committee will be provided relevant syllabi, objectives, examinations, or other evaluative material.
- c. Persons under review will be evaluated by at least two committee members each year. Each reviewer member of the committee will submit a Classroom Teaching Evaluation Report for

each visit. The average score for each of the six categories will constitute the final classroom teaching evaluation report. Criteria used in the class visitation shall include:

- Evidenced knowledge of subject matter
- Quality of the instructor's preparation
- Quality of the instructor's presentation
- The ability of the instructor's to express ideas
- The quality of the work done by the students
- Other

d. The committee or committee representative shall meet with the instructor within seven working days of each evaluative visit to review the results.

Committees to be convened as needed:

11. B.F.A. Portfolio Review Committee

Membership – Faculty teaching in area of application (student-declared emphasis), together with two additional faculty

Appointment – by chair in consultation with relevant area faculty

Term – Continuing

3. Executive Committee Comprised of all of the department's tenured faculty, it is an advisory committee that serves at the discretion of the chair.

Membership – All tenured faculty

Appointment - With tenure

Term - Annual

12. Merit Appeals Committee

Membership - All tenured members of the Department, with one of its members designated as chair. (See IV. Merit)

13. Promotion Committee

Membership - Tenured faculty above rank of applicant

Appointment - By chair

Term - Academic year

14. Post-Tenure Review and Development Committee

Membership - Three tenured faculty from Art Department

Appointment - By tenured faculty member being reviewed

Term - Academic year

15. Search Committees (*Reference Item IX*)

C. Departmental Programmatic Assessment Plan (if not included in VIII. B.)

The department of art will meet at least once each academic year to establish/clarify/ prioritize goals and construct a plan to achieve the designated goals.

D. Additional departmental policies

1. Sick Leave: Department members will account for sickleave in adherence to the most current UW System guidelines: <http://www.uwsa.edu/hr/benefits/leave/sick.htm>.

2. Vacation. For unclassified staff, 12-month employees garner vacation time, 9-month employees do not.

3. FMLA and other types of leave must comply with federal, state, and university policies.

4. Salary equity adjustments are to be made in accordance with the policy of the College of Liberal Studies. It is recognized that the College reviews inequities and addresses them as feasible. Faculty who believe they are entitled to an equity adjustment are advised to consult with the Department Chair.

5. **Family Friendly Policy** In an attempt to help staff and faculty balance their work and family lives, the Department will endeavor to schedule all meetings within the hours of 8:30 am and 5:00 pm. Additionally, childcare and eldercare duties will be considered when setting class schedules if requested by the instructor.

6. **Travel.** Tenure-track faculty are entitled to a professional travel allowance, disbursed annually, as funds are available, to be used at the faculty member's discretion for professional travel only, including, but not limited to: travel to conferences, exhibition receptions, travel associated with research. Faculty requests for travel to take place during the current academic year must be made prior to December 15 of that year. If a faculty member elects not to use it, the chair may reallocate travel funds to any pending travel request as deemed appropriate. IAS may request travel support from the department; funds will be disbursed as available. Faculty and IAS are encouraged to request travel support from the college.

7. **Budget.** Each faculty member receives both a studio account (for equipment in their discipline area) and course fee account(s) for their courses. It is the responsibility of each individual faculty member to balance all accounts assigned to them and to turn in reports in a timely fashion as requested by the department chair. Faculty are advised to work closely with the chair and ADA to adjust course fees as necessary.

8. **Advanced Placement. College Board-Advanced Placement Program Policy**

Credit for College Board Advanced Placement Program

- a. Art History score of 3, 4 or 5 will be given 2 elective credits.
- b. Studio Drawing with portfolio review score of 3, 4 or 5 will be given 2 elective credits.
- c. Studio General with portfolio review score of 3, 4 or 5 will be given 2 elective credits.

(cf. *UWL Undergraduate Catalog*)

9. **Department Credit by Examination Policy**

Attachments:

LX 138P

Drawing portfolio evaluation form

Design portfolio evaluation form

3-D portfolio evaluation form

10. **B.F.A. Portfolio Review Policy**

Attachments:

LX 138P

Policy statement

Media-specific evaluation forms

11. **Internships**

All internships will be subject to conditions defined by the instructor in consultation with the student and with Career Services (for the purposes of documentation and liaison with the agency providing the internship). Internships may be paid or unpaid, for credit or not for credit.

12. Privately Owned Art Objects

Members of the Art Department should use the form OPINIONS CONCERNING ART OBJECTS when examining objects brought to them by people within the community.

13. General Equipment and Facilities Use Policy

- a.** Equipment within the various studios, classrooms and gallery of the Department of Art are primarily for the use of Department of Art faculty and students.
 - Audio or visual material may not be borrowed by persons outside the Art Department. Exceptions to this policy must be directed to the faculty member responsible for the materials.
 - Equipment should remain where it is used or stored, and can only be removed with the permission of the chair or the person responsible for that equipment.
- b.** Specialized facilities such as studios may only be used by persons responsible for them. Exceptions to this policy must be directed to the faculty member responsible for the facility or the chair.
- c.** Each studio and academic area is required to have an equipment and facilities use policy approved by the department and on file in the office. (see attachments)

14. Summer Session

- a.** Course Offerings
 - Lecture and studio courses most likely to attain required enrollment.
 - Courses designed for special, backlogged or unusual program needs.
- b.** Teaching Assignments

Teaching Assignments will be defined by the chair based on the following guidelines:

- Appointments shall be made to those faculty best qualified to teach the needed courses.
- A rotational system shall be used based on previous summer session appointments. Priority will be given to those who have not had recent appointments.
- Faculty rank, degrees, or longevity of service to the department or university are not used in establishing priority for summer appointments except in the case of retiring faculty.
- Retiring faculty will be given priority for summer teaching positions whenever possible for the three years preceding their retirement.
- Instructional Academic Staff on continuing appointment are eligible for summer session appointments.
- Summer session faculty whose classes do not fill may be assigned duties within the department at the discretion of the summer school chair, contingent upon funding by the Dean.
- Chairperson summer session will be the current department chair.
- All department members not on summer session appointment are encouraged to pursue activities within their teaching expertise, seek grant funding and develop special summer programs.

- Summer session teaching appointments shall not be contingent on acceptance of responsibilities, other than freshman registration sessions. These sessions are assigned at the request of the chair.

15. Classified Staff

a. Annual review

The Wisconsin Statutes call for "a uniform classified employee performance evaluation program to provide a continuing record of employee development and, when applicable, to serve as a basis for decision-making on employee pay increases and decreases, potential for promotion, order of layoff and for other pertinent personnel actions." This evaluation is referred to as the IDP. Annually, classified employees and their supervisor will meet to set performance goals and objectives for the upcoming year.

b. Review of goals

At the end of the year, employees and supervisors will meet again to review work performance. A copy of the completed performance evaluation will be placed in personnel files. (cf. *UWL Employee Handbook*, p. E-3, performance Evaluations)

c. Academic Department Associate's role:

The Department of Art employs one Academic Department Associate (ADA) at 92% per year. The ADA is primarily responsible for department at-large business stemming from the Chair's office such as travel, budgeting, monitoring numerous budget accounts, class scheduling, textbook ordering, processing student evaluations, merit evaluation forms and providing tabulated results to the chair, maintaining files and organization of the office, student worker management, and supply management. In addition, the position provides administrative assistance for the Chair, gallery director and faculty, and serves as the point of first contact for students and the public. The program assistant maintains department minutes, bylaws, and other department procedures. Communication to the department is maintained by the ADA through email, memos, or other means determined by the chair. The department ADA cares for the image of the department by keeping bulletin boards updated, developing and posting Web pages, assisting and/or developing brochures, and maintaining common areas. Assistance for individual faculty include: workshop development and oversight, field trip planning, correspondence related to scholarships and advising, and maintenance of studio and course fee budgets. Typing and duplication of materials is done by the ADA or student helpers for faculty as needed, but it may not be a priority task. It is the prerogative of the ADA, in consultation with the Chair, to determine the priority of tasks. ADA's should not be asked to perform personal tasks for faculty. Concerns regarding appropriate ADA duties or work assignments should be directed to the Chair.

16. Visiting Artist/Scholar Policy:

The department strongly supports the importance of external visits by distinguished artists and scholars, and considers their contributions to be germane to the overall curriculum. In coordination with the specified studio area budget (and/or Department or Gallery budget), visiting artists, art educators, art historians, critics, designers, and curators may be invited to campus for workshops, lectures, and/or critiques. Pending necessary approvals, and upon verbal acceptance, the instructor and/or department chair will communicate with the visiting artist/scholar coordinate with the ADA to follow proper procedures for requests for payment and payment to individual forms and any other documentation required by the university.

IX. Search and Screen Procedures

The department will follow hiring procedures prescribed by the University's Office of Human Resources (HR) in conjunction with AAOD and UW System and WI state regulations.

A. Tenure-track faculty

The approved UW-L tenure track faculty recruitment and hiring policy and procedures are found at

http://www.uwlax.edu/hr/recruit/Faculty_Recruitment/Faculty.Recruitment.Hiring.Guidelines.pdf.

Additionally, UW-L's spousal/partner hiring policy can be found at <http://www.uwlax.edu/hr/unclasspp.html#spouse.partner.employment>.

B. Instructional Academic Staff

Hiring policy and procedures are found at <http://www.uwlax.edu/hr/fac.recruit.html>.

C. Contingency Workforce (Pool Search)

Hiring policy and procedures are found at <http://www.uwlax.edu/hr/instr.acst.POOL.search.htm>

D. Academic Staff (if applicable)

Hiring policy and procedures are found at <http://www.uwlax.edu/hr/acst.recruit.html>.

E. Search and Screen Procedures specific to the Department of Art

1. Committee membership and responsibilities - Three faculty serve as voting members. One student member (a major or minor) and/or one faculty member from outside the department may be asked to serve in an advisory capacity. The chair will designate one of the voting members to serve as convener.

Appointment - By chair

Term - For duration of the search as defined by hiring procedures prescribed by the University's Office of Human Resources (HR) in conjunction with AAOD and UW System and WI state regulations.

2. The committee will meet and elect a chair and a secretary. The secretary shall be responsible, by request to the Academic Department Associate, for posting a notice of meetings through the Campus Connection (or outside the HR Office if unable to get in Campus Connection) and taking minutes of meetings.

3. A two-thirds majority of voting committee members constitute a quorum necessary to conduct committee business, and a two-thirds majority is required to amend these procedures. Members may vote by proxy.

4. Committee members shall not be considered for the position.

5. Committee Record

- a. All material concerning individual nominees/applicants is confidential.
- b. The committee chair shall be the custodian of all application materials and shall be responsible for their maintenance and making them available to the committee. (Beginning Fall 2009, search and screen applications are received and filed electronically).
- c. Telephone reference checks are conducted for all Tier 1 candidates, using standard questions designated for and relevant to each particular search.
- d. Candidate interview questions are designated for and relevant to each particular search.

6. Confidentiality

In compliance with hiring procedures prescribed by the University's Office of Human Resources (HR) in conjunction with AAOD and UW System and WI state regulations, all deliberations of the committee and the names of nominees and candidates are confidential. Public statements are to be made only by the department chair, and all questions relating to

the business or progress of the committee are to be referred to the department chair for reply.

7. Candidate interviews and artist/scholar candidate lectures

Interviews are open to search committee members and to all tenure-track faculty in the department. Artist/scholar lectures are open to the university community. Search committees are encouraged to provide feedback forms for students to complete during candidate artist/scholar lectures, but the forms are not binding.

8. Voting procedures

a. Once the committee concludes the initial screening of candidates, the committee votes to establish the candidates into two “tiers.” The top tier shall include the 3-4 candidates the committee believes should be invited to interview on campus. The second tier shall include the remaining highly qualified candidates, who the committee believes would be suitable for the position if the top tier candidates are unavailable or are determined to be unacceptable after an interview.

b. The department chair, in consultation with the search committee chair, may include all search committee members and tenure-track faculty in the voting process for finalist candidates. Committee members or faculty members absent from either a candidate interview or their artist/scholar lecture will be ineligible to vote. Student committee members and faculty from outside the department do not have voting privileges. After gathering information, interviewing, etc., committee members shall vote on the finalists, one at a time. A two thirds majority vote of the department [present] is required to move the finalist to the recommendation to hire.

c. Should a candidate fail to be advanced to finalist status on the initial vote, s/he can be brought to a re-vote only once. Any tenure-track faculty member may request a re-vote.

d. Retiring, terminated and non-returning faculty member may not vote on the hiring of new faculty. However, they may advise the search committee and department.

X. Student Rights and Obligations

A. Complaint, Grievance, and Appeal Procedures

1. For appeals on problems of discrimination, sexual harassment, or academic misconduct, a student should follow established university procedures. (*See Student Handbook*)

2. For appeals on problems of instruction or evaluation

The student shall first appeal directly to the instructor.

The department chairperson may attempt to mediate between the student and the instructor at the request of either.

If not thereby satisfied, the student may appeal in writing to the department chair. The appeal shall

specify what the student believes to be wrongly done,
supply evidence in support of the student’s position,
suggest a remedy or corrective action, and
be signed and dated.

The chair shall inform the student that the department’s appeal procedure is an advisory process only—not a judicial one.

The chair shall convey a copy of the appeal to the instructor.

The chair shall convene the Hearing Committee and serve as its neutral chair. Verbatim transcription need not be done, but a basic record of Who, What, Where, When, shall be made and kept for three years.

The Hearing Committee shall consist of three members selected by lottery from a pool of Art faculty with no less than three years experience in the department.

If the appeal is of an action by anyone who would by this process be selected to the Hearing Committee, that person shall be replaced by the next person eligible.

If the appeal is of an action by the chair, the person at the top of the Hearing Committee priority list shall move from the Committee to perform those duties of the chair specified in this procedure, and the next eligible person shall succeed to the Hearing Committee.

B. Expectations, Responsibilities, and Academic Misconduct (*See Student Handbook*)

C. Advising Policy (if applicable)

XI. Other

XII. Appendices

A. Department statement on scholarship

Believing in the varied manifestations of creativity, scholarly and studio practice, the Department of Art assumes a broad definition of scholarly and creative activity. The department views the quest for innovation and excellence in teaching as scholarly activity.

1. Research/ Scholarship/Creative Endeavors

- a. Creation of art or art-related research and/or
- b. Participation in exhibitions (International, National, Regional: juried, invitational, and/or
- c. Creative work included in museum/private collections
- d. Artist in residence, Visiting Artist, Visiting Critic, Visiting Juror and/or
- e. Grant supported research and/or
- f. Non-funded research and/or
- g. Scholarly and creative publications and/or
- h. Published reviews and/or
- i. Affiliation with research centers/organizations and/or
- j. Membership in scholarly/professional/civic organizations and/or
- k. Attendance at professional/scholarly conferences, seminars or institutes and/or
- l. Presenting papers, organizing programs or sessions, panel member or moderator and/or
- m. Ongoing professional education/continued study and/or
- n. Conducting and/or participating in workshops

2. Other activities clearly indicating that the individual is acquiring and advancing knowledge relevant to the department's mission

- a. Continuing creation of work and/or personal research
- b. Research of process or techniques
- c. Attending of workshops or classes to gain knowledge or skills.
- d. Demonstration of techniques (outside of regular classroom activities)
 - Leading off-campus workshops
 - Off campus guest artist

3. Activities Dealing with Exhibitions

- a. Acceptance of work for permanent collection, exhibition or publication
- b. Exhibition of work
- c. Serving as an exhibition juror
- d. Curating an exhibition
- e. Writing a catalogue for an exhibition.
- f. Writing a review of an exhibition.

4. Activities Dealing with Articles, Books or Media

Research and writing, submission publication or presentation of the below listed work. in the following fields:

- Aesthetics
- Art Criticism
- Art Education
- Art History
- Art Media
- Art Techniques
- Diverse Cultures

5. Grant Activities

- Preparation of grant applications.
- Grants submitted.
- Grants received.

6. Associations and Conferences

- Member of professional organization.
- Participation in professional organizations.
 1. Committee member
 2. Organization officer
 - Attendance at professional conferences.
 - Participation in professional conferences.
 1. Presenting papers or demonstrations
 2. Leading or participating in panels
 3. Organizing conferences

7. Visual Research of Art

- Production of audio/visual media.
- Travel to museums and galleries for research.

8. Mentoring of Undergraduate Research

- Mentoring of undergraduate students as defined by CLS Research/Scholarship/Creative Endeavors and the UWL Undergraduate Research Initiative

B. Department Statement on Teaching

The Department upholds the following examples of excellence in teaching:

- Thorough and current knowledge of subject matter
- Promotion and encouragement of critical thinking and creative problem-solving
- Promotion and encouragement of diversity
- Stimulates interest in the subject matter
- Establish rapport with students
- Participation in course and curriculum review and development
- Advising students (tenure-track faculty)
- Participation in student evaluation of instruction
- Maintenance and development of studio area (if appropriate)
- Mentoring of undergraduate research

Recommended:

- University Outreach programs
- Special lectures and demonstrations
- Supervision of independent studies, readings and research projects

C. Department Statement on Service

Service may be to the university, the college, the School of Arts and Communication, the Department of Art, the profession and the community.

- Academic advising (including summer advising during summer session for faculty who have elected to teach in summer)
- Professional consultant or advisor to boards, committees, commissions, task forces, community organizations and governmental agencies and/or
- Service to the community or agencies involving professional expertise and/or
- Office holding in professional associations and/or
- Local Public speaking and/or demonstration of studio art and/or
- University service , college and departmental committees
- Regular attendance at official department, college or university functions occurring on campus
- Participation in commencement exercises on a rotating basis (cf. *UWL Employee Handbook*, C-22 Commencement & Reception)

Ballots

Ballot for Promotion or Retention or Tenure (see attached form).

Ballot for Promotion or Retention or Tenure

Candidate _____ Date _____

Evaluate the candidate on a 1(poor) to 10 (excellent) scale based on material submitted to the committee.

I. Teaching

1 2 3 4 5 6 7 8 9 10 _____

II. Creative Development and Research as an Artist, Art Historian/Lecturer and Art Educator.

1 2 3 4 5 6 7 8 9 10 _____

III. Professional and Public Service

1 2 3 4 5 6 7 8 9 10 _____

IV. Contributions to the University and Art Department

1 2 3 4 5 6 7 8 9 10 _____

V. Gallery Director

1 2 3 4 5 6 7 8 9 10 _____

VI. Chair

1 2 3 4 5 6 7 8 9 10 _____

VII. Other

1 2 3 4 5 6 7 8 9 10 _____

Totals | x _____%

II x _____ %
 III x _____ %
 IV x _____ %
 V x _____ %
 VI x _____ %
 VII x _____ %

I recommend for Retention or Promotion or Tenure _____

I DO NOT recommend for Retention or Promotion or Tenure _____

Signature _____

Date _____

12/97

Peer Evaluation for Merit Ballot (see attached form).

Opinions Concerning Art Objects Form (see attached form).

OPINIONS CONCERNING ART OBJECTS

It is a long established practice for members of the Art Department to give opinions on works of art in private collections as a service to the owner.

1. Any member of the department is entitled, without giving reasons, to refuse to consider objects or to express an opinion.
2. The Art Department and the University accepts no legal or other responsibility for an opinion that may be expressed concerning an object submitted for examination.
3. Every attempt will be made by the Art Department to return the object to its owner in the condition received, but no liability is accepted by the Department or University in case of loss or damage.
4. Opinions are expressed only to the owner of an object or a designated representative.
5. Owners are requested not to bring numerous objects to the department. Answers to many questions can be found in books within the University or Public Library.
6. It is contrary to the practice of the Department of Art to give valuations or to assist in the disposal of private property.

 Signature of Owner

 Signature of Examiner

 Date

F. Area -Specific Operating Policies

a. ART EDUCATION

• UWL ART EDUCATION MISSION STATEMENT

The mission of the UWL Art Education Program, a part of the Department of Art at UWL, is to offer students an opportunity to explore and develop studio practices relevant to personal vision, and to gain an understanding of art education through professional development, service, advancement of knowledge, and leadership. The University's Art Education facility is located in room 203 of the Center for the Arts Building. The UWL Art Education Program seeks to enrich the academic life of the La Crosse community.

- **GENERAL OPERATING PROCEDURES FOR THE UWL Art Education Program FACILITY AND PROGRAM UNDER THE DIRECTION OF THE UWL DEPARTMENT OF ART.**

Art Education Program Instructor Responsibilities:

- The Art Education Program instructor is responsible for the upkeep/ maintenance & ordering of all permanent, temporary, consumable equipment/supplies used in the Art Education studio.
- The Art Education instructor is responsible for the maintenance & of an ongoing inventory of supplies used in the Art Education studio.
- The Art Education instructor is responsible for the design of a program of safety (which complies with the UWL safety standards) which assures safe handling/usage/disposal of all hazardous materials/equipment. An ongoing communication with the UWL Office of Environmental Health and Safety which assures current proper procedures are integrated into the sculpture areas safety plan.
- Student Advising – All students majoring in Art Education will be advised by the Art Education Professor. Students will be expected to meet with the advisor at least once during the semester to discuss their course schedules, academic progress and career interests.

Responsibilities of Art Education Students:

- Art Education students are responsible for the safe and proper handling/use of permanent temporary, consumable equipment/supplies used in the Art Education studio.
- Art Education students are responsible for following the established program of safety (which complies with the UWL safety standards) which assures safe handling/usage/disposal of all hazardous materials/equipment.
- Art Education students are to be allowed access to the Art Education studio to conduct research and physically produce portfolio work at any time the Art Education instructor grants student permission to be in the Art Education studio.
- Art Education students are not allowed to handle any machinery, materials, or chemicals other than those designated/labeled as "safe for after hours use" by Art Education instructor.
- All University/College/Departmental rules are to be followed at all times in the Art Education/ Computer Art Program studio.

Budget Responsibilities:

- The Art Education instructor is responsible for the Art Education Studio Area Budget and Course Fees Budget
- The Art Education instructor is responsible for assigning and overseeing the tasks performed by Work-Study and Student Help assigned to the area of Art Education.

DIGITAL MEDIA

- **UWL DIGITAL MEDIA MISSION STATEMENT**

The mission of the UWL Digital Media Program, a part of the Department of Art at UWL, is to offer students an opportunity to explore and develop studio practices relevant to personal vision primarily through digital media (including, but not limited to: graphic design and web design), and to experience the dissemination of studio practice through a variety of production experiences.

The University's Digital Media facility is located in room 124 of the Center for the Arts Building. The UWL Digital Media Program seeks to enrich the academic life of the La Crosse community.

- **GENERAL OPERATING PROCEDURES FOR THE UWL Digital Media Program FACILITY UNDER THE DIRECTION OF THE UWL DEPARTMENT OF ART.**

Digital Media Program Instructor Responsibilities:

- A shared-use agreement exists between the Department of Art and the Department of Theatre Arts. Together with the representatives of the Department of Theatre Arts, the Digital Media instructor is responsible for the upkeep/ maintenance & ordering of all permanent, temporary, consumable equipment/supplies used in the Digital Media studio.
- Together with the representatives of the Department of Theatre Arts, the Digital Media instructor is responsible for the maintenance & of an ongoing inventory of supplies used in the Digital media studio.
- The Digital Media instructor is responsible for all hardware and software. Without technical support from the University, the instructors (from the Departments of Art and Theatre Arts) must troubleshoot and solve problems by contacting software manufacturers directly, and by securing, through the support of the department chair, the Director of the School of Arts and Communication, Faculty Development grants and/or Lab Modernization funds, the necessary hardware and software upgrades.
- Together with the representatives of the Department of Theatre Arts, the Digital Media instructor is responsible for the design of a program of safety (which complies with the UWL safety standards) which assures safe handling/usage/disposal of all hazardous materials/equipment. An ongoing communication with the UWL Office of Environmental Health and Safety which assures current proper procedures are integrated into the area's safety plan.
- Student Advising – Art majors, particularly those with a declared or implied emphasis in Digital Media, are assigned to the Digital Media Professor. Students will be expected to meet with the advisor at least once during the semester to discuss their course schedules, academic progress and career interests.

-----MAY 09 REVISIONS END HERE-----

Responsibilities of Art Education/ Computer Art Program Students:

- Art Education/ Computer Art Program students are responsible for the safe and proper handling/use of permanent temporary, consumable equipment/supplies used in the Art Education/ Computer Art Program studio.
- Art Education/ Computer Art Program students are responsible for following the established program of safety (which complies with the UWL safety standards) which assures safe

handling/usage/disposal of all hazardous materials/equipment.

- Art Education/ Computer Art Program students are to be allowed access to the Sculpture studio to conduct research and physically produce Art Education/ Computer Art Program at any time the Art Education/ Computer Art Program instructor grants student permission to be in the Art Education/ Computer Art Program studio.
- Art Education/ Computer Art Program students are not allowed to handle any machinery, materials, or chemicals other than those designated/labeled as “safe for after hours use” by Art Education/ Computer Art Program instructor.
- All University/College/Departmental rules are to be followed at all times in the Art Education/ Computer Art Program studio.

Budget Responsibilities:

- The Art Education/ Computer Art Program instructor is responsible for the Art Education/ Computer Art Program Studio Area Budget and Student Fees Budget
- The Art Education/ Computer Art Program instructor is responsible for overseeing the tasks and recording of hours for Work-Study and Student Help.

a. SCULPTURE

• UWL SCULPTURE MISSION STATEMENT

The mission of the UWL Sculpture Program, a part of the art department at UWL, is to offer students an opportunity to explore and to create sculptural form through a wide variety of media and techniques. A large component of the students' experience will center around work created in the foundry. The University's Sculpture facility is located in room 23 of the Center for the Arts Building. The outdoor iron foundry is adjacent to the Sculpture studio in the CFA courtyard. Each student is encouraged to explore a personal vision while paying close attention to issues related to technique, craftsmanship, and safety. The UWL Sculpture studio seeks to enrich the academic life of the La Crosse community.

- GENERAL OPERATING PROCEDURES FOR THE UWL SCULPTURE FACILITY UNDER THE DIRECTION OF THE UWL DEPARTMENT OF ART.

Sculpture Instructor Responsibilities for the Space (in addition to academic responsibilities):

- The Sculpture instructor is responsible for the upkeep/ maintenance & ordering of all permanent, temporary, consumable equipment/supplies used in the Sculpture studio.
- The Sculpture instructor is responsible for the maintenance & of an ongoing inventory of supplies used in the Sculpture studio.
- The Sculpture instructor is responsible for the design of a program of safety (which complies with the UWL safety standards) which assures safe handling/usage/disposal of all hazardous materials/equipment. An ongoing communication with the UWL Office of Safety which assures current proper procedures are integrated into the sculpture areas safety plan.

Responsibilities of Sculpture Students:

- Sculpture students are responsible for the safe and proper handling/use of permanent temporary, consumable equipment/supplies used in the Sculpture studio.
- Sculpture students are responsible for following the established program of safety (which complies with the UWL safety standards) which assures safe handling/usage/disposal of all hazardous

materials/equipment.

- Sculpture students are to be allowed access to the Sculpture studio to conduct research and physically produce sculpture at any time the sculpture instructor grants student permission to be in the sculpture studio.
- Sculpture students are not allowed to handle any machinery, materials, or chemicals other than those designated/labeled as “safe for after hours use” by sculpture instructor.
- All University/College/Departmental rules are to be followed at all times in the Sculpture studio.

Budget Responsibilities:

- The Sculpture instructor is responsible for the Sculpture Studio Area Budget and Student Fees Budget
- The Sculpture instructor is responsible for overseeing the tasks and recording of hours for Work-Study and Student Help.

b. PRINTMAKING

UWL PRINTMAKING MISSION STATEMENT

The goal of the UWL Gallery Printmaking Program/Area, a part of the art department at UWL, is to offer students an opportunity to study the traditional and contemporary media of printmaking, with an emphasis on intaglio and lithography. The University's Printmaking facility in room 334 Center For the Arts is the major location where the learning will take place. Each printmaking student will apply intaglio and/or litho to her/his creative research by addressing technical and aesthetic issues in the discipline. All sections will consist of studio/historical exploration; concurrently students will apply the technical, theoretical knowledge gained to his/her own content. The UWL Printmaking Area seeks to enrich the academic life of the La Crosse community.

GENERAL OPERATING PROCEDURES FOR THE UWL PRINTMAKING FACILITY UNDER THE DIRECTION OF THE UWL DEPARTMENT OF ART.

Printmaking Area Instructor Responsibilities for the Space (in addition to academic responsibilities):

- The Printmaking instructor is responsible for the upkeep/ maintenance & ordering of all permanent, temporary, consumable equipment/supplies used in the Printmaking Area.
- The Printmaking instructor is responsible for the maintenance & of an ongoing inventory of supplies used in the Printmaking Area.
- The Printmaking instructor is responsible for the design of a program of safety (which complies with the UWL safety standards) which assures safe handling/usage/disposal of all hazardous materials/equipment. An ongoing communication with the UWL Office of Safety which assures current proper procedures are integrated into the printmaking areas safety plan.

Responsibilities of Printmaking Students:

- Printmaking students are responsible for the safe and proper handling/use of permanent, temporary, consumable equipment/supplies used in the Printmaking Area.
- Printmaking students are responsible for following the established program of safety (which complies with the UWL safety standards) which assures safe handling/usage/disposal of all hazardous materials/equipment.
- Printmaking students are to be allowed access to the Printmaking area to conduct research and physically produce prints at any time the printmaking instructor grants student permission to be in the printmaking area.

- Printmaking students are only allowed access to the Printmaking area at those times that the printmaking instructor grants students permission to be in the printmaking area.
- Printmaking students are not allowed to handle any chemicals other than those designated/labeled as "safe for after hours use" by printmaking instructor.
- All University/College/Departmental rules are to be followed at all times in the Printmaking Area.

Budget Responsibilities:

- The Printmaking instructor is responsible for the Printmaking Studio Area Budget and Student Fees Budget
- The Printmaking instructor is responsible for overseeing the tasks and recording of hours for Work-Study and Student Help.

c. ART HISTORY

In addition to the teaching of the Art History Courses and the General Education Courses the Art Historian is responsible for:

- oversee the slide library (currently 6000 slides)
- Slide filing and relabeling
- Organization of filing system
- continuous maintenance of good quality working slides
- ongoing assessment of slide collection and subsequent incorporation of slides necessary for collection (example, currently major historical works are not in collection)
- As of 2001 few slides exist which represent non-western art. Research of images and an ongoing procurement of these slides is a priority
- communication with other department faculty regarding the procurement of slides necessary for specific studio courses
- Continuously update images (example, the Sistine Chapel Ceiling was cleaned in the 1980s. Our slide collection should have images of the ceiling after the cleaning)
- oversee the departments slide projectors
- oversee the departments technology cart

d. Ceramics

UWL CERAMICS MISSION STATEMENT:

- The mission of the UWL Ceramics program, a part of the Art Department at the University of Wisconsin-La Crosse, is to offer students an opportunity to explore the ceramic process and materials. The students experiment in ceramic fabrication methods, firing methods with an emphasis on electric and gas fired kilns. The Ceramic studio is the main studio for the ceramic discipline. All ceramic students develop their creative research and inquiry based learning through addressing technical and aesthetic issues in the ceramic studio and further research outside the ceramic facility. All levels of instruction will consist of studio and historical exploration.

GENERAL OPERATING PROCEDURES FOR THE UWL CERAMIC FACILITY UNDER THE DIRECTION OF THE UWL DEPARTMENT OF ART:

Ceramic Area Instructor Responsibilities for the Space (in addition to academic responsibilities):

- The Ceramic instructor is responsible for the upkeep, maintenance and ordering of all permanent, temporary and consumable equipment/supplies used in the Ceramic Area.
- The Ceramic instructor is responsible for the maintenance and ongoing inventory of supplies used in the Ceramic Area.

- The Ceramic instructor is responsible for the design of a program of safety (which assures safe handling, usage and disposal of all hazardous material and equipment. An ongoing communication with the UWL office of Safety, which assures current proper procedures are integrated into the Ceramics safety plan.

Responsibilities of Ceramic students:

- Ceramic students are responsible for the safe and proper handling and use of permanent, temporary and consumable equipment and supplies used in the Ceramic Area.
- Ceramic students are responsible for following the established program of safety (which complies with the UWL safety standards, which assures safe handling, usage and disposal of all hazardous material and equipment.
- Ceramic students are to be allowed access to the Ceramics area to conduct research and physically produce ceramic work at anytime the Ceramic Instructor grants student permission to be in the Ceramic area.
- Instructor Approval: Ceramic students are not allowed to handle any equipment, materials, or chemicals other than those approved for their use by the instructor. (See course syllabus.) After Hours: Ceramic students are not allowed to handle any equipment, material], or chemicals after hours other than those designated "safe for after-hours use" by the instructor. (See course syllabus.) Inappropriate use of equipment, materials, chemicals or other studio facilities by a student may lead to suspension of privileges. .
- All University, College and Departmental rules are to be followed at all times in the Ceramic Area.

Budget Responsibilities:

- The Ceramic instructor is responsible for the Ceramic Area budget and Student Fee budget.
- The Ceramic instructor is responsible for overseeing the tasks and recording of hours for Work-Study and Student Help.

e. UW-L Exhibition Program

MISSION STATEMENT

The goal of the University gallery and its exhibition program, a part of the Art Department at UW-L, is to offer students of the arts, the university community, La Crosse and environs exposure to a diversity of artwork relating to the following criteria:

- a. work produced by practicing professional and nonprofessional artists at various stages in their careers.
- b. work that is historical or historically based in nature.
- c. work that reflects community concerns, be that of the university community and/or the University's geographic community.
- d. work that reflects thematic issues (ie: exhibitions not connected to specific media but related by context, concept and/or related media.
- e. Work by Art Department Faculty.
- f. work produced by students of UW-L (ie: All Student Juried Exhibition and Senior Exhibitions, etc.)

This mission statement further recognizes that the character of these exhibitions is to be based on the excellence of the artwork, the instructions needs of the Art Department, the University Community and the University's geographic community. The University Gallery and its exhibition program seeks to enrich the cultural life of the University's students, The University community and the University's geographic community.

GENERAL OPERATING PROCEEDURES FOR THE UNIVERSITY GALLERY AND ITS EXHIBITION SPACES.

Scheduling:

a. Scheduling of exhibitions and visiting artists and lectures: The director of University Gallery will collect all submissions from inside the University (Faculty, administration, employees, galleries. etc.). In consultation with the Exhibitions Committee the director will develop an annual exhibition calendar which supports the Art Department's curriculum and meets the criteria listed in the mission statement of the exhibition program. With the support of the Exhibition Committee, proposed exhibition calendars shall be submitted to the department as a whole.

b. Further criteria for exhibition planning recognizes the need to maintain a revolving cycle of exhibitions that recognizes individual media as taught by the Art Department as well as the criteria set forth in the Exhibition Program Mission Statement.

c. The director of University Gallery shall also be responsible for the scheduling of visiting artists and lecturers as related to the established exhibition calendar and within the parameters of the budget of the University Gallery. This is meant to include: Scheduling the lecture and/or workshop, scheduling hotels or residencies and confirming and distributing honoraria and reimbursements.

d. The director of University Gallery shall also schedule all receptions, as needed, to facilitate exhibition openings and/or other gallery functions.

e. The director of University Gallery shall be responsible for the scheduling, preparation and dissemination of press releases, publicity information, labels, installation and deinstallation of exhibits, necessary condition reports, and shipping of exhibitions.

Budget Responsibilities:

The Director of University Gallery is responsible for Gallery and Exhibition Program budgets, including expenses for all exhibition support, student help and work Study Students..

Prepare Gallery Modernization Plan(s) as needed.

f. Photography

The photography studio in the Wing Technology Center is comprised of several spaces which must be maintained. They include:

- Photography studio with two photographic venues
- A 50 seat dividable classroom with VCR, computer, visualizer and video projector
- Electronic imaging lab with 14 computers, VCR, video projector and inkjet printer
- Special Projects lab
- Traditional photography lab with two film processing darkrooms, two film loading darkrooms, large white light print finishing area, three scanning

- stations, a stockroom and two printing darkrooms, one with 15 enlargers, the other with eight

The studio coordinator is responsible for purchasing:

- Film and paper chemistry
- Black & white and color film in various formats
- Traditional and archival mounting materials
- Photo CDs
- Negative preservers
- Inkjet papers and inks for various printers
- Batteries
- Spotting brushes
- Miscellaneous items
- ...and managing three budgets

In addition to overseeing the facilities and purchasing supplies, the studio coordinator is responsible for training and scheduling student lab monitors who work in the stockroom during the 54 hours per week the lab is open. The training includes, general information about the photography process, chemical mixing and facilities maintenance.

g. Metals

UWL JEWELRY METALSMITHING MISSION STATEMENT

The goal of the UWL Jewelry Metalsmithing program, a part of the Art Department at the University of Wisconsin-La Crosse, is to offer students an opportunity to study the traditional and contemporary media of jewelry/Metalsmithing, with an emphasis on metal fabrication, forging, raising, and casting. The Jewelry Metalsmithing facility in room 20 Center For the Arts is the main studio area for the Jewelry Metalsmithing discipline. All metal students develop their creative research and inquiry based learning through addressing technical and aesthetic issues in the metal studio and further research outside the metal facility. All levels of instruction will consist of studio and historical exploration. Students then apply the technical and theoretical knowledge gained to develop a positive direction.

GENERAL OPERATING PROCEDURES FOR THE UWL JEWELRY METALSMITHING FACILITY UNDER THE DIRECTION OF THE UWL DEPARTMENT OF ART.

Jewelry Metalsmithing Area Instructor Responsibilities for the Space (in addition to academic responsibilities):

1. The Jewelry Metalsmithing instructor is responsible for the upkeep, maintenance and ordering of all permanent, temporary and consumable equipment/supplies used in the Jewelry Metalsmithing Area.
2. The Jewelry Metalsmithing instructor is responsible for the maintenance and ongoing inventory of supplies used in the Jewelry Metalsmithing Area.
3. The Jewelry Metalsmithing instructor is responsible for the design of a program of safety (which assures safe handling, usage and disposal of all hazardous materials and equipment. An ongoing communication with the UWL Office of Safety which assures current proper procedures are integrated into the Jewelry Areas safety plan.

Responsibilities of Jewelry Metalsmithing Students:

1. Metal students are responsible for the safe and proper handling and use of permanent, temporary and consumable equipment and supplies used in the Jewelry Metalsmithing Area.
2. Jewelry Metalsmithing students are responsible for the following the established program of safety (which complies with the UWL safety standards) which assures safe handling, usage and disposal of all hazardous materials and equipment.
3. Jewelry Metalsmithing students are to be allowed access to the Metal area to conduct research and physically produce metal work at any time the Jewelry Metalsmithing Instructor grants student permission to be in the Metals area.

4. Jewelry Metalsmithing students are only allowed access to the Jewelry Metalsmithing area at those times that the metals instructor grants students permission to be in the Jewelry Metalsmithing Area.
5. Jewelry Metalsmithing students are not allowed to handle any chemicals other than those designated and labeled as safe for after hours use by the metals instructor.
6. All University, College and Departmental rules are to be followed at all times in the Jewelry Metalsmithing Area.

Budget Responsibilities:

1. The Jewelry Metalsmithing instructor is responsible for the Jewelry Metalsmithing Studio Area Budget and Student Fee Budget.
2. The Jewelry Metalsmithing instructor is responsible for overseeing the tasks and recording of hours for Work-Study and Student Help.

h.Painting

UWL PAINTING PROGRAM MISSION STATEMENT

The Painting Program, a part of the UWL Art Department is housed in 204 Center for the Arts. Each student in the program is encouraged to develop a unique vision, developing their work through creative expression and intellectual inquiry. The curriculum encompasses a variety of painting media, and fosters research in historical and contemporary methods of painting.

GENERAL OPERATING PROCEDURES FOR THE UWL PAINTING STUDIO UNDER THE DIRECTION OF THE UWL DEPARTMENT OF ART.

Painting Instructor Responsibilities for the Space (in addition to academic responsibilities):

1. The Painting instructor is responsible for the maintenance & ordering of all permanent, temporary, consumable equipment/supplies used in the Painting studio, as the studio and course fee budgets permit.
2. The Painting instructor is responsible for the maintenance & of and ongoing inventory of supplies used in the Painting studio.
3. The Painting instructor is responsible for the design of a program of safe studio practices (which complies with the UWL safety standards) in order to assure safe handling/usage/disposal of all hazardous materials/equipment. An ongoing communication with the UWL Office of Safety which assures current proper procedures are integrated into the painting area's safety plan. Material Safety Data Sheets for volatile substances such as solvents will be kept on file in the studio.

Painting Students' Responsibilities:

1. Painting students are responsible for the safe and proper handling/use of permanent, temporary, consumable equipment/supplies used in the Painting studio. Due to the health hazards associated with certain painting media, students who consider painting in a living space (apartment, residence hall, etc.) is strongly discouraged. Students who choose to work in such a space do so at their own risk
2. Painting students are responsible for following the established program of safety (which complies with the UWL safety standards) assuring safe handling/usage/disposal of all hazardous materials/equipment.

3. Painting students are to be allowed access to the studio to conduct research and physically produce paintings and drawings. Studio access hours are at the discretion of the painting instructor.
4. Painting students are allowed limited, supervised access to the Painting Tool Room and Resource Room at the discretion of the painting instructor.
5. All University/College/Departmental rules are to be followed at all times in the Painting studio.

Budget Responsibilities:

The Painting instructor is responsible for the Painting Studio Area Budget and corresponding Student Course Fee Budget .

The Painting instructor is responsible for overseeing the tasks and recording of hours for Work-Study and Student Help.