

Art Department Bylaws and Policies

Approved 4/24/02

1. Bylaws

1.1 Department Name: Art Department

1.2 Purpose: The Art Department shares in The System Mission, The Core Mission and The Select Mission of the University of Wisconsin - La Crosse. The purpose of the Department is to provide education leading to the baccalaureate degree. In addition the Department shall:

- a. emphasize excellence in art education in the general education program, the art major and minor, the broadfield art major and the photography minor.
- b. expect and promote scholarly activity, including research, scholarship and creative endeavor, that supports the art program.
- c. through its gallery and lectures, be a cultural center for La Crosse and the surrounding Upper Mississippi Valley region.

1.3 Membership: (Department membership is comprised of tenured and tenure track faculty, and academic staff with at least 50% teaching appointments in the Art Department.

1.4 Meetings: (Meetings of the Art Department and its Committees, are conducted in accordance with *Robert's Rules of Order, Newly Revised.*) and in accordance with the Wisconsin Open Meeting law, 1985-86, Wisconsin Statutes, subchapter IV, 19.81 through 19.98 unless these rules conflict with UW-L Policy. The faculty meets as a whole on a regular basis during the academic year. Additional meetings may be convened as necessary or scheduled meetings may be cancelled if unnecessary.

1.5 Voting:

a The Art Department will abide by all university policies related to voting rights of faculty and academic staff.

b 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 academic staff/unranked staff/non-tenured track
- Faculty/Staff Personnel Issues

- Merit Rating of Faculty/Academic Staff/Unranked Staff
- Hiring of new faculty/academic staff/unranked staff
- Department By-Laws/Procedures/Policies
- Curriculum Additions or Changes
- Fine Arts Gallery Procedures and Policy
- General Department Business Items

c Full-time ranked tenured teaching faculty may vote on all issues coming before the department unless such vote is restricted by University Policy.

d Full-time ranked tenure track teaching faculty may vote on items in categories:

- Merit Rating of Faculty/Academic Staff/Unranked Staff
- Hiring of New Faculty/Academic Staff/Unranked Staff
- Department By-laws/Procedures/Policies
- Curriculum Additions or Changes
- Fine Arts Gallery Procedures and Policy
- General Department Business

e Full-time ranked non-tenure track teaching faculty may vote on items falling within these categories unless such a vote is restricted by University policy:

- Merit Rating of Faculty/Academic Staff/Unranked Staff
- Curriculum Additions or Changes
- Fine Arts Gallery Procedures and Policy
- General Department Business

f Full-time teaching Academic Staff will have a vote on items falling within categories:

- Fine Arts Gallery Procedures and Policy
- General Department Business

g Part-time teaching faculty and academic staff with at least a 50% teaching appointment in the Art Department will have a vote on items falling within category:

h. Faculty or academic staff assigned responsibilities for the Fine Arts Gallery shall have a full vote on all matters pertaining to any aspect of the gallery operation.

i. Part-time teaching faculty and/or 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/Academic Staff/Unranked Staff
- Curriculum Additions or Changes
- Fine Arts Gallery Procedures and Policy
- General Department Business

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

k. 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.

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

1.6. Quorum

- For meetings of the Department and its committees, a quorum is defined as the majority of the entire membership eligible to participate. Within a meeting, a majority is a majority of those present.
- If a voter abstains, the majority is redefined by the number of faculty casting negative and positive votes.
- If a voter decides not to vote that is the same as a negative vote

1.7. Operating Rules, including amending procedures

a. The Bylaws in this document were adopted by the members of the Art Department in accordance with the University of Wisconsin System and University of Wisconsin - La Crosse Faculty and Academic Staff Personnel Rules.

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

c. Amendments and additions to these bylaws may be adopted at a Departmental meeting by a two-thirds vote of the faculty, following a first reading of the proposed amendments or additions at a previous Departmental meeting.

1.8 Departmental Responsibilities

1.8 a. Teaching

Faculty of the Art Department are expected to keep current in their subject matter and to work to improve student learning. They are further expected to offer additional time to address student questions by holding office hours. Office hours and other course details should be part of the course syllabus shared with students at the beginning of a course. In addition, faculty are expected to grade and return student assignments, including examinations, in a timely fashion. Finally, faculty are expected to allow student evaluation of instruction in each course they teach in accordance with university policy.

Teaching a full load (12 credits) except where exempted by department and university policy

- 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:

- University Outreach programs
- Mentoring of undergraduate research
 - A. Mentoring of undergraduate students as defined by CLS Research/Scholarship/Creative Endeavors and the UWL Undergraduate Research Initiative
- Special lectures and demonstrations
- Supervision of independent studies, readings and research projects
- Supervision of internships
- Directing honors projects

1.8 b. Research/Scholarship/Creative Endeavors

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

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
- Other activities clearly indicating that the individual is acquiring and advancing knowledge relevant to the department's mission
- Continuing creation of work

- Research of process or techniques
- 1. Attending of workshops or classes to gain knowledge or skills.
- 2. Personal research, ancient or new.
- Demonstration of techniques (outside of regular classroom activities).
 1. Leading off-campus workshops.
 2. Off campus guest artist.

a. Activities Dealing with Exhibitions

- Acceptance of work for permanent collection, exhibition or publication.
- Exhibition of work.
- Being an exhibition juror.
- Curating an exhibition .
- Writing a catalogue for an exhibition.
- Writing a review of an exhibition.

b. 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

c. Grant Activities

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

d. 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

e. Visual Research of Art

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

f. Mentoring of Undergraduate Research

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

1.8C Service

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

1.9. Committees of Department

- a. 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

- b. Scheduling Prepares the schedule for the semester pending. Duties include consulting with faculty about courses to be offered, slotting them to times and rooms, preparing an enrollment figure/student credit hour report each semester . The committee prepares a working schedule for future semesters and works closely with the department chair and program assistant. The committee Membership - Four faculty and academic staff

Appointment - By chair

Term - One academic year

- c. Classroom Evaluation Committees 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, assigned annually

Term - Academic year

- d. Curriculum and Assessment New courses and course revisions proposed by department faculty are reviewed by the committee before being presented for adoption by the whole faculty.

Membership - Three faculty and academic staff
 Appointment - By chair
 Term - Three year term with one member changing each year

e. 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 and department assignment
 Term - Continuous

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

Membership - Faculty
 Appointment - With tenure and department assignment
 Term - Continuous

g. 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 - Three year term with one member changing each year

h. 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 three faculty
 Appointment – By chair
 Term – Three year term with one faculty member changing each year

Committees to be convened as needed:

i. Search Committees

Membership - Three faculty and academic staff and one student from the major or minor, as appropriate
 Appointment - By chair
 Term - For duration of the search as defined by item #13.

j. Promotion Committee

Membership - Tenured faculty above rank of applicant
 Appointment - By chair
 Term - Academic year

k. Post- Tenure Review and Development Committee

Membership - Three tenured faculty from Art Department
 Appointment - By tenured faculty member being reviewed
 Term - Academic year

- I. The department chair may appoint a task force when needed

1.10 Department Chairperson Responsibilities

a. Selection of the Chair

Special details of the selection process are contained in Faculty Senate Bylaws VII: The Selection of Department Chairpersons. The term of office is three years. All faculty, and members of the academic staff who have been granted eligibility by action of the ranked faculty of the department are eligible to vote in the election for a chair.

b. Responsibilities and Rights of the Chair

A thorough listing of the chair's responsibilities is contained in Faculty Senate Bylaw VI: Responsibilities of Departments, Department Members and Department Chairpersons (See Appendix 8.6). These duties include: preparing class schedules and teaching assignments; developing curriculum revisions; preparing and monitoring the department's operating budget; arranging department meetings and appointing faculty to departmental committees; appointing and monitoring search and screen activities for departmental vacancies; evaluating the performance of faculty, academic staff and classified personnel within the department; preparing the department's annual report; and, representing the department in various university matters.

2. Department Hiring Policies

- **Search and Screen for Tenure Track /Academic Staff Positions**

2.1a Committee Organization

- The department chair appoints three Art faculty members and one student, who is either a major or minor, to serve as the search and screen committee. The chair will designate one of the faculty as conveyer.
- The committee will meet and elect a chair and a secretary. The secretary shall be responsible 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.
- A [simple/two-thirds] majority of committee members constitute a quorum necessary to conduct committee business, although a two-thirds majority is required to amend these procedures. Members [may/may not] vote by proxy. The chair is a voting member of the committee.
- All voting shall be done by show of hands unless a roll-call vote is requested by any

member of the committee. The secretary shall maintain a record of all votes.

- All deliberations of the committee and the names of nominees and candidates are confidential. Public statements are to be made only by the chair, and all questions relating to the business or progress of the committee are to be referred to the chair for reply.
- The secretary, in compliance with open meetings rules, will post all meetings - noting if any meeting will go into a closed session and an open session.
- Evaluation meetings may be closed by majority vote of those in attendance (taken by roll call), for the purpose of discussing individual candidates. The chair or presiding officer will announce they will entertain a motion "to convene in a closed session to consider personal history information about applicants for the position of as provided in section 19.85 (1)(f) of Wisconsin Statutes." Upon completing business in a closed session, the committee may not reconvene in an open session within 12 hours, unless notice of the subsequent open session was included in the original meeting notice.
- h. Committee members shall not be considered for the position.

2.1b Committee Record

- a. All material concerning individual nominees/applicants is confidential.
- b. The chair shall be the custodian of all application materials and shall be responsible for their maintenance and making them available to the committee.
- c. The chair shall maintain a file of committee documents and records as required by the HR Office.
- d. The chair will keep a list of all applicants, including those who withdraw at a later stage. Applicants requesting confidentiality may be identified on such a list by candidate number.
- e. The assistant to the chancellor for affirmative action & diversity shall compile summary data on the sex and racial/ethnic background of the applicant pool from EEO forms returned to Affirmative Action & Diversity.

2.1c Search Procedures

- a. Before the position can be advertised, the committee will submit the following documents to the assistant to the chancellor for affirmative action & diversity:
 - Recruitment Efforts Form (salmon form)
 - Position Vacancy Form (yellow form)
 - Selection Criteria (based on position description and responsibilities in Position Vacancy Form)
 - Search and Screen Committee Procedures (these procedures)
- b. On the Recruitment Efforts Form, the committee will indicate proposed recruitment methods:
 - Where the position will be advertised, e.g., The Chronicle, other newspapers, professional journals and meetings, the Internet
 - Other contacts, e.g., letters to presidents/chancellors, deans, director, alumni

- c. On the Position Vacancy Form, the committee will indicate the:
 - Application deadline: four weeks from the first ad for a national search and two weeks for a local search
 - Application procedure, specifying the contents of a complete application
- d. The chair will work with UW-L Advancement & External Relations regarding the wording and placement of advertisements.
- e. Upon receipt of a written nomination or application, the chair will send an acknowledgment letter (see attached sample), accompanied by an EEO form (furnished by the AA Office, but with a candidate number added by the search contact person) and a Request for Confidentiality Form (see attached sample).

2.1d Initial Screening

- Each committee member shall review all candidate files.
- The committee shall use the previously approved selection criteria to develop a pool of acceptable applicants.
- After complete discussion of each candidate's credentials and application materials, the committee shall vote to (a) Retain for detailed evaluation (the chair may seek further information from the applicant) or (b) Remove from further consideration. Identify appropriate "reason code" (See list of codes on reverse side of Applicant Interview List form in Faculty & Academic Staff Recruitment Reference Manual.) Candidates not retained may be notified in writing that they are no longer under consideration and thanked for their interest.

2.1.e Second Screening

- The committee may solicit additional material from candidates retained for further consideration:
 1. Candidates may be asked to respond in writing to a more detailed position description and criteria established by the committee and furnished to the candidates at this stage, or
 2. Candidates may be asked to provide any additional materials in support of their candidacy, to respond to any specific questions developed by the committee, and/or to provide additional references, or
 3. The committee may conduct telephone reference checks on each of the semifinalists. Calls will be made by a [team of committee members/committee member as assigned by the chair], using a standard set of questions. For each call, a written record will be maintained.
- b. Committee members making telephone reference checks shall share the information obtained with the committee. The chair or designee may seek further information

about each semifinalist as needed, while respecting the semifinalist's need for confidentiality. [If the committee wishes to make "off list" calls, the procedures need to specify, including any provision for the candidate to specifically identify any individuals s/he does not wish to have called.] A written record must be maintained for each call. This would also be the appropriate time to ask if accommodations for disability are needed by any candidate.

- The committee shall discuss and vote on each candidate to select those to be moved to finalist status. A [simple/two thirds] majority vote [of those present] is required to advance a candidate. The committee should strive to identify 5-10 finalists. [In faculty searches, the committee may want to forward its recommendations to the department for approval at this time.]
 - 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 committee member may request a re-vote.
 - The committee shall vote to [cluster/rank] the candidates in 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.
 - The chair may consult with the assistant to the chancellor for affirmative action & diversity to determine whether the applicant pool generated by the search is sufficiently diverse, and whether individual candidates in these two tiers reflect the diversity of the pool, as determined from returned EEO forms.
- f. After consultation with and approval from the dean/division officer, the chair shall submit the Applicant List, identifying these two tiers of candidates, to the assistant to the chancellor for affirmative action & diversity for approval to interview. This list must specify reason codes for all candidates, for whom an interview is not sought.

2.1.f Final Screening

- g. After the assistant to the chancellor for affirmative action & diversity approves candidates for interview, via E-mail, with a copy to Human Resources, the chair shall contact each approved candidate to schedule a campus interview.
- h. Personal interviews will be conducted with legal and identical/similar questions asked of each candidate, as indicated in the reference materials found in the Faculty & Academic Staff Recruitment Reference Manual.
- c. After gathering information, interviewing, etc., committee members shall vote on the finalists, one at a time. A [simple/two thirds] majority vote of the committee [present] is required to move the finalist to the recommendation to hire.

2.1.g Recommendation To Hire

- a. The committee shall deliver its recommendation(s) to hire, with supporting information, to the dean/division officer (department chair/director). The dean/division officer shall request the authorization of the assistant to the chancellor for affirmative action & diversity and the provost/vice chancellor to extend an offer. This communication is to be made via E-mail, with a copy to recruit@mail.uwlax.edu. More than one candidate may be approved to reduce delay if first/second candidate decline offer.
- b. If the candidate accepts the offered position, the Personnel Action Form (back of the pink sheet) shall be completed and forwarded to the Human Resources Office, along with materials from the candidate's file that are needed to draft the contract letter and create the candidate's personnel file. (See Recruitment Manual for a listing of this information.)
 - i. After selection has been assured, the chair will notify all candidates not previously notified that the position has been filled.
 - j. The chair will prepare final committee materials and is responsible for the archiving or other disposition of committee records in consultation with HR.

(cf. *Faculty Personnel Rules* UWS 3.01, 3.03 and 3.04, and UWL 3.02, 3.03, and 3.04)

3.Merit and Annual Review

3.1 Merit

3.1a Procedures

- a. Upon call from the Dean of the College, all department members eligible for merit will complete the Activities Form, including appropriate SEI information, and return them to the department chair by the designated date.
- b. The Merit Committee shall be all ranked faculty eligible for merit.
- c. Each member of the committee shall independently determine a raw score for each faculty member eligible for merit except herself or himself using the scale 5-9 on the Peer Evaluation for Merit Ballot form.

3.1.b. Criteria

a. The criteria used by the Art Department is designed to promote effective teaching and quality scholarship and service. The importance of the areas of faculty responsibility are ranked with teaching given the greatest importance. The weighting is:

A. Teaching—Peer Evaluation & SE, & Mentoring of undergraduate research	50%
B. Research	25
C. Prof/Public Service	15
D. Contributions to Univ. & Dept.	10

b.. Chair evaluation will be based on percentage of release time. If the chair is half-time, then chair duties will be evaluated as half of the possible points and items A, B, C, and D will constitute the remaining possible points.

c. Gallery director evaluation will be based on prorated time. If the gallery director is half-time, then gallery duties will be evaluated as half of the possible points and items A, B, C and D will constitute the remaining possible points.

3.1c Tabulation of Scores/Merit Distribution

- a. The score given on each of the parts (A-F) will be added for each individual's final score.
- b. The final score for all eligible individuals will be added, and this number will be the final sum.
- c. The total department dollars available for merit will be divided by the final sum to arrive at a dollar per point figure.
- d. This per point figure will be multiplied by each faculty member's final score for their particular merit increase.
- e. First Year faculty shall receive merit at the 5 point baseline level.
- f. Merit dollars will be distributed without regard to rank or any across-the-board increase.
- g. The Peer Evaluation for Merit Ballots for all faculty may be reviewed by any ranked faculty eligible for merit.

3.1.d Appeal of Merit

- 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. The Merit Appeals Committee shall consist of all tenured members of the Art Department, and shall designate one of its members as chair.
- c. After considering the information contained in the Activities Form, the Appeals Committee shall vote on any adjustment of the appellant's final score.
- d. Any department member who appeals a merit rating may not be a member of the Merit Appeals Committee for that year.

- e. Any adjustment in anyone's final score shall be communicated to all eligible ranked participants in merit.

Regarding a. Evaluation, b. Criteria, and d. Appeals

(*cf. Faculty Personnel Rules UWS 3.05-3.11 and UWL 3.08; and UW-L Employee Handbook, pp. L-7, L-8*)

3.2 Annual Review

3.2a Academic Staff: appointment/reappointment

- 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, or special workload releases. On occasion, at the request of the dean of CLS, the department may agree to appoint an Academic Staff Instructor to provide additional sections of General Education courses as well. The selection of the specific courses to be taught by Academic Staff Lecturers is decided through the deliberation of the Department committee of the whole. The Executive Committee also reviews and makes the final recommendations for hiring to the Dean. Academic Staff Lecturers in the Art Department are held to the same expectation as faculty. Any special expectations of a member of the academic staff are stated in the contract letter. (*cf. Academic Staff Policies and Procedures UWS 10.01 - 10.05 & UWL 10.01 - 10.05*).
- 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 standard "student evaluation of instruction" 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. Faculty members will perform these peer evaluations of teaching of instructional academic staff in alphabetical order beginning with one randomly chosen Department faculty member. (Queue will be posted with the Annual Departmental Committee Assignment Sheet). Regarding Academic Staff Reappointment:
(*cf. Academic Staff Policies and Procedures UWS 10.03 – 10.05 and UWL 10.3 and 10.4; and UWL Employee Handbook, p L-2.*)

3.2b Adjunct Faculty: appointment/reappointment

- At the beginning of each teaching year, all part-time teaching faculty shall receive the procedures for Student Evaluation of instruction, and be notified in writing that they are required to have a SEI done for each class taught each semester. A Teaching Review Committee may visit any class at any time to evaluate the teaching ability and materials presented. The SEI and Teaching Review committee report will be on record in the department office, and will be part of the criteria considered for salary adjustment or continued employment.

3.2c Retention

a. Review Process

1. Candidates

This policy will be used for tenure track faculty, probationary faculty, continuing academic staff, and non-continuing academic staff that are eligible for retention under university regulations.

2. 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.

3. Materials for Review

The candidate shall provide all materials to be considered at least five working days prior to the review meeting. Materials for review should include the following:

- A record of teaching scheduled classes, teaching innovations, and new instructional programs, the 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 record of research and scholarly activity and continuing education.
- A record of professional and public service.
- A record of contributions to the Art Department and to the university.
- Other items requested by the committee.
- Activities Form
- Additional information from the candidate.

b. Teaching Evaluation Committee

- 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 fifty minutes. Classes visited will represent a fair distribution of the person's teaching load and will include both studio and lecture classes each year. 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. Each 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 shall meet with the instructor within seven working days of each evaluative visit to review the results.

3.2.d Procedure for Annual Review of Probationary Faculty

- a. The Retention Committee shall meet at the appropriate time necessitated by the College and University regulations for retention.
- b. 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.
- c. Persons undergoing review shall be given opportunity to make a written and oral presentation at the meeting.
- d. Criteria for review of 3.2.c will be weighted as follows:
 - Year 1--80% A. & E. --20% B, C. & D.
 - 2--70% A. & E. --30% B., C. & D.
 - 3--60% A. & E. --40% B., C. & D.
 - 4--50% A. & E --50% B., C. & D.
- e. Gallery Director evaluation will be divided, based on percentage of load devoted to gallery activities with remaining percentage using criteria under 3.2.c.
- f. Department Chair evaluation will be divided, based on percentage of load devoted to chair activities with remaining percentage using criteria under 3.2.c.

3.2.e 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.

3.2.f 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.

3.2.g Appeal of Decision

- a. Appeal of non-retention shall be made in accordance with UWS 3.08 and UW 3.08. (For Faculty: cf. Faculty personnel Rules UWS 3.06-3.11 and UWL 3.06-3.08; and UW-L Employee Handbook, pp. L-9 through L-15 and for academic staff: cf. Academic Staff Policies and procedures UWS 10.03-10.05 and UWL 10.3 and 10.4; and UW-L Employee Handbook, pp. L-2)

3.2.h Tenure

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 to be considered at least seven working days prior to the review meeting. Materials for review should 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 summary of grades given in all classes.
 - A record of research and scholarly activity.
 - A record of professional and public service.
 - A record of contributions to the Art Department, the university and community.

- Other items as defined by the committee.
- Activities Form for Retention.
- Additional information from the candidate.

3.2.i Tenure Review Committee

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

3.2.j 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.

3.2.k 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.

(For faculty: cf. Faculty Personnel Rules UWS 3.06-3.11 and UWL 3.06-3.08; and UW-L Employee Handbook, pp. L-9 through L-15 and for academic staff: cf. Academic Staff

Policies and Procedures UWS 10.03-10.05 and UWL 10.3 and 10.4; and UW-L Employee Handbook, pp. L-2)

3.2.l Reconsideration

The faculty member shall have all the rights of appeal as outlined in the UW Faculty Personnel Guidelines 6.01 and 6.02 and may appeal department decisions to the CGAAF Committee (chapter XV).

3.2.m 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 (12 credits) except where exempted by department and university policy
- 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:

- University Outreach programs
- Mentoring of undergraduate research

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

- Special lectures and demonstrations
- Supervision of independent studies, readings and research projects
- Supervision of internships
- Directing honors projects

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)

- g.** The faculty member shall have all the rights of appeal as outlined in the UW Faculty Personnel Guidelines 6.01 and 6.02 and may appeal department decisions to the CGAAF Committee (chapter XV).(cf. UW-L Employee Handbook, pp. L-20 and L-21)

4.Promotion

The Department in consultation with the CLS Dean shall develop criteria for judging the performance of it's members as they pertain to the formulation of a recommendation for rank advancement.

1.Timetable:

- a.** A call for supportive materials and written notice of the date and time of the review meeting shall be sent by the department chair to each person eligible for promotion. The date for submission of supportive materials shall be at least twenty days after the date of the notification letter.

2.Criteria for Promotion:

- a.** The Art Department will use criteria established by the university promotion committee in evaluating candidates. Section **1.8aTeaching** will be used to define Teaching Activity. **1.8bResearch/Scholarship/CreativeEndeavors** will be used to define Scholarly and Creative Activity. **1.8cService** will be used to define service.

3.Supportive Materials:

- The ACTIVITIES FORM defining activities since the last promotion.
- Student Evaluation of Instruction results with the departmental averages since the last promotion.
- A summary of grades for each class taught since the last promotion.
- Results of PEER EVALUATION FOR MERIT scores and rankings since the last promotion.
- Other materials the candidate believes to be relevant.

4.1 Promotion Committee

- a.** The committee shall consist of all tenured Art Department faculty above the rank of the applicant. Tenured faculty seeking promotion during a given year may not serve on the Promotion Committee.

- b. All supportive material submitted by the candidate shall be given to the committee members at least 7 working days prior to the review meeting.
- c. The committee shall meet to review supportive materials and hear any oral presentation by the candidate.

4.2 Promotion 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 Promotion Committee shall be based on a majority vote of the eligible members including the committee chair.
- c. In the event of a tie vote, the committee may request additional information or statements from the candidate and a second vote taken.
- d. In the event of a second tie vote, the Dean of the College will be notified and cast the deciding vote.
- e. Reasons for promotion or non-promotion of the candidate shall be recorded by the committee and preserved as part of the committee minutes.
- f. Notification
- g. Within seven working days of the Promotion Committee meeting with the candidate, the committee chair shall provide written notice of the Committee's recommendation to each candidate.
- h. Promotion recommendations by the committee shall be forwarded to the department chair with the necessary supporting documents before the deadline established by the university.
- i. Non-promotion recommendations by the committee shall be forwarded to the department chair with the reasons specifically defined before the deadline established by the university.
- j. Appeal Procedures

- k. (cf. UW-L Employee Handbook, pp. L-9 through L-15) (For faculty: *cf. Faculty personnel Rules UWS 6.01, 6.02; and UWL Employee Handbook, p. D-1*, and for Academic Staff: *cf. Academic Staff Policies and Procedures UWS 13.01, 13.02 and UWL 13.01 and 13.02; and UWL Employee handbook, p. D-1*)

5. Miscellaneous Policies

5.1 Faculty status (academic staff)

Members of the academic staff who have served for four continuous semesters with an appointment of 50% or more may be granted faculty status in the department. Faculty status will not normally be granted to academic staff who are temporarily replacing a faculty member who has been granted released time, or any recognized leave of absence. Faculty status must be granted by a majority of the ranked faculty of the Department. Once granted, faculty status will continue as long as the academic staff member holds an appropriate appointment. If the appointment does not continue at an appropriate level, faculty status must be granted again when the academic staff member is again qualified by virtue of length of service and appropriate level of appointment.

Faculty status (academic staff) (*cf. Faculty Personnel Rules US 3.01, see especially paragraphs (d) and (e) including "Note" preceding these paragraphs*)

5.2 Faculty status (Graduate faculty)

The Department follows current university guidelines on graduate faculty status. Graduate faculty (*cf. "Graduate Faculty Policy," 1995. on file in the Office of College of Liberal studies, and in Office of the Provost/Vice Chancellor*)

5.3 Leaves of Absence

A formal leave of absence without pay is a leave that exceeds 30 calendar days. Formal leaves require written approval of Human Resources & Diversity and the employing Department. Leave without pay for complete pay period or up to 30 days requires written approval from the supervisor and notification to Human Resources & Diversity. Leaves without pay are granted for illness, are of a child, spouse, parent with a serious health condition, education, military and exceptional personal reason. Maternity/paternity leaves will be granted for birth or adoption of a child up to, but not exceeding, six months. For more information on leave, contact Human Resources and Diversity and review the appropriate union contract.

(*cf. UW-L Employee Handbook, p. 1-4*) For Sabbatical, Faculty development leave and leave without pay

(*cf. UW-L Employee Handbook, p. E-3*) Classified Staff

(*cf. UW-L Employee Handbook, p. G-1 and G-2*) For family/medical leave.

5.4 Salary Equity

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 Chairperson.

(*cf.. "Salary Equity Adjustment Policy," on file in Faculty Senate Office, Main Hall*)

For Faculty (*cf UWL Faculty Senate Policy on Salary Equity Adjustments on file in Faculty Senate Office, 323 main hall*).

5.5 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.
- Faculty or Academic Staff on terminal appointment are not eligible for summer session appointments.
- 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 or an appointed representative.
- 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 or involvement with summer workshops. The faculty position allocation for summer session shall be used for regular studio and lecture course offerings.

5.6 Tenure density

- a. The Department has no tenure density policy beyond that of the University and the College of Liberal Studies. At this writing (spring 2002) 50% of the department is tenured. It is anticipated the department will not exceed 80% during this decade. (cf. *UWL Employee handbook*, p. L-19 and L-20)

5.7 Travel Allocation

- a. The Department encourages and supports faculty travel to conferences, seminars, museums and galleries events and other venues as appropriate for professional enrichment. Travel money, allocated by the Dean to the Department's annual budget, is equally subdivided for each faculty member to use each year. If a faculty member elects not to use it, the chair may reallocate travel funds to any pending travel request as deemed appropriate. For more expensive travel, faculty are encouraged to apply to the College for special travel grants within the deadlines stated. (cf. "College of Liberal Studies Travel Support Policy")

5.8 Workload

- a. The university policy on faculty workload for those members engaged in undergraduate instruction without extraordinary outside research or service responsibilities is defined as typically 12 credit hours in both the Fall and Spring semesters. Summer and Intersession teaching is external and optional. University policy as adopted by the faculty senate allows for a variance from the "normal" teaching load based on factors and criteria deemed "unique" when approved by the Dean of the College.
- b. The standard teaching load for Art Department faculty may be less than 12 credit hours for each of the Fall and Spring semesters for faculty members with:
 - Supervisory responsibilities: studio/shop/labratory and facilities.
 - additional academic responsibilities directly related to curriculum
 - teaching requirements that generate credit hour totals exceeding departmental averages and multilevel courses.
 - extraordinary mentoring, tutorial or independent study loads; and contact hour totals exceeding departmental or university averages.

This variance must be approved by the chair and presented to the Director of the School of Arts and Communication for approval by the Dean of the College of Liberal Studies.

c. Operating Exclusions

- a. Chair: The typical academic workload for the chair is 12 credit hours per academic year. The duties of the chair are outlined in the Faculty Senate Articles of Faculty Organization.
- b. Gallery: The typical academic workload for the gallery director is 12 credit hours per academic year. The gallery director is a 50% position responsible for raising funds,

promoting, expanding, managing, cataloging and otherwise administering the gallery and its resources.

- c. Adjuncts: The conditions and specific requirements of adjunct faculty are unique and specific to each contract as defined by the Dean of the College and department chair.
- d. (cf. *UW-L Employee Handbook*, p. F-41 - F-43, "UW-La Crosse Faculty Workload Policy;" and p. H-5 ("Faculty Load Reports"))

5.9 Department goals/planning

- a. 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.

5.10 Family Friendly Policy

- a. 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.

5.11 Privately Owned Art Objects

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

5.12 General Equipment and Facilities Use Policy

- a. Equipment within the various studios, classrooms and gallery of the Art Department are primarily for the use of Art Department faculty and students.
 - Slides, video tapes or other 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)

6. Classified Staff Policies

- 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." 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.

Regarding a.Goals, and b: Review of goals: (cf. *UWL Employee Handbook*, p. E-3, performance Evaluations)

c. Program Assistant

The Art Department employs one program assistant (PA) at 92% per year. The PA 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, administering 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 PA through email, Blackboard, memos, or other means determined by the chair. The department PA works on 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 PA or student helpers for faculty as needed, but it may not be a priority task. It is the prerogative of the PA, in consultation with the Chair, to determine the priority of tasks. PA's should not be asked to perform personal tasks for faculty. Concerns regarding appropriate PA duties or work assignments should be directed to the Chair.

7. Student Related Policies

7.1 Evaluation of instruction

In each of the courses offered by the Art Department, students have the opportunity to evaluate their instructors. Academic staff and non-tenured faculty 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 Art Department evaluation instrument is distributed in class. The instrument is to be administered by a colleague, the program assistant, or a designated responsible person. The completed forms are returned to the program assistant who transcribes written comments before sending the forms to the computer center for analysis.

(cf. UWS 3.05 and UWL 3.05 (2)) (cf. UWL Undergraduate Catalog)

7.2 Advanced Placement. College Board-Advanced Placement Program

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*)

7.3 Incomplete Grades

A grade of Incomplete is only recorded for unusual circumstances. Failure to complete assignments or missing exams are not valid reasons for an Incomplete grade. (See current catalog.)

- a. Possible Reasons for an Incomplete Grade
 - Severe illness or accident preventing class attendance.
 - Critical illness, accident or death in the family.
 - Severe weather conditions that prevent attendance at final exam.
 - Problems with research requiring an extension of due dates.
 - Similar reasons approved by the instructor.
 -
- b. Procedure
 - The student must contact the instructor with evidence to support the request.
 - The student and instructor agree upon what additional work will be required and a timeline for completion is established.
 - The instructor will file an Incomplete Grade Form with the Registrar.
 - Failure to complete the course requirements as contracted will result in a failing grade.
 - The instructor will file a final grade with the Registrar.

c. Appeal Process

If the instructor refuses to file an Incomplete Grade, the student may initiate an Appeal of Grade.

(cf. *UW-L Undergraduate Catalog*; and *UW-L Employee Handbook*, p. H-3)

7.4 Advising

- a. Each student who majors in a program offered by the Art Department will be assigned a faculty advisor in the Department. Students are expected to meet with their faculty adviser at least once a semester to discuss their academic progress, career interests and course schedules. (see Assessment)(cf. *UW-L Undergraduate Catalog*)

7.5 Expectations/responsibilities

- a. Students who enroll in courses offered by the Art Department are expected to attend and participate in these classes. Attendance at these courses is mandatory. Students are expected to devote non-class time to the study of course material, the completion of studio projects and to complete all class assignments in a timely manner. Course work and studio work are considered equally important and require the same dedication.

7.6 Appeal of Grade

If the student feels an unjust grade was received or a mistake in calculating the grade was made, an appeal may be filed in the following manner.

a. Student/Instructor Conference

- a. Student presents their work relevant to the class, medical documents or other supporting information.
- b. The instructor informs the student within seven working days of the meeting of the decision.
- c. If unsatisfied, the student may go to Student/Instructor/Chair Conference

b. Student/Instructor/Chair Conference

This conference will be initiated the next semester that the instructor is teaching on this campus or earlier if the instructor so desires. Faculty on leave or no longer employed at this university may submit written statements of their positions.

- a. When the student requests a conference with the instructor and the department chair, he/she must state in writing the reasons for the change in grade.
- b. At the conference, the written reasons and any supportive information will be considered.
- c. The instructor provides reasons for the grade as given.
- d. The chair acts only as a mediator at the conference, seeking a just resolution. The chair does not have the power to change a grade. The chair may ask for a private discussion with the instructor.
- e. If the student is appealing a grade received from the department chair, the ranking member of the department will act as mediator for steps a,b,c.
- f. The instructor will notify the student and the chair of his decision within seven working days of this conference.
- g. If unsatisfied by this decision, the student may go to Student/Instructor/Faculty Conference

c. Student/Instructor/Faculty Conference

This conference can only be initiated during the regular academic year when the faculty are in residence.

- a. The chair provides all faculty with a copy of the student's written appeal. The student provides supporting information before the faculty.
- b. The instructor states the reasons for the grade.
- c. The student may respond to the instructor's information.
- d. The department goes into closed session for discussion. The instructor may change the grade at this time.
- e. If the grade is not changed by the instructor at this time, the faculty—except for the concerned faculty member—will vote by ballot.
- f. The ballot will say:
 - No The grade should not be changed.
 - Yes The grade should be changed to _____.

- d. A "Yes" vote by 75% of the voting faculty would effect a grade change. The new grade would be determined by a simple majority of the faculty.

d. Notification

Within seven working days, the chair will notify the student and the Registrar of the faculty's decision. (cf. UW-L Undergraduate Catalog; and Eagle Eye)

7.7 Academic Non Grade Appeals

- a. Students may initiate and resolve complaints regarding faculty and staff behavior. Such complaints should be lodged either orally or in writing with the Department Chair or Dean of the college within 90 days of the last occurrence. The hearing procedures for these non-grade concerns detailed in the student handbook, *Eagle Eye*. (cf. *UW-L Undergraduate Catalogue*)

7.8 Student Complaints

- a. This policy shall cover student grievances other than for grades, including but not limited to course content, academic freedom of instruction, teaching methods, instructor's attendance, and instructor's conduct. The procedure for handling student complaints not related to grades is defined in UWL 6.01. (Also cf. UW-L Undergraduate Catalog and Eagle Eye)

7.9 Internships

All internships will be subject to the conditions defined in: Guidelines for Internships.

8.Appendices

8.1Ballots

- 24.1 Ballot for Promotion or Retention or Tenure (see attached form).
- 24.2 Peer Evaluation for Merit Ballot (see attached form).

8.2Forms

- 25.1 Activities Form (see attached form).
- 25.2 Opinions Concerning Art Objects Form (see attached form).
- 25.3 Teaching Evaluation Form (**NEED form**).
- 25.4 Internship Guidelines (**NEED form**).

9.Attachments

9.1 Specific Equipment and Facilities Use Policy

a. ART EDUCATION/ COMPUTER ART

• UWL ART EDUCATION/ COMPUTER ART MISSION STATEMENT

The mission of the UWL Art Education/ Computer Art Program, a part of the art department at UWL, is to offer students an opportunity to explore and to create in the disciplines of Art Education/ Computer Art through a wide variety of media and techniques. The University's Art Education facility is located in room 203 of the Center for the Arts Building. The University's Computer Art facility is located in room 120 of the Center for the Arts Building. The UWL Art Education/ Computer Art Program seeks to enrich the academic life of the La Crosse community.

- GENERAL OPERATING PROCEDURES FOR THE UWL Art Education/ Computer Art Program FACILITY UNDER THE DIRECTION OF THE UWL DEPARTMENT OF ART.

Art Education/ Computer Art Program Instructor Responsibilities for the Space (in addition to academic responsibilities):

- The Art Education/ Computer Art Program instructor is responsible for the upkeep/ maintenance & ordering of all permanent, temporary, consumable equipment/supplies used in the Art Education/ Computer Art Program studio.

- The Art Education/ Computer Art Program instructor is responsible for the maintenance & of an ongoing inventory of supplies used in the Art Education/ Computer Art Program studio.
- The Art Education/ Computer Art Program instructor is responsible for all hardware and software. Without technical support from the University, the instructor must troubleshoot and solve problems by contacting software manufacturers directly.
- The Art Education/ Computer Art Program 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.
- 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/ 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.

Visiting Artist Responsibilities:

In coordination with the Sculpture budget (and/or Department budget). Visiting Art Education/ Computer Artists will be invited to campus for workshops, lectures, critiques. Upon verbal acceptance the Art Education/ Computer Art Program instructor (or a representative) will forward a letter of invitation outlining the following in detail....

- Dates of residency
- Transportation arrangements
- Responsibilities... Lecture, seminar, critiques
- Housing,
- Payment amount and schedule
- What UWL does not pay..... Long distance phone calls, art materials, board, entertainment
- Any special artist needs, requests?

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.

Visiting Artist Responsibilities:

In coordination with the Sculpture budget (and/or Department budget). Visiting Sculptors will be invited to campus for workshops, lectures, critiques. Upon verbal acceptance the sculpture instructor (or a representative) will forward a letter of invitation outlining the following in detail....

- Dates of residency
- Transportation arrangements
- Responsibilities... Lecture, seminar, critiques
- Housing,
- Payment amount and schedule
- What UWL does not pay..... Long distance phone calls, art materials, board, entertainment
- Any special artist needs, requests?

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.

Exhibition/Visiting Artist Responsibilities:

1. Scheduling of exhibition

In coordination with the gallery director the printmaking instructor will select printmaking exhibitions which support the curriculum direction of the printmaking area and department. The exhibitions will be installed into a previously agreed upon structure (one artist, juries exhibits, alumni etc.) and rotation.

2. Visiting artists

In coordination with the Printmaking budget (and/or Department budget). Visiting Printmakers will be invited to campus for workshops, lectures, critiques. Upon verbal acceptance the printmaking instructor (or a representative) will forward a letter of invitation outlining the following in detail....

- Dates of residency
- Transportation arrangements
- Responsibilities... Lecture, seminar, critiques
- Housing,
- Payment amount and schedule
- What UWL does not pay..... Long distance phone calls, art materials, board, entertainment
- Any special artist needs, requests?

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.

Visiting Artist Responsibilities:

- Scheduling of Exhibition
In coordination with the gallery director the Ceramic instructor exhibitions support the curriculum direction of the metal studio area and the department. The exhibitions will be installed into a previously agreed upon structure and rotation.
- Visiting Artists
In coordination with the Ceramic budget and the UWL Art Department Budget. Visiting ceramists will be invited to campus for workshops, lectures and critiques. Upon verbal acceptance the Ceramic instructor will forward a letter of invitation outlining the following:
 - Dates of residency
 - Transportation arrangements
 - Responsibilities (lecture, seminar or critique)
 - Housing
 - Payment amount and schedule
 - What UWL does not pay (long distance phone calls, board, entertainment etc.)
 - Any special artist needs or requests?

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 instructional 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 PROCEDURES 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. Art 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.

Exhibition Visiting Artist Responsibilities:

1. Scheduling of Exhibition

In coordination with the gallery director the Jewelry Metalsmithing exhibitions support the curriculum direction of the metal studio area and the department. The exhibitions will be installed into a previously agreed upon structure and rotation.

2. Visiting Artists

In coordination with the Jewelry Metalsmithing budget and the UWL Art Department Budget. Visiting metalsmiths will be invited to campus for workshops, lectures and critiques. Upon verbal acceptance the Jewelry Metalsmithing instructor will forward a letter of invitation outlining the following:

- a. Dates of residency
- b. Transportation arrangements
- c. Responsibilities (lecture, seminar or critique)
- d. Housing
- e. Payment amount and schedule
- f. What UWL does not pay (long distance phone calls, art materials, board, entertainment etc.)
- g. Any special artist needs or requests?

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.

Visiting Artist Responsibilities:

In coordination with the Sculpture budget (and/or Department budget). Visiting Sculptors will be invited to campus for workshops, lectures, critiques. Upon verbal acceptance the sculpture instructor (or a representative) will forward a letter of invitation outlining the following in detail....

- a. Dates of residency
 - b. Transportation arrangements
 - c. Responsibilities... Lecture, seminar, critiques
 - d. Housing,
 - e. Payment amount and schedule
 - f. What UWL does not pay..... Long distance phone calls, art materials, board, entertainment
- Any special artist needs, requests?

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 I 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
(to be used for all Faculty and Academic Staff)

I. **Teaching**
5 6 7 8 9 _____

II. **Creative Development**
5 6 7 8 9 _____

III. **Professional/Public Service**
5 6 7 8 9 _____

IV. **Contribution to University and Art Department**
5 6 7 8 9 _____

V. **Gallery Director**
5 6 7 8 9 _____

VI. **Chair**
5 6 7 8 9 _____

My evaluation of this Faculty member for merit:

I. _____ x .50 = _____

II. _____ x .25 = _____

III. _____ x .15 = _____

IV. _____ x .10 = _____

Faculty Merit Score _____

V. _____ x _____ = _____

VI _____ x _____ = _____

Total Score _____

Evaluator's Signature _____ Date _____

12/97

Activities Form

The listings for each area are suggested categories. No activity may be listed in more than one area.

NAME _____ Year _____

I. Teaching

Activities beyond recognized class assignments, curriculum improvements, SEI scores (required), facility improvements and maintenance, instructional improvements, instructional responsibilities, other.

II. Creative Development and Research

Attendance or participation at Conferences, Workshops, Demonstrations, Museums, Galleries. Exhibitions, Publications, Reviews. Grants, Research, Travel, Other.

III. Professional/Public Service

Allied or related Professional Activities. Membership or Service in Professional Organizations. Lectures, Workshops, Demonstrations, Consultant, Juror, Advisor, Other.

IV. Contributions to the University and Department

Arranging for Visiting Artists/Lectures, Committee Service, Demonstrations or Lectures for Visitors. Faculty Senate. Participation in University Activities beyond recognized duties. Other.

V. Gallery Director

VI. Chair

Signature _____ Date _____

12/97

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 Art Department to give valuations or to assist in the disposal of private property.

Signature of Owner

Signature of Examiner

Date