

1 **Bylaws - Department of Art**

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3 **I. Title with name of department and date of last by-law adoption**

4 Department of Art, University of Wisconsin-La Crosse. Current bylaws were effective May 2, 2018. Future
5 bylaw revisions must occur at least once every seven years, but the bylaws will be reviewed every second
6 year to determine whether any of them require revision on a shorter timetable.

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8 **II. Organization and Operation**

9 Department members are governed by six interdependent sets of regulations:

- 10 1. Federal and State laws and regulations;
11 2. UW System policies and rules;
12 3. UWL policies and rules;
13 4. College policies and rules;
14 5. Shared governance by-laws and policies for faculty and academic staff; and
15 6. Departmental by-laws.

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18 **A. Mission & Preamble**

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20 **1. Mission**

21 The Department of Art provides an educational environment that encourages
22 intellectual development, visual literacy, and artistic production and fosters the
23 development of graduates who are active citizens and advocates for the arts.

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25 **2. Preamble**

26 The purposes of the Department include the following:

- 27 • to provide an educational environment that encourages intellectual development,
28 visual literacy, and artistic production;
29 • to foster the development of graduates who are active citizens and advocates for
30 the arts;
31 • to develop and teach a well-considered set of courses that constitute a solid major
32 and minor in visual art,
33 • to develop and maintain an exhibition program, including the University Gallery,
34 that enhances the curriculum;
35 • to teach courses that satisfy the General Education program’s emphasis on
36 inquiry- based learning and prepare students for advanced work in visual art;
37 • to maintain the connection between studio practice and theory through faculty and
38 student research;
39 • to allow students to connect theory and practice through internships and other
40 learning opportunities beyond the department

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42 **B. Meeting Guidelines**

43 Department meetings will be run according to the most recent edition of Robert’s Rules of Order
44 (<http://www.robertsrules.com/>) and WI state opening meeting laws
45 ([http://www.doj.state.wi.us/sites/default/files/dls/open-meetings-law-compliance-guide-](http://www.doj.state.wi.us/sites/default/files/dls/open-meetings-law-compliance-guide-2010.pdf)
46 [2010.pdf](http://www.doj.state.wi.us/sites/default/files/dls/open-meetings-law-compliance-guide-2010.pdf))summary at ([https://www.wisconsin.edu/general-counsel/legal-topics/open-meetings-](https://www.wisconsin.edu/general-counsel/legal-topics/open-meetings-law/)
47 [law/](https://www.wisconsin.edu/general-counsel/legal-topics/open-meetings-law/)).

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1. Minutes of department meetings will be recorded by the departmental ADA or a voting member and distributed in a timely fashion to department members. Copies of the minutes of department meetings and committee meetings shall be kept in a secure location. Minutes from closed meetings will be taken by the department chair and written within one week of the proceedings. They will be available by request.
2. Full department meetings will occur at least three times per semester as called by the chair.
3. Notice of meetings of department committees and other activities involving recommendations to the full department should be sent to all tenure-track and tenured members of the department.
4. If department approval of a matter is needed at a time when no faculty meeting is scheduled, an email vote may be taken at the discretion of the department Chair.

C. Definitions of Membership & Voting Procedures

1. Department members include all ranked faculty (tenured and tenure-track, including those who are on leave or sabbatical but who are in attendance) and instructional academic staff members with at least a 65% appointment in the Department.
2. The department will abide by all university policies related to voting rights of faculty and instructional academic staff.
3. Matters coming before the department shall for voting purposes be divided into the following categories:
 - tenure recommendations
 - promotion of ranked faculty
 - retention of non-tenured faculty
 - merit rating of faculty/academic staff/unranked staff
 - hiring of new faculty/instructional academic staff
 - department bylaws, procedures, and policies
 - curriculum additions or changes
 - general department business
4. Full-time tenured faculty members may vote on all issues coming before the department unless such vote is restricted by university policy.
5. Tenure-track, but not yet tenured, faculty members may vote on merit (review) rating of faculty/instructional academic staff, hiring of new faculty, department bylaws and procedures, University Gallery procedures and policy, and general department business
6. Instructional academic staff holding at least a **65% appointment in the Department** and having been promoted to the rank of **Lecturer** or higher will have a vote on hiring on new faculty, department bylaws and procedures, University gallery procedures, policy and curriculum changes and additions, and general department business.
7. In cases where there is a question as the category in which an issue may fall, the tenured faculty will decide by majority vote.
8. Voting by proxy will not be permitted.

D. Definitions of Quorum and Majority

1. A quorum for a full faculty meeting consists of a simple majority of the tenure-track

96 faculty. For personnel meetings, a two-thirds majority of those eligible to vote shall
97 constitute a quorum. For work on a standing or ad hoc committee, a quorum shall
98 consist of two tenure-track faculty members.

- 99 2. Unless otherwise specified, a simple majority of those voting will be sufficient to pass
100 the measure under consideration. Voting will occur by a voice vote or hand vote, and
101 any member present can request a roll call vote. Members who join by teleconference
102 or other electronic means and who have heard all of the deliberations are eligible to
103 vote.
- 104 3. In cases where a written ballot is required, such as the election of a department chair,
105 late or improperly marked ballots shall not be counted. Ballots that are not received will
106 not be counted, and abstentions and blank votes are treated as non- votes. Abstention
107 votes in retention, promotion, and tenure matters are discouraged except where a
108 conflict of interest exists or the voter has little or no knowledge of the person being
109 considered.

110 **E. Changing by-laws**

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112 These bylaws may be amended by the following procedures: a two-thirds majority vote of the
113 current department membership present and eligible to vote. Any proposed amendment(s)
114 shall be distributed in writing at a department meeting and voted on at the subsequent
115 meeting. Policies pertaining to personnel issues, which are the responsibility of the ranked
116 faculty (tenured and tenure-track) may only be changed by those voting. A second reading of
117 the bylaws can be waived for bylaws that do not pertain to personnel decisions. In most
118 cases, changes in the bylaws will take effect two months after they are approved by the
119 department. An exception is that, consistent with university policies, bylaws relating to
120 personnel issues, including promotion, tenure, and retention, will take effect six months after
121 they are approved by the department.
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123 124 **III. Faculty/Staff Responsibilities**

125 **A. Faculty**

126 Faculty responsibilities are referenced in section IV of the Faculty Senate by-laws entitled
127 "Responsibilities of Departments, Department Members and Department Chairpersons"
128 (<http://www.uwlax.edu/faculty-senate/articles-bylaws-and-policies/>). See Appendix F for
129 department descriptions
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132 The Department of Art will identify School of Education faculty members who are specifically
133 hired as teacher educators. A teacher educator is defined as an individual with the primary
134 expectation in teaching education pedagogy or significantly contributes to a teacher education
135 program that requires Wisconsin Department of Public Instruction (DPI) program approval.
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138 A School of Education faculty member is an individual specifically hired as a teacher educator: an
139 individual whose primary role is in a teacher education program that requires Wisconsin of Public
140 Instruction (DPI) program approval or an individual who teaches required teacher education
141 methods courses. Methods courses are those that focus on helping students learn how to teach.
142 (Faculty Senate recommendations on the role of School of Education Director in personnel
143 actions, 2009)

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The following Web Sites are applicable to all department members, with the understanding that the nature of scholarship is specific to sub-categories within the discipline. For example, there are specific scholarship activities applicable to the Gallery Director, to the Art Historian, and to the Art Educator. The department recognizes the professional standards and guidelines of the College Art Association <http://www.collegeart.org/guidelines/> and the National Art Education Association <http://www.arteducators.org/research/naea-standards>

The department makes use of the above guidelines in a variety of ways, but especially to support and uphold standards in the disciplines encompassed by our department, including: Art, Art History, and Art Education. To support faculty members in merit, retention, and promotion processes, below are guidelines for each of the three major responsibilities of faculty members. They will, however, vary over time and between department members based on professional goals and reassigned positions (e.g., chair, director-level appointments, etc.).

1. Teaching (approximately 60% of responsibilities)
 - a) The primary functions of the Department of Art are to teach courses in its discipline and, service a variety of general education and programmatic needs.
 - b) Advising students on academic program requirements and presenting the array of available career opportunities.
 - c) See Appendix A: Department of Art Statement on Teaching Activity
2. Scholarship (approximately 30% of responsibilities)
 - a) Faculty in the Department of Art should promote the continued professional growth and development of their members by encouraging their participation in sabbatical leaves, developmental leaves, conferences, professional workshops, and other similar programs,
 - b) Writing successful grant proposals to support any of these activities is an important area of scholarship.
 - c) Faculty mentoring of student research also may constitute as scholarship.
 - d) See Appendix B. Department of Art Statement of Scholarship Activity
3. Service (approximately 10% of responsibilities)
 - a) Faculty of the Department of Art are expected to serve the University, the College, the Department, the community, and their profession.
 - b) See Appendix C. Department of Art Statement on Service Activity.
4. Workload

The department uses university standards for defining a full-time load. (Faculty Senate Policies VIII. UW-La Crosse Ranked Faculty Workload Policy) <http://www.uwlax.edu/facultysenate/ABP/FacSenatePolicies.html> VIII. 8.1. b. "Expectations: Faculty workload expectations in the area of teaching vary by college, department, and individual faculty member. Expectations are determined by the department in consultation and agreement with the college dean. The dean must justify departmental teaching workload expectations to the Provost/Vice Chancellor." Additional faculty workload responsibilities are defined by area in Appendix E.
5. Faculty Mentoring
 - i. All incoming and untenured regular faculty members shall have one tenured faculty mentor assigned by the chair within the first semester of their appointment or the first semester of the academic year. After the initial appointment, mentor appointments can be changed at any time by any of the parties involved.
 - ii. Mentoring is advisory. Faculty shall abide by the written bylaws and procedures of the department as published in the Department bylaws, UW-L Human Resources Faculty and

- 192 Staff Handbook, and UW-L Faculty Senate policies.
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- iii. The faculty mentor will provide assistance and guidance in the following areas:
 - 1. Department and university procedures
 - 2. Committee memberships, departmental duties, etc.)
 - 3. Personnel issues (retention and tenure documentation, post-meeting reviews, etc.)
 - 4. Curricular development and classroom procedures
 - 5. Pre-registration and student advising

200 **B. Instructional Academic Staff Responsibilities and Expectations**

201 Requests for IAS hiring will be presented to the college dean. The request will indicate one of the
202 standard titles from the lecturer or clinical professor series [https://www.uwlax.edu/human-](https://www.uwlax.edu/human-resources/classification--recruitment/classification/)
203 [resources/classification--recruitment/classification/](https://www.uwlax.edu/human-resources/classification--recruitment/classification/) and will outline specific duties including
204 teaching and any additional workload. Total workload for IAS is defined as a standard minimum
205 teaching load plus additional workload equivalency activities.
206 <https://drive.google.com/file/d/0B5oiNNrU5bquTmdYZDRmcHI5UHM/view>.

207
208 The Department of Art will identify School of Education IAS faculty members who are
209 specifically hired as teacher educators. A teacher educator is defined as an individual with the
210 primary expectation in teaching education pedagogy or significantly contributes to a teacher
211 education program that requires Wisconsin Department of Public Instruction (DPI) program
212 approval.

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

217 **C. Non Instructional Academic Staff Responsibilities and Expectations**

218 There are no NIAS positions in the department.
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221 **D. Student Evaluation of Instruction (SEI)**

222 The department will follow the UWL SEI policy and procedure available on the Faculty Senate
223 webpage ([https://www.uwlax.edu/faculty-senate/articles-bylaws-and-policies/#tm-student-](https://www.uwlax.edu/faculty-senate/articles-bylaws-and-policies/#tm-student-evaluation-of-instruction---sei)
224 [evaluation-of-instruction---sei](https://www.uwlax.edu/faculty-senate/articles-bylaws-and-policies/#tm-student-evaluation-of-instruction---sei)) Results from the Faculty Senate approved SEI questions are
225 required for retention, tenure, and promotion for ranked faculty and for renewal and promotion of
226 Instructional Academic Staff in the form of (1) the single motivation item and (2) the composite
227 SEI consisting of the 5 common questions. For ranked faculty contract-renewal and both faculty
228 and IAS promotion these numbers will be reported using the Teaching Assignment Information
229 (TAI) form. The department will add both the motivation item and the composite SEI fractional
230 median for each course. In addition, the candidate's overall fractional median for the term on both
231 the single motivation item and the composite SEI are reported. Finally, the department adds the
232 departmental fractional median for both the single motivation item and the composite, the
233 minimum and maximum composite SEI for the department, and the candidate's rank in SEI
234 scores relative to all departmental ranked faculty (tenure-track or tenured) for that term (e.g. 3 of
235 15).

- 236 1. IAS renewal and career progression. The same information as above is reported; however,
237 no TAIs are generated for IAS. IAS must be evaluated every semester. The comparison
238 group for IAS will be the department as a whole for renewal and career progression
239 purposes.
- 240 2. It is recommended that all instructors participate in SEIs each semester as part of ongoing

- 241 teaching assessment.
- 242 3. Policy for online course evaluations. The same information as above is reported. The
- 243 evaluation usually takes place in the last weeks of the semester or intersession.
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245 **IV. Merit Evaluation (Annual Review)**

246 The results of merit reviews for all ranked faculty who have completed at least one academic year at UWL

247 are due to the Dean's Office on Dec. 15 annually. Merit reviews reflect activities during the prior academic

248 year ending May 31.

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250 All faculty and IAS have a June 1st deadline for entering teaching, scholarship, and service activities into

251 the electronic portfolios system (Digital Measures) on activities from the prior year June 1st to May 31st.

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253 Evaluation for the purposes of merit is described in the Promotion, Tenure, and Salary Committee

254 Statement on Merit (December 2014). See a copy of the statement and links to the associated UW

255 System personnel rules at <http://www.uwlax.edu/facultysenate/Actions/Letters/PTSMeritStatement.pdf>

256 http://www.uwlax.edu/hr/current/docs/2008_UW-L_Handbook.pdf.

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258 **A. Evaluation Processes & Criteria**

259 **1. Faculty**

260 1. Purpose and Rationale

- 261 a) To evaluate all ranked faculty.
- 262 b) To provide constructive feedback on job performance within a departmental
- 263 context
- 264 c) To acquaint the faculty with other department members' activities.

265 2. Evaluation Objectives

- 266 a) To encourage collegiality and cooperation among faculty in different curricula
- 267 areas.
- 268 b) To encourage excellence in teaching, scholarship, and service.
- 269 c) To encourage innovation and experimentation in teaching.
- 270 d) To provide direction to the department and department members.
- 271 e) To provide formative feedback to the faculty.

272 3. Merit Committee Structure. The Merit Committee shall consist of all tenure track

273 faculty members (tenured and probationary) of the department.

274 4. Merit Review Procedure

- 275 a) Timing and Scheduling Merit Review. The merit review meetings will take place in
- 276 October of every year. Merit meetings must take place early enough in the
- 277 semester to allow for appeal procedures to be completed by the deadline for
- 278 retention and promotion submittal to the Dean. As dates are set, the following
- 279 should be considered:

- 280 • one week from Merit voting results to file appeal
- 281 • ten days to schedule meeting of appeal
- 282 • one week to schedule second meeting (if necessary).

- 283 b) Each candidate must have his/her merit materials compiled by September 15th, and
- 284 will be given at least ten working days' notice by the department chair.

- 285 c) All faculty and IAS have a June 1st deadline for entering teaching, scholarship, and
- 286 service activities into the electronic portfolios system (Digital Measures) on
- 287 activities from the prior year June 1st – May 31st. Attachments such as syllabi,
- 288 narrative statements, etc. must be entered by June 1st to support the development

- 289 of the Annual Activities Report that is sent to the CLS Dean's Office.
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5. Merit categories and procedures for voting
- a) Each candidate will be considered for one of three categories: high merit, merit, or merit deficient. For high merit, the expectation is that a minority of the faculty will likely fall in this category. The third category of "merit deficient" is to be used for candidates doing substandard work. A majority vote by the merit committee is required to place a candidate in any category. The criteria for each category are outlined below.
- b) Within seven days of the Merit vote, candidates will be informed of the results in a letter from the Department Chair that includes the merit category and qualitative feedback provided by the Merit Committee members. All electronic materials will remain on the departmental CANVAS site ("Art Department – Personnel") until any potential appeal procedures have taken place. Each candidate will have the option to meet with the Department Chair
6. Category Criteria (these are general descriptors NOT stringent guidelines) The overall criteria for merit recommendations shall be as follows:
Teaching, Research, and Service including Departmental Administrative Service.
- a) **Merit.** It is anticipated that most faculty will meet the expectation of merit by submitting the following documents in Digital Measures: (a) JUNIOR FACULTY (pre-tenure) ONLY: must have a comprehensive narrative. In the years preceding tenure and promotion, the comprehensive narrative can be brief (1-3 pages), but should develop towards the JPC guidelines of 7 pages as they near tenure and promotion; (b) SENIOR (i.e., post-tenure) FACULTY ONLY: have an option to include a one-page assessment to describe teaching, scholarship, and service.
- i. Teaching Evidence*
- a. Syllabi from all classes that conforms to the UWL template
- b. SEI ratings and comments from all classes from the prior year
- c. A brief teaching-specific narrative for one class per year that describes a student learning assessment, outcomes, and implication to future teaching practice (e.g., pre-posttests, internal assessments, classroom evaluations, digital images)
- d. A copy of their evaluation of all reassigned time (e.g., studio release, gallery, administrative duties) coordinated by the Chair. This will include the development and maintenance of the studio area.
- ii. Scholarship*
- a. At least one item from the primary scholarship list OR one item from the secondary scholarship list (see Scholarship appendix).
- iii. Service*
- a. Attend all scheduled Department meetings (unless excused)
- b. Regularly attend all Department events (unless excused)
- c. Serve on at least two Department committee(s)
- d. Attend one commencement ceremony per academic year (Chair will provide a list of commencement attendance).
- e. Participate in recruitment activities (e.g., campus close-up, creative imperatives, VAC, Arts Day)
- b) **High Merit.** For faculty seeking high merit, the information from the previous sections should be in place as well as the following documentation. You must include a high merit comprehensive narrative (2-3 pages) that provides context to

337 the Department and explains your self-assessment of high merit. It must contain
338 evidence for exceptional teaching (with evidence from at least three of the teaching
339 areas below), as well as exceptional scholarship and/or service

340 *i. Teaching.* Evidence of at least three of the following:

- 341 a. A classroom observation conducted in one class over the course of an
- 342 academic year.
- 343 b. Teaching awards and/or letters of support
- 344 c. Professional development attended (e.g., CATL) and/or the description of the
- 345 impact on one's teaching
- 346 d. Curriculum development as evidenced by the development of new courses or
- 347 the substantial revisions to established courses
- 348 e. Evidence of inclusive teaching practices
- 349 f. Evidence of teaching innovations (e.g., gallery exhibition, community events)

350 *Scholarship*

- 351 a. At least one item from the primary area of scholarship OR two from the
- 352 secondary area of scholarship

353 *Service*

- 354 a. At least two of the following: (i) significant university/college service (e.g.,
- 355 faculty senate and/or committee) OR Chair Department committee(s) OR (ii)
- 356 professional service (e.g., officer), OR (iii) Leadership role in community
- 357 service (e.g., volunteer, civic work), OR (iv) curriculum development as
- 358 evidenced by the department of new programs or the substantial revisions to
- 359 established programs.

360 (see Appendices A, B, and C Department statements on Teaching, Scholarship,
361 and Service)

362 c) **Merit Deficient.** Any of the following disqualifies a faculty member from earning
363 merit. The reviewer must provide written evidence (e.g., a few sentences or a list of
364 points) to justify/support the Merit Deficient Rating. If evidence of the items below
365 has been substantiated, but is not evident in the candidate's Digital Measures file,
366 the Department Chair will provide a list of details.

- 367 i. violations of applicable ethical codes for teaching or research
- 368 ii. met with classes less than 75% of the required time
- 369 iii. rarely available to students outside of class/failure to hold office hours
- 370 iv. no syllabus or inadequate syllabus
- 371 v. content and material clearly out of date
- 372 vi. content and/or tests did not reflect course outlines or objectives
- 373 vii. inappropriate treatment of students (as outlined in the university guidelines)
- 374 viii. fails to meet with advisees
- 375 ix. deficient university service (e.g., no committee work and/or poor committee
- 376 service such as not attending meetings)
- 377 x. deficient departmental service (e.g., no committee work and/or poor committee
- 378 service such as not attending meetings, abuses of power)
- 379 xi. deficient scholarship (e.g., no signs of professional development)
- 380 xii. no evidence of trying to attain goals stated by the candidate him/herself.
- 381 xiii. not entering or updating Digital Measures data
- 382 xiv. discontinued P-Card
- 383 xv. course fee or studio budgets not maintained

- 384 xvi. negative evaluations of reassigned time
385 xvii. removal from faculty senate and/or faculty senate committee(s)
386 7. Merit Evaluation and Review Process. Primary goals of this process include allowing
387 all faculty members to share their annual activities with one another and to participate
388 in the merit evaluation process.

389 To start this process, faculty members will generate their own Merit reports from
390 Digital Measures using report dates that run from June 1-May 31 of the previous
391 academic year, and email them to the Department Chair by the second full
392 business week of September. This will allow individual faculty members to correct
393 formatting or errors in the report. Junior Faculty – in the years preceding tenure
394 and promotion must include a comprehensive narrative. Senior faculty (i.e., post-
395 tenure) include a 1-page assessment (optional for merit and mandatory for high
396 merit).

397 The department chair will post copies of Merit Reports from Digital Measures on the
398 departmental CANVAS site (“Art Department – Personnel”). The Chair will also
399 distribute the merit rubric form (see example in Appendix F) or an electronic survey
400 version, which each faculty member will use to classify the teaching activities of
401 each colleague as being absent, present, or exceptional

402 When the ratings of absent are used, the rater must provide written evidence (e.g., a
403 few sentences or list of points) to justify/support the ratings. Scholarship and
404 service activities will also be rated in this manner. Finally, each faculty member will
405 also use the rubric form to classify each of her/his colleagues into one of the three
406 merit categories described previously (High Merit, Merit, or Merit Deficient). Rubrics
407 will be collected by the department chair and used to prepare a summary grid of all
408 faculty members in a manner that allows voting patterns of individuals to remain
409 anonymous (see Appendix F).

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411 The Chair will provide a letter and provide the option to meet individually with
412 faculty members to share the results of the summary grid of all faculty members,
413 the individual faculty member, and peer feedback.

414 The Chair will then convene a meeting of the Merit Committee where a final
415 confirmation of merit vote will be held. For those receiving a majority vote of High
416 Merit or Merit Deficient from the initial review, a final confirmation vote will be held.
417 After this meeting has concluded, any faculty member has the option of
418 resubmitting her/his merit rubric form or editing feedback for one or more faculty.
419 Changes must be submitted to the Chair within four business days to be included
420 in the letter that will go to the faculty member. As previously described in section
421 IV.5.A, a majority vote is required to place a faculty member in either the High Merit
422 or Merit Deficient category.

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425 **2. Instructional Academic Staff in Permanent Budgeted Instructional Lines**
426 **(otherwise see VI).**

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428 a. Instructional Academic Staff (IAS) in permanent budget lines are also referred to as
429 “Redbooked.” IAS Staff in these positions are assigned 15 credits per semester.
430 b. The evaluation process and criteria articulated for faculty above are expected of
431 IAS instructors with the exception of the following:

- 432 i. IAS staff that do not have the expectation of scholarship specifically written
433 into their contract will not have to meet the scholarship expectations for merit
434 or high merit considerations.
435 ii. IAS staff that do not have the expectation of service specifically written into
436 their contract will not have to meet the scholarship expectations for merit or
437 high merit considerations.
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439 **3. Non-Instructional Academic Staff (if included in merit processes, otherwise see**
440 **VII).**

441 N/A

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443 **4. Department Chair (if applicable)**
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445 The Department Chair is evaluated by his/her department colleagues every two years
446 in a process conducted by the CLS Dean's Office. Summary data from the survey is
447 provided to the entire department, and summary of the themes from the open-ended
448 questions is provided during a meeting with the CLS Dean's Office. The Chair should
449 include this summary data in CANVAS. scholarship and teaching should be weighted
450 as approximately 0.5 of his/her overall activity.
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452 **B. Distribution of Merit Funds**

453 The intention of this plan is to maintain a distribution of salary increases consistent with
454 University practices in effect. Two-thirds of salary increases are to be distributed on an
455 across-the-board basis as a percentage of current salary. This is what is known as the
456 "Solid Performance" portion of the salary increase. The remaining third is to be
457 distributed on the basis of the merit evaluation process. Each faculty member
458 designated highly meritorious shall receive \$100 from the pool of funds available for
459 discretionary distribution. The remainder is to be distributed equally among faculty
460 designated meritorious (including those designated highly meritorious). That is, the
461 dollar amount of the increase of all meritorious faculty is the same, except that those in
462 the high merit category will receive \$100 more than those in the meritorious category.
463 Tenure track faculty are reviewed for merit funds starting their second year based on
464 their first year's performance.
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466 **C. Appeal Procedures (if applicable)**

467 Merit Appeals Procedure

468 If the candidate is not satisfied with his/her merit decision he/she may appeal
469 the decision to the Merit Committee. The appeal must be made in writing to the
470 Department Chair, who will schedule a meeting of the Merit Committee. The
471 meeting will take place within ten working days of the notification of the appeal.
472 A quorum will be obtained if 2/3 of those eligible are in attendance at the
473 appeal meeting. A majority vote is required to change the original decision. All
474 voting committee members are expected to read the appellant's file before
475 rendering a decision. If the department calls two "good faith" meetings (i.e., at
476 reasonable times and dates), and is unable to obtain quorum of eligible votes,
477 the appeal will go to the Dean without departmental level review. Absentee or
478 proxy ballots will not be allowed. The meeting will be moved into closed

479 session with a roll call vote citing the proper statute, which is 19.85 (1) (c) for
480 performance evaluation (e.g., "Motion to convene in closed session for the
481 purpose of considering performance evaluations as provided in Section 19.85
482 (1) (c) of Wisconsin Statutes."). Voting during the closed session will take place
483 with a hand vote. Minutes of the meeting and the vote will be taken by the
484 Chair and distributed within one week of the proceedings. The Department
485 Chair will transmit the action to the appellant within one week of the re-
486 consideration meeting. If the appellant is not satisfied at this stage, an appeal
487 may be forwarded to the Dean for consideration.
488

489 **V. Faculty Personnel Review**

490
491 The department will follow the policies regarding retention and tenure described in the Faculty Personnel
492 Rules (UWS 3.06 - 3.11 and UWL 3.06 -3.08) [http://www.uwlax.edu/Human-Resources/Unclassified-Personnel-](http://www.uwlax.edu/Human-Resources/Unclassified-Personnel-Rules/)
493 [Rules/](http://www.uwlax.edu/Human-Resources/Unclassified-Personnel-Rules/)
494

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

January 22, 2019

499
500 The department will follow policies guiding part-time appointments for faculty and tenure clock stoppage
501 available on the Human Resources website.
502

503 **A. Retention (procedure, criteria and appeal)**

504 i. Faculty under review provide an electronic portfolio related to their teaching, scholarship, and
505 service activities extracted from their date of hire to the date of departmental review. Hyperlinked
506 syllabi are required and the candidate may choose to provide additional evidence. Additional
507 materials may be required for departmental review and will be indicated in these by-laws.
508

- 509 1. Faculty under review provide an electronic portfolio related to their teaching, scholarship,
510 and service activities extracted from their date of hire to date of review. Hyperlinked
511 syllabi are required and the candidate may choose to provide additional evidence.
512 Additional materials may be required for departmental review and will be indicated in
513 these bylaws. See Appendices A, B, and C for Art Department statements on Teaching,
514 Scholarship and Service. The School of Education Director should review a School of
515 Education candidate's work as a teacher educator and write a letter that addresses the
516 candidate's professional contributions (teaching, scholarship, and service) related to DPI
517 standards and expectations for teacher education, and the candidate's contributions to
518 the larger educational community (Faculty Senate recommendations on the role of
519 School of Education Director in personnel actions, 2009). For contract-renewal reviews,
520 the School of Education Director will review a School of Education candidate's work as a
521 teacher educator and provide written feedback that addresses the candidate's
522 professional contributions (teaching, scholarship, and service), expectations for teacher

523 education, and contributions to the larger educational community. The SOE Director will
524 simultaneously transmit the feedback to the candidate and the chair. The feedback will be
525 included as one component of the candidate's materials reviewed by the department. The
526 department chair is responsible for submitting the candidate's portfolio to the SOE
527 Director no fewer than 7 days prior to the departmental review; however, for efficiency
528 purposes, it is recommended instead that the candidate submit the portfolio to the SOE
529 Director at the same time that it is submitted to the chair for departmental review.

- 530 2. Faculty will in addition provide a narrative statement, which will not exceed 3 pages of
531 narrative and up to 1 page of goals. The candidate will upload the narrative into
532 the electronic portfolio system under Your Activities Database Main Menu>Personnel
533 Review/Promotions Materials>Retention/Tenure/Post Tenure or Merit Review. The
534 narrative statement should include the following.

535 a) An Individual Faculty Goals Plan

536 It is the responsibility of each Department of Art faculty member undergoing full review
537 to design a professional development plan that clearly defines goals/objectives
538 relating to each of the three criteria areas (teaching, scholarship and service). The
539 plans should include goals in each area. Candidates should also comment on their
540 goals from the previous year (and should include those previous goals in a truncated
541 form). Candidates are strongly advised to discuss their goals with fellow faculty and/or
542 faculty mentor before submitting them to the Retention Committee.

543 b) A narrative statement regarding teaching, scholarship and service. For teaching, a
544 teaching philosophy is appropriate as are descriptions of teaching developments. For
545 scholarship and service the candidate should endeavor to provide the reader with
546 some context for understanding the meaning and importance of the activities.
547 Candidates are encouraged to read the Joint Promotion Committee guidelines for a
548 more complete description of the role of narratives in the review of faculty activities.
549

550 ii. Departments will provide the following materials to the dean:

- 551 1. Department letter of recommendation with vote;
552 2. Teaching assignment information (TAI) data sheet that summarizes the courses
553 taught, workload data, grade distribution and SEIs by individual course and semester
554 (which are only available after completing a full academic year) and departmental
555 comparison SEI data; and
556 3. Merit evaluation data.
557

558 iii. The initial review of probationary faculty shall be conducted by the tenured faculty of the
559 appropriate department in the manner outlined below.
560

561 iv. All first-year tenure-track faculty will be formally reviewed in the spring of their first year. A
562 departmental letter will be filed with the Dean and HR. Formal reviews resulting in contract
563 decisions will minimally occur for tenure-track faculty in their 2nd, 4th and 6th years. NON-
564 CONTRACT REVIEWS - In the years when a probationary faculty member is not being reviewed
565 for a contract renewal (i.e., a "non-contract renewal review") the review process should follow the
566 department by-laws forwarding the resulting letter simultaneously to the probationary faculty
567 member, the Dean (the Dean of SOE if applicable) and HR. The Deans have agreed to a **MAY 1**
568 deadline as the latest for non-contract review letters.
569

570 One of the most common concerns voiced by junior faculty nationally is a lack of clear criteria

571 regarding retention, tenure and promotion. Clear expectations are a benefit to the department and
572 its faculty. Non-retention decisions (including tenure) should not be a “surprise” to the candidate.
573 Formal communication with the candidate regarding his/her progress should include specific
574 references to concerns raised about performance.

575 1. Procedure

576 a) Committee Membership

577 Retention Committee shall consist of all tenured members of the Department of Art.
578 In cases where a committee consists of fewer than three faculty members,
579 the Department Chair shall work with the Dean to establish an appropriate committee
580 using these guidelines.

581 b) Classroom Evaluations

582 Classes taught by the probationary faculty member will be observed and evaluated
583 by a Classroom Evaluation committee member(s). Ideally, classroom observations
584 will include two different courses. The evaluator will assess the classroom experience
585 they observed in a report to the faculty member, the Peer Review Committee, and
586 the Department Chair.

587 2. Timeline

588 Retention reviews are usually conducted in the fall semester. Exceptions: first year
589 faculty who begin in the fall are reviewed in the spring. At least 20 days prior to the
590 annual retention review, the Department Chair will notify each probationary faculty
591 member in writing of the time and date of the review meeting.

592 3. Submission of Materials

593 The Department Chair will also remind candidates to upload current vita, and any
594 supplemental materials they deem appropriate to the Retention Committee at least
595 seven days prior to the date of the review meeting into Digital Measures under Your
596 Activities Database Main Menu> Personnel Review/Promotions Materials>
597 Retention/Tenure. The Department Chair will supply the TIA and Merit forms for each
598 probationary faculty member to the Retention Committee with the Digital Measures
599 material. See Appendices A, B, and C: Art Department Statements on Teaching,
600 Scholarship, and Service

601 4. Meeting and Voting

602 Probationary faculty member may make oral or written presentations at the review
603 meeting. The Requirements of the Wisconsin Open Meeting law shall apply to the
604 review meeting. Using the criteria in Section 5.2 below, the Retention/Tenure Review
605 Committee will evaluate each probationary faculty member’s performance based on the
606 completed uploaded Digital Measures report and any other information, written or oral,
607 presented to the committee by the probationary faculty member. Votes shall be cast by
608 a show of hands on a motion to retain. At least two- thirds majority of tenured faculty
609 attending the meeting is necessary for a positive retention recommendation. The
610 committee Chair shall record the results of the vote. In the case of non-renewal
611 recommendation, the committee shall prepare written reasons for its decision. These
612 reasons shall be retained by the committee until requested by the probationary faculty
613 member. Within seven days of the review meeting, each probationary faculty member
614 shall be informed in writing by the committee Chair of the results of the retention review.
615 In the case of a positive retention decision, the written notice shall include concerns or
616 suggestions for improvement identified by the committee. The letters, positive or
617 negative shall be written by the committee chair within two-week days of the review
618 meeting and given to the committee for review for a period of 4 week days before being

619 passed on to the department Chair.

620 5. Criteria

621 The members of the Retention Committee shall use the submitted material to judge
622 each probationary faculty member's performance in the areas of teaching,
623 scholarship, and service. Of these areas of responsibility, teaching is most important.
624 After establishing a record of successful teaching, a program of continued scholarship is
625 necessary for retention and, ultimately, a positive tenure recommendation. Service is
626 also an important faculty responsibility. For each probationary faculty service record
627 should be established after demonstrated success in teaching and scholarship (see
628 Appendices A, B, and C: Department Statements on Teaching, Scholarship and
629 Service).

630 6. Appeal

631 If a non-renewal recommendation is made by the Retention Committee, the probationary
632 faculty member may request reasons for the recommendation. This request must be
633 made in writing within 10 days of the non-renewal notice. The Chair of the Retention
634 Committee shall supply these reasons in writing within 10 days of the request. The
635 request then becomes part of the personnel file of the probationary faculty member. If
636 the probationary faculty member wishes a reconsideration of the initial non-renewal
637 recommendation, they shall request such a meeting in writing within two weeks of the
638 receipt of the written reasons for non-renewal. The procedure for the reconsideration
639 meeting is detailed in UW-L 3.07 (4), (5), and (6). (cf. Faculty Personnel Rules UWS
640 3.06 – 3.11 and UW-L 3.06 – 3.08; and UW-L Employee Handbook, pp. L-9 through L-
641 15.)

642
643 **B. Tenure review and departmental tenure criteria (if applicable)**
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645 The granting of academic tenure represents a long-term commitment of institutional resources
646 which requires proof of excellence in past performance and a forecast that an individual faculty
647 member's intellectual vitality and future contributions will continue to be of high quality for many
648 years to come. Non-tenured instructors should not expect an award of tenure solely on the fact
649 that their contracts have been consistently renewed. The procedures for making tenure
650 decision and recommendations for probationary faculty parallel procedures for retention and
651 are based on the body of work evidenced during the individual's time in rank. Tenure will be
652 granted with a two-thirds majority vote by tenured faculty attending the meeting.

653 The decision to recommend a faculty member for tenure in the Department of Art is based on
654 an appraisal of the candidate's overall contribution from their date of hire at UW-L in a tenure-
655 track position. Tenure in the Department of Art reflects:

656 1) Consistent evidence of a strong commitment to student learning and to quality teaching
657 (as defined by the departments' statement on teaching) See Appendix A.

658 2) Evidence of a consistent program of scholarly inquiry (as defined by the departments'
659 statement on scholarship.) See Appendix B.

660 3) Specifics regarding departmental expectations regarding service (as defined by the
661 department's statement on scholarship).

662 Junior faculty should pay close attention to retention letters as guides for promotion and tenure
663 recommendation from the department.

664 1. Meeting and Voting

665 The Department of Art will follow the Open Meeting Law and Tenure Decisions from:

666 <http://www.wisconsin.edu/gcoff/deskbook/wonl.htm> Special practices relating to consideration

667 of tenure: Under Wis. Stat. 19.85 (1) (b), a closed session may be held with “considering the
668 grant or denial of tenure for a university faculty member.” but the tenure candidate must be
669 notified that he or she “has the right to demand that the evidentiary hearing or meeting be held
670 in open session.” The General Council advises institutions to continue the system’s long
671 standing practice of holding open sessions for the entire departmental review process,
672 including deliberations and the tenure vote, where the tenure candidate so requests.
673 Probationary faculty member may make oral or written presentations at the review meeting.
674 The Retention/Tenure Review Committee will evaluate each probationary faculty member’s
675 performance based on the completed uploaded Digital Measures report and any other
676 information, written or oral, presented to the committee by the probationary faculty member.
677 Votes shall be cast by a show of hands on a motion to retain. At least two-thirds majority is
678 necessary for a positive retention recommendation. The committee Chair shall record the
679 results of the vote. In the case of non-renewal recommendation, the committee shall prepare
680 written reasons for its decision. These reasons shall be retained by the committee until
681 requested by the probationary faculty member. Within seven days of the review meeting, each
682 probationary faculty member shall be informed in writing by the committee Chair of the results
683 of the retention review. In the case of a positive retention decision, the written notice shall
684 include concerns or suggestions for improvement identified by the committee. The letters,
685 positive or negative shall be written by the committee chair within 2 weekdays of the review
686 meeting and given to the committee for review for a period of 4 weekdays before being passed
687 on to the department Chair.

688 2. Criteria

689 The members of the Retention Committee shall use the submitted material to judge each
690 probationary faculty member’s performance in the areas of teaching, scholarship, and service.
691 Of these areas of responsibility, teaching is most important. After establishing a record of
692 successful teaching, a program of continued scholarship is necessary for retention and,
693 ultimately, a positive tenure recommendation. Service is also an important faculty responsibility.
694 For each probationary faculty service record should be established after demonstrated success
695 in teaching and scholarship. See Appendices A. B. and C. Department Statement on Teaching,
696 Scholarship and Service.

697 3. Reconsideration

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

700
701 **C. Post-tenure Review** The department follows the UWL procedure and schedule regarding
702 post-tenure review <https://www.uwlax.edu/human-resources/post-tenure-review-policy/>
703

UWL’s policy was approved by the UW System Board of Regents in November 2016.

704 The Post-Tenure Review committee will be comprised of all tenured faculty members
705 from the Art Department. The Department Chair serve as the chair of the committee. If
706 the chair is being reviewed, a senior member of the faculty will be chosen to chair the
707 committee. The committee is charged with implementing the university’s policy aimed at
708 contributing to the continuation of faculty growth and development. If there are fewer than
709 three tenured faculty in the department, faculty from outside the department will be
710 invited to serve. This selection would be made in consultation with the Dean and faculty
711 member under review. A faculty member is expected to receive a satisfactory review to

712 continue in the 5-year cycle.

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1. Procedures

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a. The Department Chair initiates the procedures by notifying the faculty member under review as well as establishing the committee.

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b. Tenured faculty will be reviewed every five years in the fall 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. A faculty member seeking promotion in rank should use the evaluation for promotion in place of the post-tenure review.

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c. 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 in Appendices A, B, and C, for Statement on Teaching, Scholarship, and Service.

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d. Candidates are expected to provide a current CV and produce a 2-3 page narrative to place the teaching, scholarship, and service accomplishments in context for the review.

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2. Evaluation Criteria

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a. *Teaching* (minimum needed 20 points)

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i. SEI's (Q 2-6) across all classes above 4.0 = 1 point per semester (max 10 points in 5 years).

ii. Teaching-related grant = 10 points (max one award in 5 years)

iii. Attend CATL Event = 2 points (max 5 events in 5 years)

iv. Teaching Award = 15 points (max one award in 5 years).

v. Letters of support and/or classroom observations. = 2 points (max 5 artifacts in 5 years)

vi. Graduate School acceptance in area of study with faculty member writing the reference letter = 8 points (max 2 students in 5 years)

vii. Undergraduate Research Grant = 7 points (max 2 awards in 5 years)

viii. Development of curriculum in your area of expertise (i.e., substantial revisions to established classes-5 pts, or new classes-10 points). Max 10 points in 5 years.

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- ix. Teaching innovations (e.g., gallery exhibitions, community events). 5 points; Max 10 points in five years.
 - b. *Scholarship* (Minimum needed 20 points). Activities correspond to department definition of scholarship
 - i. Tier 1 = 15 points
 - ii. Tier 2 = 5 points
 - iii. Tier 3 = 2 points
 - c. *Service* (Minimum needed 20 points)
 - i. Faculty Senate Committee Chair = 15 points (max once in 5 years)
 - ii. Faculty Senate = 4 points per year (max 16 points in 5 years)
 - iii. Annual CLS Committee or Faculty Senate Committee = 3 points annual appointment per committee (15 points max in 5 years)
 - iv. Annual Community or Professional Board/Committee Member (Official position) = 3 points (9 points max in 5 years)
 - v. One-time community service (e.g., juried work, lectures, workshops, demonstrations) = 1 point; max of 10
 - vi. Department Chair = 5 points per year (max of 15 points)
 - vii. Department Committee Chair = 2 points per year (max of 10 points)
 - viii. Department Search Committee Member = 5 points per search; Chair 10 points per search (max 15 points per 5 years)
 - ix. Department Committee Member = 1 point per year per committee, max 10 points
 - x. University or CLS Task Force; or Creative Imperatives = 5 points per year (15 points max in 5 years)
 - xi. Attend Professional Society Event = 1 points (max 5 events in 5 years)
 - xii. Participate in department recruitment activity (e.g., campus close-up, VAC)
 - d. Merit. If a faculty member does not get merit in any given year, this material will be captured on the post tenure review with the potential remediation or outcome of the concerns.
3. Documentation
- a. The faculty member under review provides the committee with their documentation November 1. The schedule and dates will be established by the Post-Tenure Review Committee chair, but no later than December 1.
 - b. The letter provided by the chair of the post-tenure committee to the Dean includes
 - i. The date and numerical results of the vote indicating the overall categorization (i.e., “meets expectations”, “does not meet expectations”). The letter should also include the names of all the tenured faculty members who voted and the committee chair’s signature.
 - ii. A brief description of the consensus points of the committee regarding the faculty member’s strengths or deficiencies in teaching, scholarship, and/or service that formed the basis for the decision.

- 809 iii. If the decision is “does not meet expectation,” the
810 department will also forward the faculty composite SEI
811 scored for each semester being evaluated.
812 c. The Dean’s response can endorse the committee’s decision or can
813 provide documentation that refutes it.
814 4. From the Dean, the department’s decision is either supported or challenged
815 and it moves through the system policy as articulated in the link at the start of
816 this section.

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818
819 **D. Faculty Promotion Procedures (procedure, criteria and appeal)** The department will
820 follow the guidelines and schedules regarding faculty promotion available at
821 <http://www.uwlax.edu/Human-Resources/Faculty-Promotion-Resources/>
822

823 The department promotion procedures are designated to facilitate the implementation of
824 the guidelines outlined in the UW-La Crosse Employee Handbook.

825 The department chair or applicable personnel committee chair will provide the promotion
826 portfolio for any School of Education faculty in the department to the School of Education
827 Director at least seven calendar days in advance of the scheduled review. The SOE
828 Director will provide written feedback simultaneously to the candidate and the chair prior to
829 the meeting. The portfolio will be reviewed on the candidate’s professional contributions
830 (teaching, scholarship, and service) and expectations for teacher education, and the faculty
831 member’s contributions to the larger educational community. The SOE Director’s feedback
832 will be considered by the department and noted in the letter regarding the candidate.

833 1. Review Process

- 834 a) Subsequent to the Chair receiving notification from the Vice-Chancellor of candidate’s
835 eligibility for promotion in rank, candidates will be informed in writing by the Chair of
836 eligibility at least 20 days prior to the scheduled and publicized promotion review
837 meeting. The date and time for the promotion review meeting is set by the department.
838 Candidates are informed of the Wisconsin open Meeting Rule and are advised to prepare
839 the Faculty Promotion Report and other written material in support of their candidacy.
840 b) During the review meeting, the ranked faculty will review and discuss oral and written
841 material and the results of students and peer evaluations. At the time of the promotion
842 meeting, a tenured faculty member will be chosen as Chair of the Promotion Committee
843 and will write the letter representing the committee’s views of the strengths of the
844 candidate that qualify him/her for promotion according to departmental standards. Within
845 two days of the promotion meeting/vote, the committee chair will circulate the letter to the
846 rest of the committee. The committee will have four days to provide commentary
847 regarding ways to strengthen the letter and/or corrections regarding the content. A copy
848 of the letter shall be provided to the candidate at least one day prior to the submission of
849 the promotion file to the respective dean and within seven days of the departmental
850 decision. The recommendation shall be accompanied by the results of student and peer
851 evaluations and other appropriate supporting materials.
852 c) The Promotion Committee for faculty pursuing promotion to Associate Professor will
853 consist of ranked Associate Professors. The Promotion Committee for faculty pursuing
854 promotion to Professor will consist of ranked Professors. The committee will vote by raise
855 of hands or roll call. In cases where a committee consists of fewer than three faculty
856 members, the department chair and candidate shall work with the Dean to establish an

857 appropriate committee using these department bylaws as guidelines.

858 2. Criteria

859 To be considered for promotion to a higher rank, faculty must meet the minimum University
860 criteria as stated in the UW-L Faculty and Staff Handbook. For the rank of Associate
861 Professor a candidate must provide evidence of teaching excellence and the establishment
862 of a program of scholarship. Evidence of teaching excellence will include the results of self,
863 peer and student evaluations of instruction. (see Appendix A) Scholarship will be consistent
864 with the Department's definition of scholarly activity (see Appendix B). To be promoted to
865 the rank of Professor, a faculty member must show evidence of continued excellence in
866 teaching, significant scholarly productivity and substantial service activity. Continued
867 teaching excellence is measured by the results of self, peer and student evaluations.
868 Significant scholarly productivity is judged by the quality and quantity of exhibitions,
869 presentations, publications, and grant acquisitions. Substantial service activity will include
870 service to the department, the institution and the profession. (See Appendix C) A candidate
871 for Full Professor must also have a leadership role in enhancing curriculum, provide strong
872 leadership in department review and is well respected at school and college level for
873 university and professional service. Data describing the candidate's performance in the
874 above areas will be collected according to the procedure approved by the Department.

875 3. Reconsideration

876 Candidates who are not recommended for promotion may request the reasons for the non-
877 promotion recommendation. This request must be submitted in writing to the Department
878 Chair within seven days of the notice of the Committee's recommendation. With two weeks
879 of receiving the written reasons, the candidate may request, by writing to the Department
880 Chair, reconsideration by the Promotion Committee. The faculty member will be allowed an
881 opportunity to respond to the written reasons using written or oral evidence and witnesses
882 at the reconsideration meeting. Written notice of the reconsideration decision shall be
883 forwarded to the Dean within seven days of the reconsideration meeting. (cf UW-L
884 Employee Handbook, pp. L-9 through L-15)

885
886 **E. Review of Faculty and IAS who are School of Education faculty**

887
888 The Dean of the School of Education provides feedback to the candidate and the department in
889 terms of the promotion and contract renewal, tenure and post-tenure review for School of
890 Education faculty. The Director submits an assessment/ rubric with comments at the beginning of
891 the review process to the candidate, the department and the Dean of the content area.

892
893 **VI. Instructional Academic Staff Review**

894 **A. Annual Review**

895 In accordance with Faculty Personnel rules UWS 3.05-3.11 and UWL 3.08, academic staff will be
896 evaluated annually. [https://www.uwlax.edu/human-resources/faculty-and-staff/performance-](https://www.uwlax.edu/human-resources/faculty-and-staff/performance-appraisals/)
897 [appraisals/](https://www.uwlax.edu/human-resources/faculty-and-staff/performance-appraisals/). The Individual Development Plan (IDP) form will accompany the department's
898 evaluation. IDP Form: <http://www.uwlax.edu/hr/current/idp/idp.htm>
899 Academic staff members' prior year teaching record will be evaluated by the Art Department's
900 Classroom Teaching Evaluation Committee and weighed heavily in the deliberations over
901 reappointment. All instructional academic staff are evaluated on the following criteria:

- 902 • Knowledge of subject matter/quality of preparation
- 903 • Quality of presentation
- 904 • Ability to express ideas
- 905 • Observations of student engagement

- 906
- Quality of students' work
- 907
- Student evaluation of instruction every semester
- 908
- Maintaining and developing studio area (if appropriate)
- 909
- Academic staff are required to have an observational classroom teaching visit performed by at
- 910
- least two members of the Classroom Teaching Evaluation Committee every year with a written
- 911
- evaluation of this classroom observation to be filed with the chair. A copy of this evaluation will be
- 912
- given to the instructor being evaluated.

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914 **B. IAS Promotion Procedures**

915 Policies and procedure guiding promotion for IAS are available at [http://www.uwlax.edu/human-](http://www.uwlax.edu/human-resources/ias-promotion-resources/)

916 [resources/ias-promotion-resources/](http://www.uwlax.edu/human-resources/ias-promotion-resources/). Instructional Academic Staff Members under evaluation for

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career progression will provide an electronic portfolio related to their teaching, scholarship, and

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service activities extracted from their date of hire to date of review by the first Friday in October.

919

Hyperlinked syllabi are required and the candidate will provide additional evidence. Additional

920

materials may include evidence of the following:

- 921
- Undergraduate Advising
- 922
- Maintaining and developing studio area
- 923
- Lab Scheduling
- 924
- Curriculum Development
- 925
- Participating in Outreach Programs
- 926
- Developing/Teaching/Attending Workshops
- 927
- In Service Training
- 928
- Exhibition Record
- 929
- Participating in Mentoring

930

The Art Department's Classroom Teaching Evaluation Committee will review the candidate's

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portfolio materials and make a recommendation to all tenured and tenure-track faculty in the

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department. A vote of support or nonsupport will be conducted by all tenured and tenure-track

933

faculty in the department.

934

Department of Art will provide the entire portfolio materials to the dean by the first Friday in

935

December (in accordance to University policy). Portfolio Materials include

- 936
1. Candidates report generated from Digital Measures
- 937
2. Department letter of recommendation with vote
- 938
3. Teaching Assignment Information (TAI) data sheets summarizing courses taught,
- 939
- workload data, grade distribution and SEIs by individual and semester (which are only
- 940
- available after completing a full academic year) and departmental comparison SEI data.

941

942 **C. Appeal Procedures re: Annual Review**

943

Under current rules academic staff do not have the rights to appeal review provided to faculty if

944

they have fixed term appointments. Non-renewal of a fixed term appointment is not dismissal

945

under the rules. IAS would be covered under Chapters 13 for complaints and grievances

946

(http://www.uwlax.edu/hr/rules/All.htm#_13).

947

948 **VII. Non-Instructional Academic Staff Review (if applicable)**

949 **A. Annual Review**

950

In accordance with Faculty Personnel rules UWS 3.05-3.11 and UWL 3.08, academic staff will be

951

evaluated annually. <https://www.uwlax.edu/human-resources/faculty-and-staff/performance-appraisals/>

952

Performance reviews of non-instructional academic staff (NIAS) are due to Human Resources

953 from the Dean's office no later than July 31.

954
955

956 VIII. Governance

957 A. Department Chair

958 1. Election of the Department Chair

959 All tenure-track faculty and instructional academic staff holding at least the rank of
960 Lecturer and 65% appointments in the Department at the time of the election are eligible
961 to vote in the election for a chair. Election is by confidential paper ballot, issued by and
962 returned to the Dean of the College of Liberal Studies. As provided by University bylaws,
963 a candidate must obtain 60% of the votes of those voting to be elected. If no candidate
964 obtains this level of support, there will be a second election with a choice between the
965 two candidates with the highest number of votes in the first round. The candidate who
966 receives the highest number of votes in the second round will become chair.

967 2. Responsibilities and Rights of the Department Chair

968 The department will adhere to the selection and duties of the Chair that are delineated in
969 the Faculty Senate Policies (revised 2008) [http://www.uwlax.edu/faculty-senate/articles-](http://www.uwlax.edu/faculty-senate/articles-bylaws-and-policies/)
970 [bylaws-and-policies/](http://www.uwlax.edu/faculty-senate/articles-bylaws-and-policies/) under the heading "IV. Responsibilities of Departments, Department
971 Members and Department Chairpersons," "V. The Selection of Department
972 Chairpersons," and "VI. Remuneration of Department Chairpersons." In addition,
973 references to chair-related duties are stated indicated in the Employee Handbook
974 <http://www.uwlax.edu/Human-Resources/Employee-handbook/>

975
976
977 The duties of the chair will be as defined in the Faculty Senate bylaws (date, link, specify
978 sections). In addition, references to duties of department chairs are contained in the
979 Faculty Handbook (link).

980 B. Standing Departmental Committees

981 Committees are given a specified charge, prepared by the department chair, at the
982 beginning of each academic year. Unless otherwise specified, committee assignments are
983 made by the department chair. The department chair may appoint a task force as needed.

- 984 1. Art Exhibition Program Committee. This is an advisory committee to the Gallery Director
985 (facilities) and Gallery Director (recruitment & scheduling) to assist with gallery-related
986 issues and program direction. Membership shall consist of the Gallery Directors and one
987 ~~two~~ other faculty members or instructional academic staff, with a term of one academic
988 year.
- 989 2. Assessment. All aspects of assessment are the responsibility of this committee. Members
990 will attend meetings and workshops related to assessment and report to the department.
991 Student work is assessed each semester in Foundations, Art 498, as well as in other
992 courses to be determined by the department. All faculty member and instructional
993 academic staff who so choose may participate in the Foundations, Art 498 assessments.
994 Assessment of general education courses will occur on a schedule set by the Faculty
995 Senate's General Education Assessment Committee, based upon plans submitted by the
996 department and approved by the General Education Assessment Committee. The
997 Assessment and Curriculum Committees, working together and in consultation with the
998 art historian, will guide and assess the department's writing in the major program. The
999 Assessment Committee shall have three members, faculty or instructional academic staff,
1000

- 1001 with at least one renewing member.
- 1002 3. Classroom Evaluation. The members of this committee will visit the classrooms of
- 1003 department members, including Instructional Academic Staff, and fill out evaluation forms
- 1004 for purposes of promotion, tenure and retention. All non-tenured faculty and IAS must
- 1005 have a classroom evaluation once a year. In cases of IAS on one semester contracts, it
- 1006 may be necessary to conduct evaluations twice a year. Tenured faculty members need
- 1007 not be evaluated unless they are applying for promotion or having a post-tenure review.
- 1008 The committee will have three members, and all evaluations shall be conducted by at
- 1009 least two of the three members.
- 1010 4. Curriculum. New courses, course revisions, and changes in overall academic programs
- 1011 such as majors and minors will be prepared by this committee and
- 1012 presented to the full department for approval. Committee members shall attend
- 1013 meetings of relevant university committees, including the Undergraduate Curriculum
- 1014 Committee and the General Education Committee to seek approval of curricular changes
- 1015 on behalf of the department. The Curriculum and Assessment Committees, working
- 1016 together and in consultation with the art historian, will guide the department's Writing in
- 1017 the Major Program. The committee will have three members (faculty or instructional
- 1018 academic staff), appointed for the academic year, with at least one renewing member.
- 1019 5. Merit Committee. The membership of this committee will be as defined in the merit bylaw,
- 1020 Section IV, above.
- 1021 6. Portfolio Review Committee. This committee will review the portfolios of incoming and
- 1022 transfer students for purposes of awarding course credit, and the committee will establish
- 1023 the schedule and process for doing so each semester. Membership will be three
- 1024 faculty/instructional academic staff who teach Foundations courses. The committee shall
- 1025 be appointed each academic year, but with a preference for those who have served in
- 1026 prior years.
- 1027 The committee also will develop policies regarding Advanced Placement credit for
- 1028 incoming students.
- 1029 7. Recruitment Committee. Responsible for all aspects of recruiting new students, including
- 1030 without limitation representing the department as Campus Close-up events, giving
- 1031 department tours to prospective new art students, determining best recruiting practices
- 1032 and coordinating revisions to the department's recruiting materials and web site. Three
- 1033 members, faculty/instructional academic staff, appointed each academic year.
- 1034 8. Promotion/Tenure/Retention Committee. All tenured faculty shall serve as a committee to
- 1035 review the retention and tenure of non-tenured faculty members. Subject to university
- 1036 rules and timetable established by university authorities, the committee will vote on
- 1037 promotion, tenure, and retention, as relevant to each candidate. A chair of the committee
- 1038 will be elected for each deliberation, with the responsibility of drafting a letter to the Dean
- 1039 and other university authorities that accurately reflects the deliberations of the committee.
- 1040 Membership is automatically conferred by tenured status and is continuous, as long as
- 1041 an individual remains a tenured faculty member in the department.
- 1042 9. Scheduling Committee. Works with the department chair and ADA to establish the
- 1043 department's schedule for each semester. Issues to be determined include which
- 1044 courses will be offered, who will teach the course, reviewing times and rooms, and
- 1045 attempting to minimize time conflicts among the department's courses. There will be
- 1046 three members, with one continuing from the prior year.
- 1047 10. Scholarship Committee. This committee will meet in the spring semester of each
- 1048 academic year to make recommendations to the UW-L Foundation regarding which

1049 students should receive the scholarships that are available to students in the
1050 department's various majors and minors. The committee also will establish the schedule
1051 and procedure for applying for scholarships each year, including a portfolio review, and
1052 shall publicize the availability of the scholarships to be awarded. There will be three
1053 members, faculty or instructional academic staff, with one continuing from the prior year.
1054

1055 In addition to the standing department committees, other committees may be convened as
1056 needed. These may include the following:

- 1057 1. Merit Appeals Committee.
1058 This committee will hear appeals that may be made from merit decisions. All tenured
1059 faculty will be members of this committee, with a chair to be selected on each occasion
1060 that the committee meets. Further information about merit appeals is contained in Section
1061 IV, above.
- 1062 2. Promotion/Tenure/Retention Committees
1063 The composition and operation of promotion, tenure, and retention committees is defined
1064 in Section IV, above.
- 1065 3. Post-tenure Review Committee
1066 This committee will conduct scheduled post-tenure reviews for tenured faculty members.
1067 The composition and operation of post-tenure review committees is defined in Section IV,
1068 above.
1069

1070 **C. Departmental Programmatic Assessment Plan**

- 1071 1. The department programmatic assessment plan will be coordinated by the assessment
1072 committee
- 1073 2. Information for the plan will be gathered with input from the department.
- 1074 3. At least annually, the findings from the assessment committee will be communicated to
1075 the department
- 1076 4. The assessment committee, with assistance from the department chair, will develop the
1077 Academic Program Review (APR) for the department on the schedule set by the
1078 Provost's Office.
1079

1080 **D. Additional departmental policies**

- 1081 1. Sick leave. Department members will account for sick leave in adherence to the most
1082 current UW System guidelines: <http://www.uwsa.edu/hr/benefits/leave/sick.htm>. Vacation.
1083 For unclassified staff, 12-month employees garner vacation time, 9-month employees do
1084 not.
- 1085 2. Salary Equity Policy. *By-laws must include a departmental salary equity policy.*
- 1086 3. Family Medical Leave Act and other types of leave must comply with applicable federal,
1087 state, and university laws and policies.
- 1088 4. Salary equity adjustments may be made in accordance with policies established by the
1089 university and the College of Liberal Studies, as feasible and funds are available.
- 1090 5. Family friendly policy. In an attempt to help staff and faculty balance their work and family
1091 lives, the department will endeavor to schedule meetings between the hours of 8:30 AM
1092 and 5:00 PM. Additionally, childcare and eldercare duties will be considered when setting
1093 class schedules if requested by the faculty member. The department recognizes that, on
1094 occasion, it may not be possible to accommodate all such requests.
- 1095 6. Travel. Tenure-track faculty are entitled to a professional travel allowance, disbursed
1096 annually, as funds are available. Such funds may be used for professional travel only,

- 1097 including without limitation, professional conferences, exhibitions, and travel associated
1098 with research. Faculty requests for travel must be made each academic year not later
1099 than December 15, and if some faculty members do not submit such requests, the
1100 available funds will be reallocated to others. IAS may also request travel support from the
1101 department, and funds will be provided as available.
- 1102 7. Budget. Tenure-track faculty member may receive a "studio account" for equipment in
1103 her/his discipline. All faculty members, including IAS, will also establish course fees for
1104 their courses. Faculty members are advised to consult with the department chair and
1105 ADA to adjust course fees as necessary. Each individual faculty member is responsible
1106 for balance all accounts assigned to her/him and for submitting appropriate document to
1107 the department office in a timely fashion.
- 1108 8. Internships. All internships will be subject to conditions set by the faculty member and
1109 appropriate university offices. Internships may be paid or unpaid, for credit or not for
1110 credit.
- 1111 9. General Equipment and Studio Use Policies. Equipment within the various studios,
1112 classrooms, and the University gallery are primarily for the use of art faculty and
1113 students. Audio or visual material may not be borrowed by persons outside the
1114 department, unless an exception is made by the faculty member who is responsible for
1115 such material. Specialized facilities, including studios, may only be used by the faculty
1116 member(s) responsible for them and by students enrolled in courses in those studio
1117 areas. Each studio and academic area is required to have an equipment facilities use
1118 policy approved the department and kept on file with the department office. Current
1119 approved policies are contained in appendices to these bylaws.
- 1120 10. Summer session. Summer courses may be offered by the department in areas most
1121 likely to attain the enrollment levels required by the university and in areas designed for
1122 special, backlogged, or unusual program needs. Teaching assignments will be defined by
1123 the chair, taking into account such factors as the qualifications needed to teach those
1124 courses and rotation among faculty members to assure equal opportunities to teach
1125 summer courses. Faculty rank and seniority within the department will not be taken into
1126 account in determining assignments to summer course, except in the case of retiring
1127 faculty. Where consistent with other provisions in this bylaw, retiring faculty may be given
1128 priority for summer teaching positions within the three years preceding their retirement.
1129 Instructional academic staff with continuing appointments are eligible for summer
1130 teaching duties. The chair of the summer session will be the current department chair.
1131 Those faculty members with summer appointments shall share in the responsibility for
1132 advising at freshman registration sessions, in consultation with the chair.
- 1133 11. Visiting Artist/Scholar Policy. The department recognizes the importance of visits by
1134 artists from beyond the university. Subject to availability of funds from the department,
1135 College of Liberal Studies, university, UW-L Foundation and other sources, visiting
1136 artists, art educators, art historians, and curators may be invited to campus for
1137 workshops, lectures, and/or critiques. One particular faculty member will be responsible
1138 for each visiting artist and scholar, and documentation of expenses will be coordinated
1139 with the ADA and the department chair.
- 1140 12. Privately Owned Art Objects. Consistent with best practices in museums and other
1141 institutions, faculty members in the department should not undertake engagements on
1142 behalf of private owners of art objects, including the offering of opinions on quality or
1143 value.
- 1144 13. Academic Department Associate. Activities of the ADA, including the ADA's salary,
1145 benefits, annual reviews and other issues are governed by relevant state statutes,

1146 university and College of Liberal Studies policies and regulations, and the Individual
1147 Development Plan produced by the ADA and the department chair. The ADA currently
1148 has a 92% time position, but that may change in future years. The duties of the ADA also
1149 will be as set out in Individual Development Plan. Faculty members in the department
1150 may provide input to the chair regarding the duties and evaluation of the ADA.
1151

1152 **IX. Search and Screen Procedures**

1153
1154 The department will follow recruitment and hiring procedures prescribed by the University's Office of
1155 Human Resources (HR) in conjunction with AAO, UW System and WI state regulations. **The UWL**
1156 **[Search and Screen Policy and Procedures](#) are to be followed for all faculty and staff recruitments at**
1157 **UWL.**

1158 **A. Tenure-track faculty**

1159 The approved UWL tenure track faculty recruitment and hiring policy and procedures are found at
1160 [https://www.uwlax.edu/human-resources/classification--recruitment/recruitment/#tab-recruitment-](https://www.uwlax.edu/human-resources/classification--recruitment/recruitment/#tab-recruitment-processes)
1161 [processes](https://www.uwlax.edu/human-resources/classification--recruitment/recruitment/#tab-recruitment-processes)
1162

1163
1164 Additionally, UWL's spousal/partner hiring policy can be found at [http://www.uwlax.edu/Human-](http://www.uwlax.edu/Human-Resources/Spousal-and-partner-hiring/)
1165 [Resources/Spousal-and-partner-hiring/](http://www.uwlax.edu/Human-Resources/Spousal-and-partner-hiring/)
1166

- 1167
- 1168 1. Committee Membership and responsibilities – Three faculty serve as voting members. One
1169 student member (a major or minor) and/or one faculty member from outside the department
1170 may be asked to serve in an advisory capacity. The chair will designate one of the voting
1171 members to serve as convener.
1172 Appointment – by chair
1173 Term – For duration of the search as defined by hiring procedures prescribed by the
1174 University's Office of Human Resources (HR) in conjunction with AAO and UW System and
1175 WI state regulations.
 - 1176 2. The committee will meet and elect a chair and a secretary. The secretary shall be
1177 responsible, by request to the Academic Department Associate, for posting a notice
1178 of meetings through the Campus Connection (or outside the HR Office if unable to get in
1179 Campus Connection) and taking minutes of meetings.
 - 1180 3. A two-thirds majority of voting committee members constitutes a quorum necessary to
1181 conduct committee business, and a two-thirds majority is required to amend these
1182 procedures. Members may vote by proxy.
 - 1183 4. Committee members shall not be considered for the position.
 - 1184 5. Committee Record
 - 1185 a) All materials concerning individual nominees/applicants is confidential.
 - 1186 b) The committee chair shall be the custodian of all application materials and shall be
1187 responsible for their maintenance and making them available to the committee. (Beginning
1188 Fall 2009, search and screen applications are received and filed electronically).
 - 1189 c) Telephone reference checks are conducted for all Tier 1 candidates, using standard
1190 questions designated for and relevant to each particular search.
 - 1191 d) Candidate interview questions are designated for and relevant to each particular search.
 - 1192 6. Confidentiality
1193 In compliance with hiring procedures prescribed by the University's Office of Human

1194 Resources (HR) in conjunction with AAOD and UW System and WI state regulations, all
1195 deliberations of the committee and the names of the nominees and candidates are
1196 confidential. Public statements are to be made only by the department chair, and all
1197 questions relating to the business or progress of the committee are to be referred to the
1198 department chair for reply.

1199 7. Candidate interviews and Artist/scholar candidate lectures

1200 Interviews are open to search committee members and to all tenure-track faculty in the
1201 department. Artist/scholar lectures are open to the university community.

1202 Search committees are encouraged are encouraged to provide feedback forms for students
1203 to complete during candidate artist/scholar lectures, however the forms are not binding.

1204 8. Voting Procedures

1205 a) Once the committee concludes the initial screening of candidates, the committee votes to
1206 establish the candidates into two "tiers". The top tier shall include 3-4 candidates the
1207 committee believes should be invited to interview on campus. The second tier shall
1208 include the remaining highly qualified candidates, who the committee believes would be
1209 suitable for the position if the top tier candidates are unavailable or are determined to be
1210 unacceptable after an interview.

1211 b) The department chair, in consultation with the search committee chair, may include all
1212 search committee members and tenure-track in the voting process for finalist candidates.
1213 Committee members or faculty members absent from either a candidate interview or their
1214 artist/scholar lecture will be ineligible to vote. Student committee members and faculty
1215 from outside the department do not have voting privileges. After gathering information,
1216 interviewing, etc., committee members shall vote on the finalists, one at a time. A two-
1217 thirds majority vote of the department (present) is required to move the finalist to the
1218 recommendation to hire.

1219 Should a candidate fail to be advanced to finalist status on the initial vote, s/he can be
1220 brought to a re-vote only once. Any tenure-track faculty member may request a re-vote.

1221 c) Retiring, terminated and non-returning faculty member may not vote on the hiring of new
1222 faculty. However, they may advise the search committee and department.

1223

1224 **B. Instructional Academic Staff**

1225 Hiring policy and procedures are found at [https://www.uwlax.edu/human-resources/classification--
1226 recruitment/recruitment/#tab-recruitment-processes](https://www.uwlax.edu/human-resources/classification--recruitment/recruitment/#tab-recruitment-processes) (same for IAS & NIAS)

1227

1228 Instructional Academic Staff teaching appointments may be either part-time or full-time in nature.
1229 The need for such appointments is generally the result of faculty sabbaticals, leaves of absence,
1230 retirements, or special workload releases. On occasion, at the request of the dean of CLS, the
1231 department may agree to appoint an IAS to provide additional sections of General Education
1232 courses as well. Any special expectations of a member of the academic staff are stated in the
1233 contract letter.

1234

1235 **C. Pool Search**

1236 Hiring policy and procedures are found at [https://www.uwlax.edu/human-resources/classification--
1237 -recruitment/recruitment/#tab-recruitment-processes](https://www.uwlax.edu/human-resources/classification--recruitment/recruitment/#tab-recruitment-processes)

1238

1239 **D. Academic Staff (if applicable)** (same for instructional and non-instructional

1240 Hiring policy and procedures are found at [https://www.uwlax.edu/human-resources/classification--
1241 recruitment/recruitment/#tab-recruitment-processes](https://www.uwlax.edu/human-resources/classification--recruitment/recruitment/#tab-recruitment-processes)

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E. Hiring of Faculty and IAS who are School of Education affiliated faculty

Departments hiring faculty and IAS who are School of Education (SoE) affiliated will collaborate with the School of Education, Professional and Continuing Education (EPC) Dean who will convey DPI requirements and consult with the department during the recruiting and hiring processes. This consultation may include input into the position description, approving the applicant pool for campus/electronic interviews as well as offers of employment. Departments are expected to follow the *Hiring Procedures Policy for SOE Affiliated Faculty in Teacher Education Programs* available in the School of Education Faculty Handbook.

X. Student Rights and Obligations

A. Complaint, Grievance, and Appeal Procedures (can reference an appendix)

1. For appeals on problems of discrimination, sexual harassment, or academic misconduct, a student should follow established university procedures. (See *Student Handbook*)
2. For appeals on problems of instruction or evaluation. The student shall first appeal directly to the instructor. The department chairperson may attempt to mediate between the student and the instructor at the request of either. If not thereby satisfied, the student may appeal in writing to the department chair. The appeal shall specify what the student believes to be wrongly done, supply evidence in support of the student's position, suggest a remedy or corrective action, and be signed and dated. The chair shall inform the student that the department's appeal procedure is an advisory process only not a judicial one. The chair shall convey a copy of the appeal to the instructor. The chair shall convene the Hearing Committee and serve as its neutral chair. Verbatim transcription need not be done, but a basic record of Who, What, Where, When, shall be made and kept for three years. The Hearing Committee shall consist of three members selected by lottery from a pool of Art faculty with no less than three years experience in the department. If the appeal is of an action by anyone who would by this process be selected to the Hearing Committee, that person shall be replaced by the next person eligible. If the appeal is of an action by the chair, the person at the top of the Hearing Committee priority list shall move from the Committee to perform those duties of the chair specified in this procedure, and the next eligible person shall succeed to the Hearing Committee.

B. Expectations, Responsibilities, and Academic Misconduct

Academic and nonacademic misconduct policy referenced: <https://www.uwlax.edu/student-life/student-resources/student-handbook/>

C. Advising Policy (if applicable) (can reference an appendix)

XI. Appendices

- A. Department statement on scholarship (must be included)
- B. Statement on School of Education Affiliated Faculty Teaching, Scholarship, and Service Expectations (must be included if department as SOE affiliated faculty)
- C. Department statement on teaching
- D. Department statement on service activity
- E. Position Descriptions
- F. Faculty Senate Policies Section IV: Responsibilities of Departments, Department Members,

1290	Department Chairpersons, and Students
1291	G. Merit Rubric
1292	H. Digital Measures: Who, What, and When?
1293	I. Post Tenure Review Checklist
1294	
1295	

1296 **Appendix A. Department of Art Statement of Scholarship Activity**

1297 The Department of Art supports a broad view of scholarship that emphasizes creativity, scholarly
1298 activities, and studio practice.

1299 Expectations: The Department of Art expects that successful candidates for retention, tenure and
1300 promotion have a record of ongoing scholarly activity. Quality, rather than quantity of scholarly activity
1301 shall be the major criteria for assessing a faculty member's record of scholarly activity.

1302 The following categories shall be helpful for a candidate and personnel committees in determining the
1303 quality of work for retention, tenure, and promotions.

1304 School of Education Faculty engage in a wide range of scholarly activities consistent with their
1305 professional interests and experience. Scholarly activities are often closely tied with professional service
1306 activities including professional development projects and other collaborations with K-12 partners.

1307 The Department of Art will consider an activity undertaken by a School of Education faculty member to be
1308 a scholarly activity if it results in a significant contribution either to the existing body of professional
1309 knowledge in the field of education, or to the faculty member as an academic in the field of education.

1310 The department recognizes that this broad interpretation with necessarily result in some overlap with
1311 other areas of School of Education faculty endeavors.

1312 Scholarship/creative endeavors expected of the Art Educator include the creation and dissemination of
1313 knowledge in the field of art education. These endeavors may take many forms, as outlined in the
1314 department's definition of scholarship/creative endeavors, Section III of the by-laws. Among the
1315 acceptable forms of scholarship and creative endeavors are presentations at workshops; presentations at
1316 state, regional, and local conferences of art educators; visual production; and written work, including
1317 without limitation publication in art education journals. The goal of the scholarship and creative endeavors
1318 is to advance knowledge in the field of education, including knowledge of best practices being followed by
1319 art educators at all levels in their classroom.

1320 Primary Areas of Scholarship are those that are highly competitive and/or subject to rigorous peer review
1321 by individuals or organizations external to the University. These activities may include, but are not limited
1322 to:

- 1323 1. International, National, juried, invitational, small group, or solo
- 1324 2. Creative work included in museum/private collections
- 1325 3. Artist in residence, visiting artist, juror, curating exhibitions, hosting or presenting at workshops
- 1326 4. Grants from federal, state, or private agencies, UW-L or UW system research grants
- 1327 5. Invited presentations at professional meetings, conventions, conferences.
- 1328 6. Publications of research manuscripts in scholarly, peer-reviewed journals
- 1329 7. Publication of textbooks by recognized academic publishers (and/or chapters in textbooks)
- 1330 8. Gallery Representation: international, national or regional.

1331
1332 Secondary Areas of Scholarship are those that are subject to less rigorous peer review by individuals or
1333 organizations external to the University or are subject to University peer review on campus. These
1334 activities include, but are not limited to:

- 1335 1. Regional and/or Local juried exhibitions: juried, invitational, group, or solo
- 1336 2. UW-L professional development grants or sabbaticals or CLS grants
- 1337 3. Presentation of papers or creative work at professional meetings, conventions, conferences,
1338 other colleges or universities
- 1339 4. Published or presented original research by an undergraduate for which the faculty member was
1340 the primary advisor.
- 1341 5. Gallery Representation: Local

1342 Tertiary Areas of Scholarship are those not subject to peer review. These activities include but are not
1343 limited to:

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- 1352
1. On Campus Exhibitions: group, small group, or solo
 2. Continuing creation of work and/or personal research to enhance professional competence and professional growth
 3. Attending short courses, seminars, workshops, professional meetings
 4. Aids students Independent Study, Internships, Perspectives in Art research projects and/or supervises students involvement in the faculty member's program of research
 5. Presentations before on-campus or general audiences that require original preparation

1353 **Appendix B: Statement on School of Education Affiliated Faculty Teaching, Scholarship, and**
1354 **Service Expectations**

1355
1356 **Teaching**

1357
1358 Preparation and Currency:

1359 SoE affiliated faculty are expected to incorporate current techniques that are relevant to the PK-
1360 12 setting as described in WI PI.34.11 2 (a, b):

1361 *(a) Faculty who teach in initial and advanced programs leading to licensure shall have*
1362 *preparation specifically related to their assignment, hold an advanced degree and*
1363 *demonstrate expertise in their assigned area of responsibility.*

1364 *(b) Faculty who teach in initial and advanced programs shall be knowledgeable about*
1365 *current elementary, middle, and secondary curriculum, practices, requirements,*
1366 *technology, and administrative practices appropriate to their assignment.*
1367

1368 Field and Student Teaching Supervision Assignments:

1369 Faculty and IAS who supervise teacher candidates (TCs) in field placements or student teaching
1370 settings as part of their workload assignment are expected to perform the duties required,
1371 including observing TCs in the field, meeting with cooperating teachers and TCs , supporting TCs
1372 with portfolio assembly, submission, and evaluation as needed, and submitting required
1373 documentation to SoE in a timely manner.

1374
1375 SoE affiliated faculty are expected to meet the following requirements in order to supervise
1376 teacher candidates in the field, as stated in PI.34.11 2 (c):

1377 *Faculty who supervise pre-student teachers, practicum students, student teachers, or interns*
1378 *shall have at least 3 years of teaching, pupil services, or administrative experience or the*
1379 *equivalent as determined by the department in prekindergarten through grade 12 settings.*
1380

1381 The following aspects of field and student teaching supervision should be taken into account
1382 when evaluating faculty teaching workload and performance.
1383

- 1384 ● **Observations** of teacher candidates (TCs) during their field or student teaching
1385 placements is required and should be performed in line with SoE Office of Field
1386 Experience expectations.
- 1387 ● **Triad conferences** between each teacher candidate, university supervisor (UW-L
1388 faculty/IAS) and cooperating teacher are also required in both field and student teaching
1389 settings, and should be performed in line with SoE Office of Field Experience
1390 expectations.
- 1391 ● **Documentation** responsibilities include completing observation reports using appropriate
1392 reporting tools, which are ultimately compiled by the faculty member. These should be
1393 performed in line with SoE Office of Field Experience expectations
- 1394 ● **Support and evaluation of pre-student teaching and student teaching portfolios** is
1395 expected of faculty with Field II and Student Teaching Seminar assignments. For pre-
1396 student teaching portfolios, faculty are expected to provide feedback and evaluate the TC
1397 portfolios. For student teaching portfolios prepared during student teaching placements,
1398 faculty are expected to provide more extensive ongoing support, clarification, and
1399 technical assistance as the TCs prepare and submit their required teacher performance
1400 assessment (edTPA) portfolio.

1401
1402 **Scholarship**

1403
1404 SoE affiliated faculty are hired in a role associated with preparing educators and are therefore expected
1405 to be engaged in scholarly activities that inform and enhance the work they do with prospective teachers.

1406 PI.34.11 2 (b):

1407 *Faculty who teach in initial and advanced programs shall be knowledgeable about current*
1408 *elementary, middle, and secondary curriculum, practices, requirements, technology, and*
1409 *administrative practices appropriate to their assignment.*

1410
1411 *Appendix A: Components for the Review of Institutions of Higher Learning - acceptable evidence*
1412 *to support PI.34.11 2 (b) includes: listings of publications, articles, professional development*
1413 *participation, special projects, grants.*

1414
1415 Consequently, the following statements should guide departmental considerations of scholarship for SoE
1416 affiliated faculty.

- 1417
1418 ● Publications, articles, grants, and/or conference presentations that focus on the act of teaching
1419 and/or instructional methods (if peer reviewed) shall be considered scholarship rather than
1420 teaching activities. Conference attendance is considered faculty development rather than
1421 scholarship.
- 1422
1423 ● Equal consideration should be given to high quality scholarship that informs PK-12 education in
1424 practitioner journals (with a rigorous review process) to high quality scholarship that informs PK-
1425 12 education in academic journals (with a rigorous review processes).
- 1426
1427 ● SoE affiliated faculty may choose to pursue scholarship that is directly focused on preparing
1428 future teachers and/or PK-12 education, and/or content-focused scholarship in addition to
1429 scholarship that aligns with and informs their work as teacher educators, and/or scholarship that
1430 blends content and PK-12 education. SoE affiliated faculty should use narrative statements to
1431 articulate the connection(s) between their scholarship and their work as PK-12 teacher educators
1432 wherever possible.

1433 **Service**

1434
1435 SoE affiliated faculty are expected to participate in service that aligns with and informs PK-12 education
1436 and their work as teacher educators as stated in PI.34.11 2 (d):

1437 *Faculty who teach in an initial or advanced program shall be actively engaged in professional*
1438 *practice with prekindergarten through grade 12 schools, professional organizations, and other*
1439 *education related endeavors at the local, state or national level.*

1440
1441 SOE-related service activities that clearly align with DPI expectations include:

- 1442 ● Serving on SoE Task Force/Ad Hoc committees that span academic units
- 1443 ● Program Directorship - the specific tasks and responsibilities associated with Program
1444 Directorship should be delineated in program and/or department bylaws
- 1445 ● Chairing SoE Program level committees
- 1446 ● Developing PK-12 partnerships such as Professional Development Schools (PDS)
- 1447 ● Participating in SoE student recruitment, outreach, and support activities
- 1448 ● Serving as liaison with PK-12 (PDS) partnerships
- 1449 ● Academic Advising - WI Department of Public Instruction (DPI) mandates that SoE affiliated
1450 faculty provide individual academic and professional advising to students as outlined in
1451 PI.34:

1452 *PI 34.13 Student services. (1) ADVISING RESOURCES AND MATERIALS. The*
1453 *institution shall insure all students have access to and are provided information and*
1454 *resources on student services including personal, professional and career counseling,*
1455 *career information, tutoring, academic, and job placement assistance.*
1456
1457

1458 **Appendix C. Department of Art Statement on Teaching Activity**

1459 The Department of Art’s review process (for retention and merit) requires syllabi; SEI’s and student
1460 comment summaries but we encourage additional material as detailed below. In the parenthesis
1461 following each major category examples are given for the “type” of materials that faculty may wish to
1462 gather; however, the department does not require them.

- 1463 1. Student Evaluation: (With weight given to issues such as department averages, whether the
1464 course is required, the rigor of the course requirements, grading curves, etc.).
- 1465 2. Student Comments: (We require a colleague to summarize students’ written commentary from
1466 a sampling of classes. We expect faculty to monitor persistent themes from these
1467 commentaries).
- 1468 3. Syllabi: (most effective when clearly linked to course objectives and goals. Syllabi should be
1469 detailed fully enough such that an outside reader could get good sense of the course content
1470 and process).
- 1471 4. Class materials: examples of class activities, examinations, essays, projects, etc. (Material that
1472 might also be included in a teaching portfolio includes: Statement of teaching responsibilities,
1473 including specific courses, and a brief description of the way each course was taught. A
1474 reflective statement by the professor describing personal teaching philosophy, strategies, and
1475 objectives. A personal statement by the professor describing teaching goals for the next five
1476 years. Self-evaluation by the professor. This would include not only a personal assessment of
1477 teaching-related activities but also an explanation of any contradictory or unclear documents
1478 or materials in the teaching materials.).
- 1479 5. Additional descriptions of teaching involvement (e.g., Information about direction/supervision
1480 of undergraduate research, contributing to, or editing, a professional journal on teaching the
1481 professors discipline.
- 1482 6. Description of steps taken to evaluate and improve one’s teaching (e.g., changes resulting from
1483 self-evaluation, participation in seminars, workshops and professional meetings on improving
1484 teaching, and obtaining instructional development grants).
- 1485 7. Description of curricular revisions or new course development (e.g. new course projects,
1486 materials, assignments, or other activities.).
- 1487 8. Evidence of student learning (e.g., Student scored on professor-made or standardized tests,
1488 possibly before and after a course, as evidence of student learning, creative studio work,
1489 student work included in exhibitions, student awards, students accepted to graduate school,
1490 student in art related jobs.).
- 1491 9. Outside validation (solicited and unsolicited letters of support, classroom visitation, awards or
1492 recognitions.).
- 1493 10. Development and maintenance of studio area (if appropriate) See Appendix D.
- 1494 11. Faculty should be active in advising which entails availability to students, knowledge of
1495 university policies and curricula and ongoing training in the area.
- 1496

1497 **Appendix D. Department of Art Statement on Service Activity**

1498 The Department of Art values service that can enhance the department and/or university, benefit the
1499 community, be incorporated back into the classroom and/or enhance scholastic activities. In defining
1500 service, the department considers the three traditional categories within service:

- 1501 1. Professional Service: Involves the use of one's professional expertise in a service activity that
1502 may be internal or external to the University. This may be sharing professional expertise with
1503 one's professional organizations, participating or leading panels, organization officer,
1504 presenting papers, demonstrations, or workshops.
- 1505 2. University Service: Involves work on committees, task forces, and special projects for the
1506 University, college and/or department.
- 1507 3. Community Service: Involves volunteer or civic work in the community

1508 When evaluating the work of faculty, the department values service that can enhance the department,
1509 college, and/or university, benefit the community, be incorporated back into the classroom and/or
1510 enhance scholastic activities. UW-L gives weight to service that is related to the candidate's professional
1511 discipline and the department is likely to weigh service work more heavily if the individual has played a
1512 key role on the committee or contributed heavily to an activity. Finally, *evidence* of the service work's
1513 link back into the classroom is particularly encouraged.

1514 The following is a list of service activities typical to Art Departments:

- 1515 1. Department service
- 1516 2. College service
- 1517 3. University service
- 1518 4. Professional Organization Membership
- 1519 5. Professional Organization offices
- 1520 6. Consulting
- 1521 7. Speeches, workshops, demonstrations
- 1522 8. Community education on art related topics. The teacher educators may also include a focus on
1523 the local community and schools.
- 1524 9. Exhibition Juror

1525
1526
1527

1528 **Appendix E. Position Descriptions, Mission Statements, and Operating Policies**

1529

1530 A. Art Education

1531 The mission of the UWL Art Education Program, a part of the Department of Art at UWL, is to offer
1532 students an opportunity to explore and develop studio practices relevant to personal vision, and to gain
1533 an understanding of art education through professional development, service, advancement of
1534 knowledge, and leadership. The University's Art Education facility is located in room 203 of the Center
1535 for the Arts Building. The UWL Art Education Program seeks to enrich the academic life of the La Crosse
1536 community.

1537 The Department of Art will identify faculty members who are hired as teacher educators. At present
1538 there is one faculty member in the Department of Art who is primarily an Art Educator. The Art Educator
1539 will teach courses for Art Education majors and students in other education programs.

1540 The Department of Art will have primary responsibility for mentoring the Art Educator and determining
1541 what classes she or he will teach each semester, and the Art Educator will be a regular member of the
1542 Department. The Art Educator also will be invited to and will attend certain professional meetings in the
1543 School of Education.

1544 GENERAL OPERATING PROCEDURES FOR THE UWL Art Education Program FACILITY AND PROGRAM
1545 UNDER THE DIRECTION OF THE UWL DEPARTMENT OF ART.

1546 Art Education Program Instructor Responsibilities:

- 1547 • The Art Education Program instructor is responsible for the upkeep/maintenance & ordering of
1548 all permanent, temporary, consumable equipment/supplies used in the Art Education studio.
- 1549 • The Art Education instructor is responsible for the maintenance & of an ongoing inventory of
1550 supplies used in the Art Education studio.
- 1551 • The Art Education instructor is responsible for the design of a program of safety that complies
1552 with the UWL safety standards and that also assures safe handling/usage/disposal of all
1553 hazardous materials and equipment. An ongoing communication with the UW-L Office of
1554 Environmental Health and Safety which assures current proper procedures are integrated into
1555 the sculpture areas safety plan.
- 1556 • Student Advising - All students majoring in Art Education will be advised by the Art Education
1557 Professor. Students will be expected to meet with the advisor at least once during the semester
1558 to discuss their course schedules, academic progress and career interests.

1559 Responsibilities of Art Education Students:

- 1560 • Art Education students are responsible for the safe and proper handling/use of permanent
1561 temporary, consumable equipment/supplies used in the Art Education studio.
- 1562 • Art Education students are responsible for following the established program of safety (which
1563 complies with the UWL safety standards) which assures safe handling/usage/disposal of all
1564 hazardous materials/equipment.
- 1565 • Art Education students are to be allowed access to the Art Education studio to conduct
1566 research and physically produce portfolio work at any time the Art Education instructor grants
1567 student permission to be in the Art Education studio.
- 1568 • Art Education students are not allowed to handle any machinery, materials, or chemicals other
1569 than those designated/labeled as "safe for after-hours use" by Art Education instructor.
- 1570 • All University/College/Departmental rules are to be followed at all times in the Art Education/
1571 Computer Art Program studio.

1572 Budget Responsibilities:

- 1573 • The Art Education instructor is responsible for the Art Education Studio Area Budget and
1574 Course Fees Budget

- 1575 • The Art Education instructor is responsible for assigning and overseeing the tasks performed by
1576 Work-Study and Student Help assigned to the area of Art Education.
1577

1578 B. Art History

1579 In addition to teaching art history and general education courses, the art historian will be responsible for
1580 supervising the department's image data base. This will include obtaining digital images for use in
1581 classes, subject to the availability of funding for such images. During the summer of 2011 the former
1582 slide library in CFA Room 122 was closed. Some of the 35-mm slides have been retained and are now
1583 stored in the projection booth of CFA Room 116. There will be no effort to order or create new 35- mm
1584 slides, but the art historian will have discretion to keep or remove the existing slides. Some video
1585 cassettes and other visual resources are still stored in CFA Room 122.
1586

1587 C. Ceramics

1588 The mission of the UW-L Ceramics program a part of the Department of Art at the University of
1589 Wisconsin-La Crosse, is to offer students an opportunity to explore the ceramic process and materials.
1590 The students experiment in ceramic fabrication methods, firing methods with an emphasis on electric
1591 and gas fired kilns. Wood firing, Salt firing, Raku, and Sawdust firing techniques are also available to the
1592 students. The Ceramic studio is the main studio for the ceramic discipline. All ceramic students develop
1593 their creative research and inquiry based learning through addressing technical and aesthetic issues in
1594 the ceramic studio and further research outside the ceramic facility.

1595 GENERAL OPERATING PROCEDURES

1596 The Ceramic Area Faculty is responsible for the management and supervision of the ceramics studio (in
1597 addition to academic responsibilities):

- 1598 • Maintain a program of safety (which complies with the UW-L safety standards) which assures
1599 safe handling/usage/disposal of all hazardous materials/equipment.
1600 • Maintain ongoing communication with the UW-L Office of Safety and Physical Plant which
1601 assures current proper procedures are integrated into the ceramic studio.
1602 • Maintain all studio equipment in good working order to include electric and kick wheels; clay
1603 mixers; electric, gas, wood, salt, and raku kilns.
1604 • Maintain a clean, orderly, and safe work environment in the main studio area, kiln room, glaze
1605 room, clay mixing room, damp room, storage room, and the outdoor courtyard area.
1606 • Hiring and overseeing the work of Studio Assistant and/or Work Study students.
1607 Supervise and teach students safety, skills, and operation of kiln firing equipment outside of classroom
1608 hours due to length of firing schedules.
1609 • Supervise and oversee Studio Assistant help and/or Work Study help during the week, with
1610 occasional weekend hours due to firing schedules.
1611 • Purchase and maintain an ongoing inventory of ceramic and glaze supplies, ceramic
1612 equipment, and parts.
1613 • Research and stay updated on mastery and knowledge of new and innovative equipment for
1614 the ceramic area.
1615 • Faculty advisor to Ceramics Club Responsibilities of Ceramic students:
1616 • Ceramic students are responsible for the safe and proper handling and use of permanent,
1617 temporary and consumable equipment and supplies used in the ceramic area.
1618 • Ceramic students are responsible for following the established program of safety, (which
1619 complies with the UW-L safety standards, which assures safe handling, usage and disposal of all
1620 hazardous material and equipment.

- 1621 • Ceramic students are to be allowed access to the ceramic area to conduct research and
1622 physically produce ceramic work at anytime the Ceramic Instructor grants student permission
1623 to be in the Ceramic area.
- 1624 • Instructor Approval: Ceramic Students are not allowed to handle any equipment, material or
1625 chemicals other than those approved for their use by the instructor (see course syllabus).
- 1626 • After hours: Ceramic students are not allowed to handle any equipment, materials, or
1627 chemicals after hours other than those designated "safe for after-hours use" by the instructor,
1628 (see course syllabus). Inappropriate use of equipment, materials, chemicals or other studio
1629 facilities by a student may lead to suspension of privileges.
- 1630 • All University, College and Departmental rules are to be followed at all times in the Ceramic
1631 Area.

1632 Budget Responsibilities

- 1633 • Work with A.D.A on Course Fees budget and Studio Account budget.
- 1634 • The Ceramic Instructor is responsible for overseeing the tasks and recording of hours for Work
1635 Study and Studio Assistant.
- 1636

1637 D. Digital Media

1638 The mission of the UWL Digital Media Program, a part of the Department of Art at UWL, is to offer
1639 students an opportunity to explore and develop studio practices relevant to personal vision primarily
1640 through digital media (including, but not limited to: graphic design and web design), and to experience
1641 the dissemination of studio practice through a variety of production experiences. The University's Digital
1642 Media facility is located in room 124 of the Center for the Arts Building. The UWL Digital Media Program
1643 seeks to enrich the academic life of the La Crosse community.

1644

1645 GENERAL OPERATING PROCEDURES FOR THE UWL Digital Media Program FACILITY UNDER THE 1646 DIRECTION OF THE UWL DEPARTMENT OF ART.

1647 Digital Media Program Instructor Responsibilities:

- 1648 • A shared-use agreement exists between the Department of Art and the Department of Theatre
1649 Arts. Together with the representatives of the Department of Theatre Arts, the Digital Media
1650 instructor is responsible for the upkeep/ maintenance & ordering of all permanent, temporary,
1651 consumable equipment/supplies used in the Digital Media studio.
- 1652 • Together with the representatives of the Department of Theatre Arts, the Digital Media
1653 instructor is responsible for the maintenance & of an ongoing inventory of supplies used in the
1654 Digital media studio.
- 1655 • The Digital Media instructor is responsible for all hardware and software. Without technical
1656 support from the University, the instructors (from the Departments of Art and Theatre Arts)
1657 must troubleshoot and solve problems by contacting software manufacturers directly, and by
1658 securing, through the support of the department chair, the Director of the School of Arts and
1659 Communication, Faculty Development grants and/or Lab Modernization funds, the necessary
1660 hardware and software upgrades.
- 1661 • Together with the representatives of the Department of Theatre Arts, the Digital Media
1662 instructor is responsible for the design of a program of safety (which complies with the UWL
1663 safety standards) which assures safe handling/usage/disposal of all hazardous
1664 materials/equipment. An ongoing communication with the UW-L Office of Environmental
1665 Health and Safety which assures current proper procedures are integrated into the area's
1666 safety plan.
- 1667 • Student Advising - Art majors, particularly those with a declared or implied emphasis in Digital
1668 Media, are assigned to the Digital Media Professor. Students will be expected to meet with the

1669 advisor at least once during the semester to discuss their course schedules, academic progress
1670 and career interests.

1671
1672 E. Drawing

1673 The goal of the UW-L Drawing Area, as part of the Department of Art is to offer students an opportunity
1674 to study the traditional and contemporary media in drawing, with an emphasis on developing a thematic
1675 and conceptual body of work. The room 207 Center for the Arts is the primary studio for drawing
1676 however, student are encourage find alternative space to explore drawing beyond traditional format. All
1677 drawing students develop their creative research and inquiry based learning through addressing
1678 technical and aesthetic issues as applicable to image making through both traditional and contemporary
1679 approaches. Students then apply the technical, critical, and conceptual knowledge gained to develop a
1680 portfolio that would demonstrate thematic progression as expected in an undergraduate curriculum
1681 GENERAL OPERATING PROCEDURES FOR THE UWL DRAWING STUDIO UNDER THE DIRECTION OF THE
1682 UWL DEPARTMENT OF ART.

1683 Drawing Area Instructor Responsibilities for the Space (in addition to academic responsibilities):

- 1684
1685
- 1686 • Drawing instructor is responsible for the upkeep, maintenance and ordering of all permanent,
1687 temporary and consumable equipment/supplies used in the Drawing Area.
 - 1688 • The Drawing instructor is responsible for the maintenance and ongoing inventory of supplies
1689 used in the Drawing Area.
 - 1690 • The Drawing instructor is responsible for the design of a program of safety (which assures safe
1691 handling, usage and disposal of all hazardous materials and equipment if any).

1692 Responsibilities of Drawing Students:

- 1693 • Drawing students are responsible for the safe and wise handling and use of permanent,
1694 temporary equipment, as well as consumable supplies used in the Drawing Area.
- 1695 • Drawing students are responsible for following safety protocol established by the Department
1696 and the University.
- 1697 • Drawing students are to be allowed access to the drawing studio to conduct research and
1698 produce work at any time the Drawing Instructor grants student permission to be in the
1699 Drawing Area.
- 1700 • All University, College and Departmental rules are to be followed at all times in the Drawing
1701 Studio.

1702 Budget Responsibilities:

1703 The Drawing instructor is responsible for the Drawing Studio Area Budget and Student Course Fee
1704 Budget.

1705 The Drawing instructor is responsible for overseeing the tasks and recording of hours for Work-Study
1706 and Student Help.

1707
1708 F. UW-L Exhibition Program

1709 The goal of the University gallery and its exhibition program, a part of the Art Department at UW-L, is to
1710 offer students of the arts, the university community, La Crosse and environs exposure to a diversity of
1711 artwork relating to the following criteria:

- 1712 • Work produced by practicing professional and nonprofessional artists at various stages in their
1713 careers.
- 1714 • Work that is historical or historically based in nature.
- 1715 • Work that reflects community concerns, be that of the university community and/or the
1716 University's geographic community.

- 1717 • Work that reflects thematic issues (i.e.: exhibitions not connected to specific media but related
- 1718 by context, concept and/or related media.
- 1719 • Work by Art Department Faculty.
- 1720 • Work produced by students of UW-L (i.e.: All Student Juried Exhibition and Senior Exhibitions,
- 1721 etc.)

1722
1723 This mission statement further recognizes that the character of these exhibitions is to
1724 be based on the excellence of the artwork, the instructional needs of the Art Department, the University
1725 Community and the University's geographic community. The University Gallery and its exhibition
1726 program seeks to enrich the cultural life of the University's students, The University community and the
1727 University's geographic community.

1728
1729 GENERAL OPERATING PROCEDURES FOR THE UNIVERSITY GALLERY AND ITS EXHIBITION SPACES.

1730 Scheduling:

- 1731 • Scheduling of exhibitions and visiting artists and lectures: The director of University Gallery will
- 1732 collect all submissions from inside the University (Faculty, administration, employees, galleries,
- 1733 etc.). In consultation with the Exhibitions Committee the director will develop an annual
- 1734 exhibition calendar which supports the Art Department's curriculum and meets the criteria
- 1735 listed in the mission statement of the exhibition program. With the support of the Exhibition
- 1736 Committee, proposed exhibition calendars shall be submitted to the department as a whole.
- 1737 • Further criteria for exhibition planning recognizes the need to maintain a revolving cycle of
- 1738 exhibitions that recognizes individual media as taught by the Art Department as well as the
- 1739 criteria set forth in the Exhibition Program Mission Statement.
- 1740 • The director of University Gallery shall also be responsible for the scheduling of visiting artists
- 1741 and lecturers as related to the established exhibition calendar and within the parameters of
- 1742 the budget of the University Gallery. This is meant to include: Scheduling the lecture and/or
- 1743 workshop, scheduling hotels or residencies and confirming and distributing honoraria and
- 1744 reimbursements.
- 1745 • The director of University Gallery shall also schedule all receptions, as needed, to facilitate
- 1746 exhibition openings and/or other gallery functions.
- 1747 • The director of University Gallery shall be responsible for the scheduling, preparation and
- 1748 dissemination of press releases, publicity information, labels, installation and de-installation of
- 1749 exhibits, necessary condition reports, and shipping of exhibitions.

1750
1751 Budget Responsibilities:

1752 The Director of University Gallery is responsible for Gallery and Exhibition Program budgets, including
1753 expenses for all exhibition support, student help and work Study Students.

1754 Prepare Gallery Modernization Plan(s) as needed.

1755

1756 Gallery Director (.50 Reassignment) – Approved May 1, 2019

- 1757 1. Eligibility of Gallery Director.
 - 1758 a. An ART Faculty member who is Tenure-Track or IAS on a continuing contract
 - 1759 b. Interest and skills in the essential duties of the Gallery Director (see below)
 - 1760 c. Has demonstrated a positive and collaborative relationship with faculty and IAS
 - 1761 members of the department
 - 1762 d. Has demonstrated leadership abilities including conflict management and problem-
 - 1763 solving skills.
- 1764 2. Term & Renewal

- 1765 a. The Gallery Director Term is three years
1766 b. The term includes unlimited renewals
1767 c. As required of all release positions on campus, the Gallery Director will be evaluated.
1768 The evaluations will take place in the 3rd semester and the 6th semester of the
1769 appointment.
1770 d. Continued appointment is contingent on a positive review
1771 e. The Gallery Director may choose to end a term early or not seek the position after one
1772 term and return to their assigned teaching load.
- 1773 3. Selection Process
1774 a. Self-nominations through a 1-page statement of interest and eligibility for the position.
1775 The nomination will make explicit the skills and abilities to complete the duties of the
1776 Gallery Director
1777 b. The Department Chair will determine if candidate(s) is/are a good fit and consult with
1778 potential candidate(s) before putting a name forward.
1779 c. The Gallery Director will be voted on by the Art Department faculty
1780 d. Elections/appointment will take place during the fall semester and the new term would
1781 begin in January at the start of the spring semester. The term would end at the end of
1782 the fall semester.
1783 e. If no one is interested, the Department Chair will make an appointment.
- 1784 4. Specific Duties of the Gallery Director
1785 a. Recruitment & Scheduling
1786 • In consultation with the department and the exhibitions committee and university
1787 functions (e.g., creative imperatives), develop an annual and long-term exhibition
1788 calendar for the Gallery that supports the Art Department's curricula and meets the
1789 needs identified in the mission statement.
1790 • Build relationships with artists, art critics, and local art educators to keep up to date
1791 with trends and identify work that will attract visitors as well as be of educational
1792 value to our students.
1793 • Develop a long-term plan and vision for the use of the Gallery within the
1794 expectations of the department and the university. The minimum number of shows
1795 per academic year is eight.
1796 • Recruit, negotiate, and contract with artists for the display of their work.
1797 • Coordinate with schools and community organizations for on-site visits to the
1798 Gallery
1799 • Schedule visiting artists and lecturers as related to the exhibition calendar and
1800 parameters of the budget of the Gallery including arranging accommodations,
1801 honoraria, and reimbursements.
1802 • Assist with the recruitment and scheduling of the 3rd floor gallery space.
1803 • Provide end of semester reports to the department and Chair on recruitment and
1804 scheduling efforts.
1805 • Collaborate with the chair and Gallery Director for Facilities on all budgeting
1806 matters. The chair retains final budget approval for all expenses of the gallery.
1807 • Other duties as assigned by the Chair to ensure the successful presentation of art in
1808 the Gallery.
- 1809 b. Facilities
1810 • Manage the day-to-day operations of the Gallery space (i.e., 100 CFA). The
1811 minimum number of shows in the Gallery will be eight.

- 1812 • Maintain the physical appearance of the Gallery
- 1813 • Prepare and prioritize a Gallery Modernization plan(s) as needed.
- 1814 • Responsibly collect all artists' work, or arrange for the transportation of the
- 1815 material, for display in the Gallery as well as return the work to the artists. This
- 1816 includes providing the necessary condition reports associated with receiving and
- 1817 sending art.
- 1818 • Develop the event marketing plan, including but not limited to, printing flyers and
- 1819 posters, campus-wide marketing, website, development, individual mailings, and
- 1820 media news releases.
- 1821 • Schedule and coordinate on campus lectures and/or workshops.
- 1822 • Schedule and coordinate all receptions, as needed, to facilitate exhibition openings
- 1823 and/or other gallery functions.
- 1824 • Install and de-install external exhibits in the Gallery.
- 1825 • Assist with the installation and de-installation of faculty and student work in the
- 1826 Gallery.
- 1827 • Conduct post-exhibit evaluations to determine the quality and impact to the
- 1828 department.
- 1829 • Coordinate external judging for All Student Juried Art Show
- 1830 • Inventory all stored artwork and presentation materials (i.e., pedestals, glass cases,
- 1831 etc.)
- 1832 • Recruit and schedule student help to staff and maintain the hours that the Gallery is
- 1833 open to the public.
- 1834 • Work with external stakeholders who are renting the Gallery space.
- 1835 • Provide end of semester reports to the department and the Chair on the operations
- 1836 and finances.
- 1837 • Collaborate with the chair and Gallery Director for Recruitment and Scheduling on
- 1838 all budgeting matters. The chair retains final budget approval for all expenses of the
- 1839 Gallery.
- 1840 • Work with various student groups and faculty to maintain the appearance of the 3rd
- 1841 floor student gallery.
- 1842 • Assist with the installation and de-installation of faculty and student work in the 3rd
- 1843 floor student gallery.
- 1844 • Other duties as assigned by the Chair to ensure the successful presentation of art in
- 1845 the Gallery.

1847 G. Metals

1848 The goal of the UW-L Metalsmithing program, as part of the Department of Art is to offer students an
 1849 opportunity to study the traditional and contemporary media of Metalsmithing, with an emphasis on
 1850 metal fabrication, forging, raising, and casting. The Metalsmithing facility in room 20 Center for the Arts
 1851 is the main studio area for the Metalsmithing discipline. All metalsmithing students develop their
 1852 creative research and inquiry based learning through addressing technical and aesthetic issues in the
 1853 metal studio, as well as further research outside the metal facility. All levels of instruction will consist of
 1854 studio and historical exploration. Students then apply the technical and theoretical knowledge gained to
 1855 develop a positive direction.

1856 GENERAL OPERATING PROCEDURES FOR THE UWL JEWELRY METALSMITHING FACILITY UNDER THE 1857 DIRECTION OF THE UW-L DEPARTMENT OF ART.

1858 Metalsmithing Area Instructor Responsibilities for the Space (in addition to academic responsibilities):

- 1859 • The Metalsmithing instructor is responsible for the upkeep, maintenance and ordering of all
1860 permanent, temporary and consumable equipment/supplies used in the Metalsmithing Area.
1861 • The Metalsmithing instructor is responsible for the maintenance and ongoing inventory of
1862 supplies used in the Metalsmithing Area.
1863 • The Metalsmithing instructor is responsible for the design of a program of safety (which
1864 assures safe handling, usage and disposal of all hazardous materials and equipment. An
1865 ongoing communication with the UW-L Office of Safety which assures current proper
1866 procedures are integrated into the Metals Areas safety plan.

1867 Responsibilities of Metalsmithing Students:

- 1868 • Metal students are responsible for the safe and proper handling and use of permanent,
1869 temporary equipment, as well as consumable supplies used in the Jewelry Metalsmithing Area.
1870 • Metalsmithing students are responsible for following the established program of safety (which
1871 complies with the UWL safety standards) which assures safe handling, usage and disposal of all
1872 hazardous materials in addition to safe and proper equipment operation.
1873 • Metalsmithing students are to be allowed access to the Metal area to conduct research and
1874 physically produce metal work at any time the Metalsmithing Instructor grants student
1875 permission to be in the Metals area.
1876 • Metalsmithing students are only allowed access to the Jewelry Metalsmithing area at those
1877 times that the metals instructor grants students permission to be in the Jewelry Metalsmithing
1878 Area.
1879 • Metalsmithing students are not allowed to handle any chemicals other than those designated
1880 and labeled as safe for after-hours use by the metals instructor.
1881 • All University, College and Departmental rules are to be followed at all times in the
1882 Metalsmithing Area

1883 Budget Responsibilities:

- 1884 • The Metalsmithing instructor is responsible for the Metalsmithing Studio Area Budget and
1885 Student Course Fee Budget.
1886 • The Metalsmithing instructor is responsible for overseeing the tasks and recording of hours for
1887 Work-Study and Student Help.
1888

1889 H. Sculpture

1890 The mission of the UWL Sculpture Program, a part of the art department at UWL, is to offer students an
1891 opportunity to explore and to create sculptural form through a wide variety of media and techniques. A
1892 large component of the students' experience will center around work created in the foundry. The
1893 University's Sculpture facility is located in room 23 of the Center for the Arts Building. The outdoor iron
1894 foundry is adjacent to the Sculpture studio in the CFA courtyard. Each student is encouraged to explore
1895 a personal vision while paying close attention to issues related to technique, craftsmanship, and safety.
1896 The UWL Sculpture studio seeks to enrich the academic life of the La Crosse community.

1897 GENERAL OPERATING PROCEDURES FOR THE UWL SCULPTURE FACILITY UNDER THE DIRECTION OF THE
1898 UW-L DEPARTMENT OF ART.

1899 Sculpture Instructor Responsibilities for the Space (in addition to academic responsibilities):

- 1900 • The Sculpture instructor is responsible for the upkeep/ maintenance & ordering of all
1901 permanent, temporary, consumable equipment/supplies used in the Sculpture studio.
1902 • The Sculpture instructor is responsible for the maintenance & of an ongoing inventory of
1903 supplies used in the Sculpture studio.
1904 • The Sculpture instructor is responsible for the design of a program of safety (which complies
1905 with the UWL safety standards) which assures safe handling/usage/disposal of all hazardous

1906 materials/equipment. An ongoing communication with the UWL Office of Safety which assures
1907 current proper procedures are integrated into the sculpture areas safety plan.

1908 Responsibilities of Sculpture Students:

- 1909 • Sculpture students are responsible for the safe and proper handling/use of permanent
- 1910 temporary, consumable equipment/supplies used in the Sculpture studio.
- 1911 • Sculpture students are responsible for following the established program of safety (which
- 1912 complies with the UWL safety standards) which assures safe handling/usage/disposal of all
- 1913 hazardous materials/equipment.
- 1914 • Sculpture students are to be allowed access to the Sculpture studio to conduct research and
- 1915 physically produce sculpture at any time the sculpture instructor grants student permission to
- 1916 be in the sculpture studio.
- 1917 • Sculpture students are not allowed to handle any machinery, materials, or chemicals other
- 1918 than those designated/labeled as “safe for after-hours use” by sculpture instructor.
- 1919 • All University/College/Departmental rules are to be followed at all times in the Sculpture
- 1920 studio.

1921 Budget Responsibilities:

1922 The Sculpture instructor is responsible for the Sculpture Studio Area Budget and Student Fees Budget.

1923 The Sculpture instructor is also responsible for overseeing the tasks and recording of hours for Work-
1924 Study and Student Help

1925

1926 I. Painting

1927 The goal of the UW-L Painting Area, as part of the Department of Art is to offer students an opportunity
1928 to study traditional and contemporary media in painting, with an emphasis on developing a thematic
1929 and conceptual body of work. Room 204 Center for

1930 the Arts is the primary studio for painting, and students also access adjacent areas, including CFA 204C
1931 (painting wood shop), CFA 207A (spray booth), and CFA 205 (matting room). Painting students develop
1932 their creative research and inquiry-based learning through addressing technical and aesthetic issues as
1933 applicable to image- making through both traditional and contemporary approaches. Students then
1934 apply the technical, critical, and conceptual knowledge gained to develop a portfolio that would
1935 demonstrate thematic progression as expected in an undergraduate curriculum.

1936 GENERAL OPERATING PROCEDURES FOR THE UWL PAINTING STUDIO UNDER THE DIRECTION OF THE
1937 UWL DEPARTMENT OF ART.

1938 Painting Area Instructor Responsibilities for the space (in addition to academic responsibilities, and as
1939 accountable workload/release time):

- 1940 • The painting instructor is responsible for the upkeep, maintenance and ordering of all
- 1941 permanent, temporary and consumable equipment/supplies used in the Painting area.
- 1942 • The painting instructor is responsible for the maintenance and ongoing inventory of supplies
- 1943 used in the Painting area.
- 1944 • The painting instructor is responsible for the design of a program of safety (which assures safe
- 1945 handling, usage and disposal of all hazardous materials and equipment if any).
- 1946 • The painting instructor may authorize a student worker (work/study or student help) to assist
- 1947 in the above responsibilities, according to the “painting studio assistant job description,”
- 1948 updated on a regular basis.

1949 Responsibilities of Painting Students:

- 1950 • Painting students are responsible for the safe and wise handling and use of permanent,
- 1951 temporary equipment, as well as consumable supplies used in the Painting Area.
- 1952 • Painting students are responsible for following safety protocol established by the Department
- 1953 and the University.

- 1954 • Painting students are to be allowed access to the Painting studio to conduct research and
1955 produce work at any time the Painting Instructor grants student permission to be in the
1956 Painting Area.
1957 • All University, College and Departmental rules are to be followed at all times in the Painting
1958 Studio.

1959 Budget Responsibilities:

1960 The Painting instructor is responsible for the Painting Studio Area Budget and Student Course Fee
1961 Budget. The Painting instructor is responsible for overseeing the tasks and assignment of hours for
1962 Work-Study and/or Student Help.

1963

1964 J. Photography

1965 The mission of the UWL Photography program, a part of the Department of Art at the University of
1966 Wisconsin-La Crosse, is to offer students an opportunity to learn chemical, digital and contemporary
1967 photographic techniques as an art form. The Photography studios are located in the Wing Technology
1968 Center. Students learn darkroom procedures, digital editing and printing systems, camera and lighting
1969 techniques and the
1970 historical as well as the contemporary and aesthetic dimensions of the primary genres: documentary,
1971 portrait, and experimental photography.

1972 GENERAL OPERATING PROCEDURES

1973 The Photography Area Faculty is responsible for the management and supervision of various labs and
1974 areas in the Photography studio (in addition to academic responsibilities), these areas include:

1975 Wing 26: Darkrooms and other Photo Areas

1976 Beginning Wet Photography Lab; fifteen enlargers, 4'x8' temperature controlled processing sink, safe
1977 lights, wall mounted air compressors. Advanced Wet Photography Lab; eight enlargers, 4'x8'
1978 temperature controlled processing sink, safe lights, wall mounted air compressors. Film Developing and
1979 Print Finishing Area; 4'x8' temperature controlled processing sink, tacking irons, dry-mount presses,
1980 print drying racks. Digital Capture Area; three Mini-Macs with monitors, Epson 7600 Scanner, four film
1981 loading and developing rooms (two have temperature controlled sinks, and three have wall mounted
1982 air compressors).

1983 Wing 26A: Photo Cage

1984 The Photo Cage is the room that houses photography equipment and supplies for student use. The
1985 Photo Cage includes:

1986 Various Digital and Film Cameras; 35mm, medium format cameras, large format cameras as well as
1987 tripods, lighting equipment, enlarger and safe light bulbs and replacement parts, film developing
1988 supplies (tanks, thermometers, reels for 35mm and 4x5 film), chemicals and paper for film and printing
1989 development, inkjet printer inks, inkjet printer paper, dry-mount tissue, hand coloring supplies, various
1990 darkroom tools and replacement parts, grain focusers, easels, glass for contact printing, film developing
1991 timers, camera filters, various cameras and enlarger lens.

1992 Wing 27: Special Projects Room

1993 This room is where alternative and experimental photographic processes are demonstrated and
1994 executed. This area includes: a large- scale UV exposure unit, 2'x4" temperature controlled sink, wall
1995 mounted air compressor, specialized chemicals and materials for alternative photographic processes,
1996 print/paper dryer unit.

1997 Wing 28: Digital Photography Lab.

1998 The lab includes: Sixteen iMac Computers with wireless keyboards and wireless mice, two Epson
1999 Professional Scanners with film scanning accessories, Epson 7800 large scale inkjet printer, Epson 3800
2000 printer, data projector, viewing screen, VCR, sound system.

2001 Wing 124: Photography Seminar Room.

2002 This room is a fifty-seat dividable classroom with data projector, motorized viewing screen, VCR, sound
2003 system, track lighting for critique area.

2004 Wing 229: Photography Lighting Studio.

2005 This studio includes: various electronic strobes, studio lighting accessories such as seamless backdrops,
2006 lighting umbrellas, soft-boxes, grids, filters, screens, moveable fabric walls, a moveable lighting table,
2007 props, large moveable tripod for studio 4x5 camera, light-stands, replacement bulbs and cables.

2008

2009 The Photography Area Faculty responsibilities also include:

2010 • Maintain a program of safety (which complies with the UW-L safety standards), which assures
2011 safe handling/usage/disposal of all hazardous materials/equipment. Photographic Fixer is
2012 saved and picked up for disposal by Physical Plant.

2013 • Maintain ongoing communication with the UW-L Office of Safety and Physical Plant, which
2014 assures current proper procedures are integrated into the photography studio.

2015 • Maintain all studio equipment in good working order (SEE: above list of photography labs and
2016 areas).

2017 • Maintain a clean, orderly, and safe work environment in studio areas (SEE: above list of
2018 photography labs and areas).

2019 • Hiring and overseeing the work of Studio Assistant and/or Work Study students.

2020 • Supervise and teach students' safety, skills, and operation all photography areas and
2021 equipment outside of classroom hours.

2022 • Supervise and oversee Studio Assistant help and/or Work Study help during the week.

2023 • Purchase and maintain an ongoing inventory of photography chemicals, materials, equipment,
2024 and parts.

2025 • Research and stay updated on mastery and knowledge of new and innovative photography
2026 equipment and techniques.

2027 Responsibilities of Photography students:

2028 • Photography students are responsible for the safe and proper handling and use of permanent,
2029 temporary and consumable equipment and supplies used in all photography areas.

2030 • Photography students are responsible for following the established program of safety, (which
2031 complies with the UW-L safety standards, which assures safe handling, usage and disposal of all
2032 hazardous material and equipment).

2033 • Photography students are to be allowed access to photography areas to conduct research and
2034 physically produce photographic work at anytime the Photography Instructor grants student
2035 permission to be in any Photography area.

2036 • Instructor Approval: Photography Students are not allowed to handle any equipment, material
2037 or chemicals other than those approved for their use by the instructor.

2038 • Inappropriate use of photography equipment, materials, chemicals or other studio facilities by
2039 a student may lead to suspension of privileges.

2040 • All University, College and Departmental rules are to be followed at all times in all Photography
2041 Areas.

2042 Budget Responsibilities

2043 • Work with A.D.A on Course Fees budget and Studio Account budget. . Photography

2044

2045 K. PRINTMAKING

2046 The goal of the UWL Gallery Printmaking Program/Area, a part of the art department at UWL, is to offer
2047 students an opportunity to study the traditional and contemporary media of printmaking. The

2048 University's Printmaking facility in room 334 Center For the Arts is the major location where the learning
2049 will take place. Each printmaking student will apply the techniques of printmaking to her/his creative

2050 research by addressing technical and aesthetic issues in the discipline. All sections will consist of
2051 studio/historical exploration; concurrently students will apply the technical, theoretical knowledge
2052 gained to his/her own content. The UWL Printmaking Area seeks to enrich the academic life of the La
2053 Crosse community.

2054 GENERAL OPERATING PROCEDURES FOR THE UWL PRINTMAKING FACILITY UNDER THE DIRECTION OF
2055 THE UW-L DEPARTMENT OF ART.

2056 Printmaking Area Instructor Responsibilities for the Space (in addition to academic responsibilities):

- 2057 • The Printmaking instructor is responsible for the upkeep/ maintenance & ordering of all
2058 permanent, temporary, consumable equipment/supplies used in the Printmaking Area.
- 2059 • The Printmaking instructor is responsible for the maintenance & of an ongoing inventory of
2060 supplies used in the Printmaking Area.
- 2061 • The Printmaking instructor is responsible for the design of a program of safety (which complies
2062 with the UWL safety standards) which assures safe handling/usage/disposal of all hazardous
2063 materials/equipment. An ongoing communication with the UWL Office of Safety which assures
2064 current proper procedures are integrated into the printmaking areas safety plan.

2065 Responsibilities of Printmaking Students:

- 2066 • Printmaking students are responsible for the safe and proper handling/use of permanent,
2067 temporary, consumable equipment/supplies used in the Printmaking Area.
- 2068 • Printmaking students are responsible for following the established program of safety (which
2069 complies with the UWL safety standards) which assures safe handling/usage/disposal of all
2070 hazardous materials/equipment.
- 2071 • Printmaking students are to be allowed access to the Printmaking area to conduct research and
2072 physically produce prints at any time the printmaking instructor grants student permission to
2073 be in the printmaking area.
- 2074 • Printmaking students are only allowed access to the Printmaking area at those times that the
2075 printmaking instructor grants students permission to be in the printmaking area.
- 2076 • After hours: Ceramic students are not allowed to handle any equipment, materials, or
2077 chemicals after hours other than those designated "safe for after-hours use" by the instructor,
2078 (see course syllabus). Inappropriate use of equipment, materials, chemicals or other studio
2079 facilities by a student may lead to suspension of privileges.
- 2080 • All University/College/Departmental rules are to be followed at all times in the Printmaking
2081 Area.

2082 Budget Responsibilities:

- 2083 • The Printmaking instructor is responsible for working with the A.D.A on Course Fees budget
2084 and Studio Account budget.
- 2085 • The Printmaking instructor is responsible for overseeing the tasks and recording of hours for
2086 Work-Study and Student Help.

2087

2088 **Appendix F. Faculty Senate Policies Section IV: Responsibilities of Departments, Department**
2089 **Members, Department Chairpersons, and Students**

2090 Faculty are organized on the basis of their disciplines into departments. The faculty carry out the
2091 responsibilities of the department through their creative and other contributions in the areas of
2092 teaching, scholarship and service.

- 2093 A. The primary function of a department is to teach in its discipline(s). The key teaching
2094 responsibilities of the department and its members include:
- 2095 1. Maintaining a faculty collectively expert in the breadth and depth of their discipline(s).
 - 2096 2. Keeping abreast of the subject matter of their discipline(s) and incorporating this matter into
2097 courses.
 - 2098 3. Continually assessing courses and curriculum to recommend and implement suitable revisions
2099 including consideration of interdisciplinary offerings.
 - 2100 4. Keeping current on and developing new ways of teaching and learning in the discipline(s),
2101 including the use of appropriate technology.
 - 2102 5. Reviewing, developing and expanding library holdings to ensure coverage of the discipline.
 - 2103 6. Continually relating the substance of the discipline(s) to the needs and interests of the general
2104 student, the potential specialist, and the community.
 - 2105 7. Assessing the effectiveness of departmental instruction.
- 2106 B. The department is responsible for promoting scholarship and creative activities. Scholarship
2107 responsibilities of the department and its members include:
- 2108 1. Making contributions of scholarly and other creative activities in the discipline(s).
 - 2109 2. Providing the opportunity for and supervising the scholarly activities of undergraduate and
2110 graduate students.
- 2111 C. The department is responsible for promoting the continued professional growth and development
2112 of its members by encouraging their participation in sabbatical leaves, developmental leaves,
2113 conferences, professional workshops and other similar programs.
- 2114 D. The department is responsible for utilizing the expertise and interest of its members to provide
2115 professional service. Service responsibilities of the department and its members include:
- 2116 1. Contributing to the university through participation in faculty governance or other university
2117 service.
 - 2118 2. Actively participating in the functions of the department.
 - 2119 3. Contributing to and participating in professional organizations.
 - 2120 4. Utilizing their professional expertise and interest through participation in community and other
2121 organizations.
- 2122 E. The department is responsible for advising students and providing students opportunities to
2123 develop and grow outside the environs of the classroom. The department and its members are
2124 responsible for:
- 2125 1. Providing advising on academic program requirements and presenting the array of available
2126 career opportunities.
 - 2127 2. Affording the student the opportunity to learn outside the classroom through internships,
2128 cooperative agreements and other mechanisms (such as visiting scholars programs).
 - 2129 3. Encouraging and advising organizations for majors and other students interested in the
2130 discipline.
- 2131 F. The department is responsible for providing an internal governance structure in which the
2132 functions of the department can take place. The department and its members are responsible for:
- 2133 1. Establishing department bylaws that define the rights, responsibilities and privileges of the
2134 Ranked Faculty, Instructional Academic Staff or Academic Librarians, and the chairperson in
2135 accordance with UW System and UWL policies.

- 2136 2. Selecting the department chairperson (according to UW-L guidelines). The department
2137 delegates authority to the chairperson consistent with section H. of this policy and consults
2138 with the chairperson on department matters.
- 2139 3. Working with its chairperson, through regular department meetings and committee
2140 assignments, to formulate and carry out policy.
- 2141 G. The department is responsible for making personnel decisions.
- 2142 1. The department shall establish bylaws that govern personnel decisions made about Ranked
2143 Faculty, Instructional Academic Staff or Academic Librarians.
- 2144 2. These bylaws shall specify requirements and procedures for retention, tenure, promotion,
2145 tenured faculty review and development, and the distribution of funds allocated to the
2146 department for salary adjustments or summer salaries. These bylaws shall comply with UW
2147 System and UWL Faculty Personnel Rules.
- 2148 3. The department shall make these bylaws available to its members. Notification of any changes
2149 in bylaws must be provided to all members within fourteen days.
- 2150 H. The Chairperson is generally responsible for ensuring that the policies and procedures of the
2151 department are carried out in accordance with the departmental bylaws and that the department
2152 and its members are fulfilling the responsibilities described in A. through G. above. The Chairperson
2153 shall assume a prominent role in creating a professional environment conducive to high morale and
2154 productivity in the department. Specific department functions supervised or performed by the
2155 chairperson include:
- 2156 1. Registration and scheduling
- 2157 a) Developing semester and summer session class schedules in consultation with the faculty.
2158 b) Monitoring registration and assessing the need to add or cancel classes.
- 2159 2. Curriculum
- 2160 a) Implementing the authorized curriculum; initiating discussion of curricular issues;
2161 developing proposals for new or revised courses, special projects, grant proposals,
2162 curriculum changes; arranging for textbook selection; and participating in the presentation
2163 of departmental proposals before the appropriate committees.
- 2164 b) Receiving and responding to concerns about curriculum and acting on substitution and
2165 waiver requests brought by students and others.
- 2166 3. Budget, Textbooks, Equipment and Facilities
- 2167 a) Preparing the annual departmental budget for travel, services, supplies and equipment;
2168 ordering all budgeted items; and managing expenditures in accordance with the budget
2169 plan.
- 2170 b) Making recommendations for textbook and library budgets and other budgets as requested.
- 2171 c) Reporting textbook choices to the Textbook Rental Service in timely fashion.
- 2172 d) Making assignments of offices, classrooms, and other work areas; obtaining other facilities
2173 when needed; and requesting maintenance for repairs for equipment, offices, classrooms,
2174 and other work areas.
- 2175 4. Meetings and Committees
- 2176 a) Establishing a schedule of department meetings and presiding at same.
- 2177 b) Ensuring that departmental committees are meeting to fulfill their responsibilities.
- 2178 c) Attending meetings of appropriate departmental, college, and university committees.
- 2179 d) Designating or recommending department members to serve on committees as requested.
- 2180 e) Arranging for representation and participation of the department at professional meetings
2181 and placement centers as appropriate.
- 2182 f) Serving on committees as required.
- 2183 5. Personnel

- 2184 a) Conveying to the appropriate administrative officer the personnel needs of the department
2185 for faculty and academic staff, graduate assistants, classified staff and student help.
2186 b) Monitoring all departmental search and screen activities for compliance with UW-L
2187 Affirmative Action hiring procedures.
2188 c) Describing and publicizing faculty and academic staff vacancies and corresponding with
2189 applicants and placement agencies; scheduling and participating in interviews; making
2190 recommendations to the appropriate administrative officer regarding hiring; and providing
2191 orientation for new members regarding departmental policies and procedures,
2192 departmental expectations for faculty and academic staff, and faculty and academic staff
2193 responsibilities.
2194 d) Arranging for the required evaluations of faculty and academic staff; scheduling student
2195 evaluation of department members; monitoring department personnel committees with
2196 regard to conformance with UW System, UWL and department procedures; and informing
2197 individual members of any recommendations regarding them.
2198 e) Describing and publicizing graduate assistantship positions; making recommendations to the
2199 appropriate administrative officer regarding hiring of graduate assistants; providing
2200 orientation and assignment for graduate assistants; and participating in the evaluation of
2201 graduate assistants.
2202 f) Arranging for the selection, hiring, training, overseeing, and evaluation of classified staff and
2203 student help.
2204 g) Recommending summer school appointments to the appropriate administrative officer
2205 within university, college and departmental guidelines.
2206 h) Ensuring the continuation of classes during prolonged faculty absences
2207 6. Students
2208 a) Receiving and responding to student questions, concerns, and complaints regarding courses,
2209 curriculum requirements, faculty and grades.
2210 b) Coordinating advising activities for the department.
2211 7. Teaching
2212 a) Teaching a reduced load in the department in accordance with by-law VIII.B.
2213 8. Other Responsibilities
2214 a) Responding to inquiries from the university, the UW System, and external accrediting
2215 agencies regarding department programs.
2216 b) Conferring, as needed, with other chairpersons in the university and with other
2217 departments of the same discipline in the system and area.
2218 c) Corresponding with prospective students, teachers, and the general public on their
2219 inquiries.
2220
2221
2222

2223 **Appendix G Merit Rubric**

2224

2225 Step 1. Faculty enter the teaching, scholarship, and service into Digital Measures by June 1.
 2226 Faculty wishing to pursue high merit should inform the Chair by October 1 and have the relevant
 2227 information entered into Digital Measures. Faculty send the Digital Measures file (i.e., merit file
 2228 from June 1-Masy 31st) to the Chair to meet deadlines.

2229

2230 Step 2. The Chair will post annual merit reports on the department D2L site (“Art Department –
 2231 Personnel”) for review by ranked faculty.

2232

2233 Step 3. After reviewing the merit file, all ranked faculty will complete an electronic evaluation of
 2234 the merit materials using the following rubric.

2235

Area		Absent	Present	Exceptional
Teaching				
	Syllabi conforming to UWL standards for all courses			
	SEI Ratings (>3.0) and Comments			
	Teaching Narrative with Assessed Student Learning Outcomes			
	Positive Evaluation for Reassigned Time			
Scholarship				
	One item from primary OR one from secondary OR two items from tertiary scholarship areas			
Service				
	Attend all scheduled Department Meetings			
	Serve on at least one Department Committee			
	Attend one graduation per academic year			
	Recruitment			

2236

2237 Step 4. Faculty will provide a summative evaluation across teaching, scholarship, and service
 2238 and provide supporting comments for their decision.

2239

2240 Step 5. For faculty pursuing the high merit, a comprehensive narrative (2-3 pages) should be
 2241 developed and placed in Digital Measures to put your accomplishments in context for the faculty
 2242 to review along with a self-evaluation. You must have a strong case for teaching. You should
 2243 have a strong case for scholarship and/or service to augment your strong teaching. You must
 2244 achieve merit to be considered for high merit.

2245

2246 Step 6. Department members assess the strength of the file by rating each submitted piece with
 2247 a value ranging from 1 (low quality) to 4 (high quality). Items are averaged across domains (i.e.,
 2248 teaching, scholarship, and service). Faculty must average a 3 or more in teaching plus at least
 2249 one additional area to earn the distinction of high merit.

2250

Area	1	2	3	4
Teaching (must have 3+ items and average above 3)				
Quality of syllabi				
Strong SEI's, student participation percentage, and comments				
Graduate School Acceptance				
Teaching Innovations (see above)				
Attainment of Student Learning Outcomes				
Positive Evaluation for Reassigned Time				
Positive classroom evaluation				
Quality of teaching award				
Quality of Professional Development attended				
Scope and outcome of curriculum development				
Evidence of inclusive teaching practices				
Scholarship (must be rated 3 or higher)				
Quality of scholarship item(s) (e.g., level of competitiveness)				
Service (must have 2+ items and average above 3)				
Quality of university service				
Quality of professional service				
Quality of community service				

2251

2252 Step 7. Faculty will provide a summative evaluation across teaching plus scholarship and/or
 2253 service and provide supporting comments for their decision.

2254

2255 Step 8. Decisions about merit will be aggregated across faculty members. A final grid of the
 2256 ratings will be provided for the faculty to review. The majority decision will determine the
 2257 outcome.

2258

2259

Merit Summary Grid Example

Faculty Member	Area	Absent	Present	Exceptional
Ruble, B	Teaching		2	1
	Scholarship		1	2
	Service		2	1
	Meets Merit	No = 0	Yes = 3	
	High Merit (if applicable)	Teaching Score Scholarship Score Service Score	NA (Did not apply for it) NA NA	
	Meets High Merit	No; did not supply materials		

2260

Faculty Member	Area	Absent	Present	Exceptional
Jetson, J	Teaching		1	2

Scholarship		2	1
Service		1	2

Meets Merit No = 0 Yes = 3

High Merit	Teaching Average	3.2
(if applicable)	Scholarship Aver	2.4
	Service Average	2.8

Meets High Merit No; Needs teaching plus one area

2261

Faculty Member	Area	Absent	Present	Exceptional
Velma	Teaching		1	2
	Scholarship		1	2
	Service		1	2

Meets Merit No = 0 Yes = 3

High Merit	Teaching Average	3.4
(if applicable)	Scholarship Aver	2.4
	Service Average	3.3

Meets High Merit Yes; Meets teaching and one area

2262

2263

2264 **Appendix H. Digital Measures: Who, What, and When?**

2265 Digital Measures has two general sections for inputting/accessing information:

2266 (1) General information, Teaching, Scholarship/Research, and Service, and

2267 (2) Management of Personnel Review/Promotion Materials and Grant Materials.

2268 Individual faculty members are responsible for inputting their own data into Digital Measures as
2269 indicated below:

2270

2271

Relevant Faculty Group	General/Teaching/ Scholarship/Service Activity Information	Personnel Review/ Promotion Materials & Grant Materials
Probationary faculty (for retention and tenure decisions)	Update annually ¹	Update prior to retention/promotion decisions
Faculty seeking promotion	Update annually ¹	Update prior to promotion decisions
Those undergoing post-tenure review	Update annually ¹	Update prior to post-tenure review
All other faculty (tenured, not seeking promotion)	Update annually ¹	Can use to store significant documents (e.g., for managing grant materials)

2272

2273 Note: "1" By May 31

2274

2275

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2279

Appendix I: PTR Rubric

A. TEACHING (MINIMUM NEEDED 20 POINTS)

1. SEI's (Q 2-6) across all classes above 4.0 = 1 point per semester (max 10 points in 5 years).			
Semester 1 score	Semester 2 score	Semester 3 score	Semester 4 score
Semester 5 score	Semester 6 score	Semester 7 score	Semester 8 score
Semester 9 score	Semester 10 score	Total points =	
2. Teaching-related grant = 10 points (max one award in 5 years)			
Teaching Grant 1		Title/year	
Teaching Grant 2		Title/year	Total Points =
3. Attend CATL Event = 2 points (max 5 events in 5 years)			
CATL Event 1: title/yr		CATL Event 2: title/yr	
CATL Event 3: title/yr		CATL Event 4: title/yr	
CATL Event 5: title/yr		Total Points =	
4. Teaching Award = 15 points (max one award in 5 years)			
Teaching Award 1: title/yr		Teaching Award 2: title/yr	
Teaching Award 3: title/yr		Teaching Award 4: title/yr	
Teaching Award 5: title/yr		Total Points =	
5. Letters of support and/or classroom observations = 2 points (max 5 artifacts in 5 years)			
Artifact 1		Artifact 2	
Artifact 3		Artifact 4	
Artifact 5		Total Points =	
6. Graduate School Acceptance in area of study with faculty member writing the reference letter = 8 points (max 2 students in 5 years)			
Student 1. Name/yr		Student 2. Name/yr	
Student 3. Name/yr		Student 4. Name/yr	
Student 5. Name/yr		Total Points =	
7. Undergraduate Research Grant = 7 points (max 2 awards in 5 years)			
Student 1. Name/yr		Student 2. Name/yr	
Student 3. Name/yr		Student 4. Name/yr	
Student 5. Name/yr		Total Points =	
8. Development of curriculum in your area of expertise (i.e., substantial revisions to established classes = 5 pts or new classes = 10 points). Max 10 points in five years			

Revision/New Class 1/yr	Revision/New Class 2 /yr
Revision/New Class 3/yr	Revision/New Class 4/yr
Revision/New Class 5/yr	Total Points =
<u>9. Teaching innovations (e.g., gallery exhibitions, community events) = 5 points; max 10 points in five years.</u>	
Innovation 1/yr	Innovation 2/yr
Innovation 3/yr	Innovation 4/yr
Innovation 5/yr	Total Points =
1. SEI's (Q 2-6)	Total Points =
2. Teaching-related grant	Total Points =
3. Attend CATL Event	Total Points =
4. Teaching Award	Total Points =
5. Letters of support and/or classroom observations	Total Points =
6. Graduate School Acceptance	Total Points =
7. Undergraduate Research Grant	Total Points =
8. Development of curriculum	Total Points =
9. Teaching innovations	Total Points =
Total Points for Teaching = Minimum Needed = 20	

2280
2281
2282
2283

B. SCHOLARSHIP (MINIMUM NEEDED 20 POINTS)

Tier 1 = 15 pts	Tier 2 = 5pts	Tier 3 = 2 pts
Title/Venue/yr	Title/Venue/yr	Title/Venue/yr
Total Tier 1 pts =	Total Tier 2 pts =	Total Tier 3 pts=
Total Points for Scholarship = Minimum Needed = 20		

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C. SERVICE (MINIMUM NEEDED 20 POINTS)

1. Faculty Senate Committee Chair = 15 points (max once in 5 years)	
Committee 1/yr	Committee 2/yr
Committee 3/yr	Committee 4/yr
Committee 5/yr	Total Points =
2. Faculty Senate = 4 points per year (max 16 points in 5 years)	
Senate yr	Senate yr
Senate yr	Senate yr
Senate yr	Total Points =
3. Annual CLS Committee or Faculty Senate Committee = 3 points annual appointment per committee (15 points max in 5 years)	
Committee 1: title/yr	Committee 2: title/yr
Committee 3: title/yr	Committee 4: title/yr
Committee 5: title/yr	Total Points =
4. Annual Community or Professional Board/Committee Member (Official position) = 3 points (9 points max in 5 years)	
Position 1: title /yr	Position 2: title/yr
Position 3: title/yr	Position 4: title/yr
Teaching Award 5: title/yr	Total Points =
5. One-time community service (e.g., juried work, lectures, workshops, demonstrations) = 1 point; max of 10	
Service 1. /yr	Service 2. /yr
Service 3. /yr	Service 4. /yr
Service. yr	Total Points =
6. Department Chair = 5 points per year (max of 15 points)	
1. yr	2. yr
3. yr	4. yr
5. yr	Total Points =
7. Department Committee Chair = 2 points per year (max of 10 points)	
Committee 1/yr	Committee 2/yr
Committee 3/yr	Committee 4/yr
Committee 5/yr	Total Points =

2291

8. Department Search Committee Member = 5 points per search; Chair 10 points per search (max 15 points per 5 years)	
Search/Chair/yr	Search/Chair/yr
Search/Chair/yr	Search/Chair/yr
Search/Chair/yr	Total Points =
9. Department Committee Member = 1 point per year per committee, max 10 points	
Committee 1: title/yr	Committee 2: title/yr
Committee 3: title/yr	Committee 4: title/yr
Committee 5: title/yr	Total Points =
10. University or CLS Task Force; or Creative Imperatives = 5 points per year (15 points max in 5 years)	
1: title /yr	2: title/yr
3: title/yr	4: title/yr
5: title/yr	Total Points =

2292

2293

11. Attend Professional Society Event = 1 points (max 5 events in 5 years)	
Event 1. /yr	Event 2. /yr
Event 3. /yr	Event 4. /yr
Event 5./yr	Total Points =
12. Participate in department recruitment activity (e.g., campus close-up, VAC)	
1. activity/ yr	2. activity/ yr
3. activity/ yr	4. activity/ yr
5. activity/ yr	Total Points =
1. Faculty Senate Committee Chair	Total Points =
2. 2. Faculty Senate	Total Points =
3. Annual CLS Committee or Faculty Senate Committee	Total Points =
4. Annual Community or Professional Board/Committee Member	Total Points =
5. One-time community service	Total Points =
6. 6. Department Chair	Total Points =
7. Department Committee Chair	Total Points =
8. Department Search Committee Member/Chair	Total Points =
9. Department Committee Member	Total Points =

10. University or CLS Task Force; or Creative Imperatives	
Total Points for Service = Minimum Needed = 20	
Total Points for Teaching = Minimum Needed = 20	
Total Points for Scholarship= Minimum Needed = 20	
Total Points for Service = Minimum Needed = 20	
<u>meets expectations</u>	<u>does not meet expectations</u>

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