

Bylaws – Department of Art

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

Department of Art, within the School of Visual and Performing Arts (VPA), the College of Arts, Social Sciences, and Humanities (CASSH), and the University of Wisconsin-La Crosse. Current bylaws were effective March 24, 2025. Future bylaw revisions must occur at least once every seven years, but the bylaws will be reviewed every second year to determine whether any of them require revision on a shorter timetable.

II. Organization and Operation

Department members are governed by six interdependent sets of regulations:

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

A. Mission & Preamble

Mission

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

Preamble

- ii. The purposes of the Department include:
 1. to provide an educational environment that encourages intellectual development, visual literacy, and artistic production
 2. to foster the development of graduates who are active citizens and advocates for the arts
 3. to develop and teach a well-considered set of courses that constitute a solid major and minor in visual art
 4. to develop and maintain an exhibition program, including the University Gallery, that enhances the curriculum
 5. to teach courses that satisfy the General Education program's emphasis on inquiry- based learning and prepare students for advanced work in visual art
 6. to maintain the connection between studio practice and theory through faculty and student research
 7. to allow students to connect theory and practice through internships and other learning opportunities beyond the department

B. Meeting Guidelines

Department meetings will be run according to the most recent edition of Robert's Rules of Order (<http://www.robertsrules.com/>) and WI state opening meeting laws (<https://www.doj.state.wi.us/sites/default/files/office-open-government/Resources/OML-GUIDE.pdf>) summary at (<https://www.wisconsin.edu/general-counsel/legal-topics/open->

[meetings-law/](#)).

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:
 - a. tenure recommendations
 - b. promotion of ranked faculty
 - c. retention of non-tenured faculty
 - d. merit rating of faculty/academic staff/unranked staff
 - e. hiring of new faculty/instructional academic staff
 - f. department bylaws, procedures, and policies
 - g. curriculum additions or changes
 - h. general department business
4. Full-time tenured faculty members may vote on all issues coming before the department unless such a 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 faculty. For personnel meetings, a two-thirds majority of those eligible to vote shall constitute a quorum. For work on a standing or ad hoc committee, a quorum shall consist of two tenure-track faculty members
2. Unless otherwise specified, a simple majority of those voting will be sufficient to pass the measure under consideration. Voting will occur by a voice vote or hand vote, and any member present can request a roll call vote. Members who join by teleconference or other electronic means and who have heard all the deliberations are eligible to vote.
3. In cases where a written ballot is required, late or improperly marked ballots shall not be counted. Ballots that are not received will not be counted, and abstentions and blank votes are treated as non-votes. Abstention votes in retention, promotion, and tenure matters are discouraged except where a conflict of interest exists, or the voter has little or no knowledge of the person being considered.

E. Changing By-Laws

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

III. Faculty/Staff Responsibilities

A. Faculty

Faculty responsibilities are referenced in section IV of the Faculty Senate by-laws entitled "Responsibilities of Departments, Department Members and Department Chairpersons" (<http://www.uwlax.edu/faculty-senate/articles-bylaws-and-policies/>).

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

A School of Education faculty member is an individual specifically hired as a teacher educator: an individual whose primary role is in a teacher education program that requires Wisconsin of Public Instruction (DPI) program approval or an individual who teaches required teacher education methods courses. Methods courses are those that focus on helping students learn

how to teach. (Faculty Senate recommendations on the role of School of Education Dean in personnel actions, 2009)

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
 - a. The department uses university standards for defining a full-time load. [Faculty Senate Policies VIII, UW-La Crosse Ranked Faculty Workload Policy](#) 8.b.1. "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

- a. 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.
- b. Mentoring is advisory. Faculty shall abide by the written bylaws and procedures of the department as published in the Department bylaws, UWL Human Resources Faculty and staff Handbook, and UWL Faculty Senate policies.
- c. The faculty mentor will provide assistance and guidance in the following areas:
 - i. Department and university procedures
 - ii. Committee memberships, departmental duties, etc.)
 - iii. Personnel issues (retention and tenure documentation, post-meeting reviews, etc.)
 - iv. Curricular development and classroom procedures
 - v. Pre-registration and student advising

B. Instructional Academic Staff Responsibilities and Expectations

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

<https://www.uwlax.edu/human-resources/services/talent-acquisition-and-employment/recruitment/> and will outline specific duties including teaching and any additional

workload. Total workload for IAS is defined as a standard minimum teaching load plus additional workload equivalency activity. See Faculty Senate Articles, Bylaws and Policies <https://www.uwlax.edu/faculty-senate/articles-bylaws-and-policies/>

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

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

C. Non-Instructional Academic Staff Responsibilities and Expectations

There are no NIAS positions in the department.

D. Student Evaluation of Learning Environment (LENS)

The department will follow the UWL Learning Environment Survey (LENS) policy and procedure available on the Faculty Senate webpage ([Link to UWL Faculty Senate LENS Policy](#)).

Results from student evaluation surveys are required for retention, tenure, post-tenure review, and promotion of tenure-track/tenured faculty and for renewal and promotion of Instructional Academic Staff. LENS summary reports (described in LENS Policy Section 1.C.3) must be included in promotion, retention, and tenure files.

IV. Merit Evaluation (Annual Review)

The results of merit reviews for all ranked faculty who have completed at least one academic year at UWL are due to the Dean's Office on October 1 annually. Merit reviews reflect activities during the prior academic year ending May 31.

The Merit Committee will be the Art Department Executive Committee. Members of the Merit Committee who are nominees for "high merit" will recuse themselves from deliberations on their self-nomination.

The principal function of the Merit Committee is to complete the annual merit review process for all ranked faculty members (tenured, tenure-track, and permanently budgeted Instructional Academic Staff). The Merit Committee will review and approve list of faculty receiving the statue of "merit" as determined by end-of-year-report; review and approve the merit self-nominations submitted by faculty seeking "high merit"; and review and approve any cases of faculty receiving "no merit." The Merit Committee will use the reviews to nominate department members for CASH Excellence Awards each year.

The Art Department recognizes faculty contributions in the areas of teaching, research, and service. Evaluation for the purposes of merit is described in the Promotion, Tenure, and Salary Committee Statement on Merit (December 2014). See a copy of the statement and links to the associated UW System personnel rules at: <https://www.uwlax.edu/globalassets/offices-services/human-resources/jpc-guide-to-faculty-promotions.pdf>.

Purpose and Rationale:

1. To evaluate all ranked faculty and IAS.
2. To provide constructive feedback on job performance within a departmental context
3. To acquaint the faculty with other department members' activities.

Evaluation Objectives:

1. To encourage collegiality and cooperation among faculty in different curricula areas.
2. To encourage excellence in teaching, scholarship, and service.
3. To encourage innovation and experimentation in teaching.
4. To provide direction to the department and department members.
5. To provide formative feedback to the faculty.

A. Evaluation Processes & Criteria

1. Faculty

- a. The merit review will be conducted by the Executive Committee, the body responsible for merit, in a closed session by the first Monday after Labor

Day in the Fall semester. As dates are set, the following should be considered:

- i. one week (5 business days) from Merit voting results to file appeal
 - ii. one week (5 business days) to schedule meeting of appeal
- b. The merit year runs June 1 – May 31.
- c. All ranked faculty who have completed at least one academic year at UWL will submit an electronic file of their Digital Measures “Annual Activity Report with Hyperlinks” to Department Chair by May 31. This will constitute the Merit Report that will be submitted to the Executive Committee for review.
- d. Faculty wishing to pursue high merit should inform the Chair by May 31 and submit to the Department Chair with their Digital Measures “Annual Activity Report with Hyperlinks” the High Merit Self Evaluation Form and narrative up to one page (**See Appendix G**) by this date.
- e. The Department Chair will make copies of Merit Reports available for the Executive Committee.
- f. The Executive Committee will meet to review and vote on Merit Reports by the first Monday after Labor Day in the Fall semester.
 - i. Using Merit Rubric (**See Appendix G**) each candidate will be considered for one of three categories: high merit, merit, or merit deficient
 - ii. 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.
 - iii. A majority vote by the Executive Committee is required to place a candidate in any category. The criteria for each category are outlined below.
 - iv. A decision to overturn a request for a faculty's request for “high merit” will be communicated in writing.
 - v. A decision to assign a faculty “no merit” will be communicated in writing.
- g. Following the merit vote, candidates will be informed of the results in a letter or email from the Department Chair that includes the merit category and any qualitative feedback provided by the Executive Committee members. Each candidate will have the option to meet with the Department Chair.
- h. All electronic materials will remain posted until any potential appeal procedures have taken place.
- i. The final Merit Report will be forwarded to the Dean's office by the Department Chair by October 1.
- j. Category Criteria (Tenure-Track and Tenured Faculty). 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.

- k. **Merit.** It is anticipated that most faculty will meet the expectation of merit by submitting the following documents in Digital Measures:
- i. *Teaching Evidence*
 - 1. Syllabi conforming to UWL standards for all courses
 - 2. Teaching evaluation/LENS Summary Reports and Comments or other teaching evidence such as peer observation (TAI is not required)
 - 3. When assigned, advisement of students
 - 4. Documentation of reassigned time (e.g., studio release, gallery, administrative duties) coordinated by the Chair
 - ii. *Scholarship*
 - 1. At least one item from the primary scholarship list OR one item from the secondary scholarship list OR two items from tertiary scholarship areas. (**See Scholarship Appendix A**)
 - iii. *Service*
 - 1. Attend all scheduled Department meetings (unless excused)
 - 2. Serve on at least one Department Committee
 - 3. Attend one commencement ceremony per academic year
 - 4. Participate in recruitment activities (e.g., campus close-up, creative imperatives, VAC) and other efforts to promote the department.
- l. **High Merit.** For faculty seeking high merit, a Self-Evaluation form is to be submitted, together with a narrative of up to one page. The Department will provide the TAI in addition to the LENS Summary Report for High-Merit candidates.
- m. **Merit Deficient.** Any of the following disqualifies a faculty member from earning merit:
- i. Violations of applicable ethical codes for teaching or research
 - ii. met with classes less than 75% of the required time
 - iii. rarely available to students outside of class/failure to hold office hours
 - iv. no syllabus or inadequate syllabus
 - v. content and material clearly out of date
 - vi. content and/or tests did not reflect course outlines or objectives
 - vii. inappropriate treatment of students (as outlined in the university guidelines)
 - viii. fails to meet with advisees
 - ix. deficient university service (e.g., no committee work and/or poor committee service such as not attending meetings)
 - x. deficient departmental service (undependable, abuses of power)
 - xi. deficient scholarship (e.g., no signs of professional development)
 - xii. no evidence of trying to attain goals stated by the candidate

him/herself.

- xiii. not entering or updating Digital Measures data
- xiv. chronic violations with P-Card and/or studio budgets
- xv. chronic negative evaluations of reassigned time
- xvi. removal from faculty senate and/or faculty senate committee(s)

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

Instructional Academic Staff (IAS) in permanent budget lines are also referred to as “Redbooked.” IAS Staff in these positions are assigned 15 credits per semester. The criteria articulated for faculty above are expected of IAS instructors except for the following:

- a. IAS staff that do not have the expectation of scholarship specifically written into their contract will not have to meet the scholarship expectations for merit or high merit considerations.
- b. IAS staff that do not have the expectation of service specifically written in their contract will not have to meet the service expectations for merit or high merit considerations.

3. Non-Instructional Academic Staff (if included in merit processes, otherwise see VII). There are no NIAS in the department.

4. Department Chair (if applicable)

If the Department Chair is internal to the department, they follow the same Merit procedure as all faculty. If the Department Chair is external to the department, they complete Merit in their home department.

5. Distribution of Merit Funds

When merit funds are available, they will be distributed equally among those who are deemed “meritorious” or above.

6. Appeal Procedures (if applicable)

Appeals must be made in writing to the Executive Committee within 5 business days of receiving the merit decision. Appeals should only be made if there have been significant errors or omissions in the faculty member’s annual report. The Executive Committee will meet to review the appeal within 5 business days of the notification of the appeal. A quorum will be obtained if 2/3 of those eligible are in attendance at the appeal meeting. A majority vote is required to change the original decision. All voting committee members are expected to read the appellant’s file before rendering a decision. Absentee or proxy ballots will not be allowed. The meeting will be moved into closed session with a roll call vote citing the proper statute, which is 19.85 (1) (c) for performance evaluation (e.g., “Motion to convene in closed session for the purpose of considering performance evaluations as provided in Section 19.85 (1) (c) of Wisconsin Statutes.”). Voting during the closed session will take place with a hand vote. Minutes of the meeting and the vote will be taken by the Chair and distributed

following the proceedings. The Department Chair will transmit the action to the appellant following the proceedings.

V. Faculty Personnel Review

The department will follow the policies regarding retention and tenure described in the Faculty Personnel Rules (UWS 3.06 - 3.11 and UWL 3.06 -3.08)

<http://www.uwlax.edu/Human-Resources/Unclassified-Personnel-Rules/>

Tenure/retention decisions will be guided by the criteria established in the by-laws at the time of hire unless a candidate elects to be considered under newer guidelines. The criteria outlined in Section V. A & V. B. "Faculty Personnel Review" in these by-laws should be applied to faculty with a contract date after January 22, 2019

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

1. Retention (procedure, criteria and appeal)

- a. Faculty under review provide an electronic portfolio related to their teaching, scholarship, and service activities extracted from their date of hire to June 30th of review year. Hyperlinked syllabi are required, and the candidate may choose to provide additional evidence. Additional materials may be required for departmental review and will be indicated in these bylaws. See Appendices A, B, and C for Art Department statements on Teaching, Scholarship and Service.
 - i. The School of Education Dean should review a School of Education candidate's work as a teacher educator and write a letter that addresses the candidate's professional contributions (teaching, scholarship, and service) related to DPI standards and expectations for teacher education, and the candidate's contributions to the larger educational community (Faculty Senate recommendations on the role of School of Education Dean in personnel actions, 2009). For contract-renewal reviews, the School of Education Dean will review a School of Education candidate's work as a teacher educator and provide written feedback that addresses the candidate's professional contributions (teaching, scholarship, and service), expectations for teacher education, and contributions to the larger educational community. The SOE Dean will simultaneously transmit the feedback to the candidate and the chair. The feedback will be included as one component of the candidate's materials reviewed by the department. The department chair is responsible for submitting the candidate's portfolio to the SOE Dean no fewer than 7 days prior to the departmental review; however, for efficiency purposes, it is recommended instead that the candidate submit the portfolio to the SOE Dean at the same time that it is submitted to the chair for departmental.
- b. Faculty will in addition provide a narrative statement, which will not exceed 3 pages of narrative and up to 1 page of goals. The candidate will upload the narrative into the electronic portfolio system under Your Activities Database

Main Menu>Personnel Review/Promotions Materials>Retention/Tenure/Post Tenure or Merit Review. The narrative statement should include the following.

- i. An Individual Faculty Goals Plan
 1. It is the responsibility of each Department of Art faculty member undergoing full review to design a professional development plan that clearly defines goals/objectives relating to each of the three criteria areas (teaching, scholarship and service). The plans should include goals in each area. Candidates should also comment on their goals from the previous year (and should include those previous goals in a truncated form). Candidates are strongly advised to discuss their goals with fellow faculty and/or faculty mentor before submitting them to the Retention Committee.
- ii. A narrative statement regarding teaching, scholarship and service.
 1. For teaching, a teaching philosophy is appropriate as are descriptions of teaching developments. For scholarship and service, the candidate should endeavor to provide the reader with some context for understanding the meaning and importance of the activities. Candidates are encouraged to read the Joint Promotion Committee guidelines for a more complete description of the role of narratives in the review of faculty activities.
- iii. Departments will provide the following materials to the dean:
 1. Department letter of recommendation with vote;
 2. Teaching assignment information (TAI) data sheet that summarizes the courses taught, workload data, grade distribution and LENS results by individual course and semester (which are only available after completing a full academic year); and
 3. Merit evaluation data.
- iv. The initial review of probationary faculty shall be conducted by the tenured faculty of the appropriate department in the manner outlined below.
- v. All first-year tenure-track faculty will be formally reviewed in the spring of their first year. A departmental letter will be filed with the Dean and HR. Formal reviews resulting in contract decisions will minimally occur for tenure-track faculty in their 2nd, 4th and 6th years.
- vi. Non-contract Reviews. In the years when a probationary faculty member is not being reviewed for a contract renewal (i.e., a “non-contract renewal review”) the review process should follow the department by-laws forwarding the resulting letter simultaneously to the probationary

faculty member, the Dean (the Dean of SOE if applicable) and HR. The Deans have agreed to a **MAY 1** deadline as the latest for non-contract review letters. One of the most common concerns voiced by junior faculty nationally is a lack of clear criteria regarding retention, tenure and promotion. Clear expectations are a benefit to the department and its faculty. Non-retention decisions (including tenure) should not be a “surprise” to the candidate. Formal communication with the candidate regarding their progress should include specific references to concerns raised about performance.

vii. Procedure

1. Committee Membership. Retention Committee shall consist of all tenured members of the Department of Art. In cases where a committee consists of fewer than three faculty members, the Department Chair shall work with the Dean to establish an appropriate committee using these guidelines.
2. Classroom Evaluations. Classes taught by the probationary faculty member will be observed and evaluated by a Classroom Evaluation committee member(s). Ideally, classroom observations will include two different courses. The evaluator will assess the classroom experience they observed in a report to the faculty member, the Peer Review Committee, and the Department Chair.
3. Timeline. Retention reviews are usually conducted in the fall semester. At least 20 days prior to the annual retention review, the Department Chair will notify each probationary faculty member in writing of the time and date of the review meeting.
4. Submission of Materials. The Department Chair will remind candidates to upload retention materials and any supplemental materials they deem appropriate to the Retention Committee at least seven days prior to the date of the review meeting. The Department Chair will supply the TIA, Lens Summary Report, and Merit forms for each probationary faculty member to the Retention Committee with the Digital Measures material. See Appendices A, B, and C: Art Department Statements on Teaching, Scholarship, and Service.
5. Meeting and Voting. Probationary faculty members may make oral or written presentations at the review meeting. The Requirements of the Wisconsin Open Meeting law shall apply to the review meeting. Using the criteria listed below, the Retention/Tenure Review Committee will evaluate each probationary faculty member’s performance based on the completed uploaded Digital Measures report and any other information, written or oral, presented to the committee by the probationary faculty member. Votes shall be cast by a show of

hands or ballot on a motion to retain. At least two-thirds majority of tenured faculty attending the meeting is necessary for a positive retention recommendation. The committee Chair shall record the results of the vote. In the case of non-renewal recommendation, the committee shall prepare written reasons for its decision. These reasons shall be retained by the committee until requested by the probationary faculty member. Within seven working days of the review meeting, each probationary faculty member shall be informed in writing by the committee Chair of the results of the retention review. In the event of a positive retention decision, the written notice shall include concerns or suggestions for improvement identified by the committee. The letters, positive or negative, shall be written by the committee chair within two-week days of the review meeting and given to the committee for review for a period of 4 weekdays before being passed on to the department Chair.

6. **Criteria.** The members of the Retention Committee shall use the submitted material to judge each probationary faculty member's performance in the areas of teaching, scholarship, and service. Of these areas of responsibility, teaching is most important. After establishing a record of successful teaching, a program of continued scholarship is necessary for retention and, ultimately, a positive tenure recommendation. Service is also an important faculty responsibility. For each probationary faculty service record should be established after demonstrated success in teaching and scholarship (see Appendices A, B, and C: Department Statements on Teaching, Scholarship and Service).
7. **Appeal.** If a non-renewal recommendation is made by the Retention Committee, the probationary faculty member may request reasons for the recommendation. This request must be made in writing within 10 days of the non-renewal notice. The Chair of the Retention Committee shall supply these reasons in writing within 10 days of the request. The request then becomes part of the personnel file of the probationary faculty member. If the probationary faculty member wishes a reconsideration of the initial non-renewal recommendation, they shall request such a meeting in writing within two weeks of the receipt of the written reasons for non-renewal. The procedure for the reconsideration meeting is detailed in UWL 3.07 (4), (5), and (6). (cf. Faculty Personnel Rules UWS 3.06 – 3.11 and UWL 3.06 – 3.08; and UWL Employee Handbook, pp. L-9 through L-15.)

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

The granting of academic tenure represents a long-term commitment of institutional

resources which requires proof of excellence in past performance and a forecast that an individual faculty member's intellectual vitality and future contributions will continue to be of high quality for many years to come. Non-tenured instructors should not expect an award of tenure solely on the fact that their contracts have been consistently renewed. The procedures for making tenure decisions and recommendations for probationary faculty parallel procedures for retention and are based on the body of work evidenced during the individual's time in rank. Tenure will be granted with a two-thirds majority vote by tenured faculty attending the meeting.

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

- i. Consistent evidence of a strong commitment to student learning and to quality teaching (as defined by the departments' statement on teaching) See Appendix A.
 - ii. Evidence of a consistent program of scholarly inquiry (as defined by the departments' statement on scholarship.) See Appendix B.
 - iii. Specifics regarding departmental expectations regarding service (as defined by the department's statement on scholarship).
 - iv. Junior faculty should pay close attention to retention letters as guides for promotion and tenure recommendations from the department.
- b. Meeting and Voting
- The Department of Art will follow the Open Meeting Law and Tenure Decisions from: <https://www.wisconsin.edu/general-counsel/legal-topics/open-meetings-law/> practices relating to consideration of tenure: Under Wis. Stat. 19.85 (1) (b), a closed session may be held with "considering the grant or denial of tenure for a university faculty member." but the tenure candidate must be notified that he or she "has the right to demand that the evidentiary hearing or meeting be held in open session." The General Council advises institutions to continue the system's long-standing practice of holding open sessions for the entire departmental review process, including deliberations and the tenure vote, where the tenure candidate so requests. Probationary faculty members may make oral or written presentations at the review meeting. The Retention/Tenure Review Committee will evaluate each probationary faculty member's performance based on the completed uploaded Digital Measures report and any other information, written or oral, presented to the committee by the probationary faculty member. Votes shall be cast by a show of hands on a motion to retain. At least two-thirds of the majority is necessary for a positive retention recommendation. The committee Chair shall record the results of the vote. In the case of non-renewal recommendation, the committee shall prepare written reasons for its decision. These reasons shall be retained by the committee until requested by the probationary faculty member. Within seven days of the review meeting, each probationary faculty member shall be informed in writing by the committee Chair of the results of the retention review.

In the event of a positive retention decision, the written notice shall include concerns or suggestions for improvement identified by the committee. The letters, positive or negative, shall be written by the committee chair within 2 weekdays of the review meeting and given to the committee for review for a period of 4 weekdays before being passed on to the department Chair.

c. Criteria

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

d. Reconsideration

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

3. **Post-tenure Review** The department follows the UWL procedure and schedule regarding post-tenure review <https://kb.uwlax.edu/104244>

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

The specific departmental post-tenure review process and evaluation criteria are outlined below.

The Post-Tenure Review committee will be comprised of all tenured faculty members from the Art Department. The Department Chair serves as the chair of the committee. If the chair is being reviewed, a senior member of the faculty will be chosen to chair the committee. The committee is charged with implementing the university's policy aimed at contributing to the continuation of faculty growth and development. If there are fewer than three tenured faculty in the department, faculty from outside the department will be invited to serve. This selection would be made in consultation with the Dean and faculty member under review. A faculty member is expected to receive a satisfactory review to continue in the 5-year cycle.

The School of Education Dean will review a School of Education faculty member's work as a teacher educator and provide written feedback to the department chair that addresses the candidate's professional contributions (teaching, scholarship, and service) and expectations for teacher education, and the faculty member's contributions to the larger educational community. The SOE Dean's feedback will be

considered by the department and noted in the letter regarding the candidate.

a. Procedures

- i. The Department Chair initiates the procedures by notifying the faculty member under review as well as establishing the committee.
- ii. Tenured faculty will be reviewed every five years in the fall. Newly tenured faculty will be reviewed five years after tenure was granted, senior faculty will be reviewed every five years after their first review.
- iii. 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.
- iv. At least seven calendar days prior to the Post-Tenure Review Committee meeting, the faculty member under post-tenure review must submit an electronic report from the electronic faculty activity portfolio system (Individual Personnel Report with Hyperlinks) drawn from the last date of tenure (use January 1 of the tenure year if first post-tenure review) or last post-tenure review to the date of the committee review. The faculty member under review must ensure that the report is up to date on 5 years of activities and includes the following materials: 1) hyperlinks to at least one syllabus for each course taught in the past five years; and 2) hyperlinks to evidence of scholarly activities associated with the specific entry (e.g., publication, grant, presentation, etc.). Hyperlinks for service are not required. Candidates shall submit an abbreviated 1-2 page narrative highlighting their accomplishments in teaching, scholarship, and service over the last five years.
- v. At least seven calendar days prior to the Post-Tenure Review Committee meeting, the Department Chair must provide the committee with the faculty member's LENS results for each semester of the last five years and their TAI report.
- vi. The Post-Tenure Review Committee reviews the post-tenure review file (i.e., Individual Personnel Report with Hyperlinks) and by majority vote determines either that the faculty member "Meets Expectations" or "Does Not Meet Expectations" in each of the areas of Teaching, Scholarship, and Service. Note: 1) the Individual Personnel Report should be edited in Word and saved in PDF format; and 2) all files uploaded into the electronic portfolio system should be in PDF format.
- vii. If there is a finding of "Meets Expectations" for all three areas (Teaching, Scholarship, and Service) the Post-Tenure Review Committee Chair provides a letter to the Dean and the faculty member within 14 calendar days of the personnel meeting (no later than December 15) with the following information: 1) The date and numerical result of the vote indicating the overall categorization of "meets expectations" for the faculty member. The letter should include

the names of all of the tenured faculty who voted and the committee chair's signature; 2) A brief description of the consensus points of the committee regarding the faculty member's strengths in teaching, scholarship, and/or service that formed the basis for the committee's "meets expectations" decision. Additional detail regarding this finding is presented in the UWL procedure and schedule regarding post-tenure review approved by the UW System Board of Regents in November 2016, available at the following link: <https://www.uwlax.edu/human-resources/post-tenure-review-policy/>

- viii. Detail regarding a "Does Not Meet Expectations" finding for any or all of the areas (Teaching, Scholarship, Service) by the Post-Tenure Review Committee is provided in the UWL procedure and schedule regarding post-tenure review approved by the UW System Board of Regents in November 2016, available at the following link: <https://www.uwlax.edu/human-resources/post-tenure-review-policy/>

b. Departmental Post-Tenure Review Criteria

- i. Scholarship. The Department expects each tenured faculty member to engage in scholarly activities that may include:
 - 1. Maintaining the quality of the faculty member's teaching activities
 - 2. Keeping up with knowledge of what constitutes effective teaching in the discipline
 - 3. Developing new areas of knowledge and innovation germane to their discipline
 - 4. Professional exhibitions, presentations, and publications

Performance in Scholarship may be deemed "does not meet expectations" if none of the above (or similar) activities occur at a satisfactory level, unless circumstances have led to an agreement between the Department and the faculty member that scholarly activities be reduced (e.g., a faculty member having significant service responsibilities or an unusual teaching load).

- ii. Service. The Department expects each tenured faculty member to volunteer for and serve on committees that contribute to the success of the Department and University in fulfilling their missions. The Department expects faculty to:
 - 1. Regularly attend and participate as an active member in department and committee meetings
 - 2. Attend at least one UWL graduation ceremony per year
 - 3. Keep up with current curriculum requirements and participate in advising students

4. Maintain professional affiliations outside the university

Performance in Service may be deemed “does not meet expectations” if none of the above (or similar) activities occur at a satisfactory level, unless circumstances have led to an agreement between the Department and the faculty member that service activities be reduced (e.g., a faculty member holding a significant research grant or an unusual teaching load).

- iii. Teaching. The department expects each faculty member to teach courses in their areas of expertise; the expected teaching load is the equivalent of 12 semester-hours for faculty members without other duties involving reassignment from teaching. Under special circumstances faculty may be granted a reduced load (e.g., a faculty member holding a significant research grant or unusual service responsibilities). Faculty shall:

1. Develop an acceptable (in the judgement of their peers) syllabus including appropriate readings and other activities for each course
2. Develop acceptable (in the judgement of their peers) and fair (in the judgement of their peers) methods of evaluation for each course
3. Meet with their students as scheduled for classes or make provisions for acceptable alternative activities

Performance in Teaching may be deemed “does not meet expectations” if none of the above (or similar) activities occur at a satisfactory level, unless circumstances have led to an agreement between the Department and the faculty member that teaching activities be reduced (e.g., a faculty member holding a significant research grant or additional service responsibilities).

- iv. 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.

c. Documentation

- i. The letter provided by the chair of the post-tenure committee to the Dean includes:
 1. 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.

2. 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.
- ii. The Dean's response can endorse the committee's decision or can provide documentation that refutes it. From the Dean, the department's decision is either supported or challenged and it moves through the system policy as articulated in the link at the start of this section.

4. Faculty Promotion Procedures (procedure, criteria and appeal)

The department will follow the guidelines and schedules regarding faculty promotion available at <http://www.uwlax.edu/Human-Resources/Faculty-Promotion-Resources/>

The department promotion procedures are designated to facilitate the implementation of the guidelines outlined in the UW-La Crosse Employee Handbook. The department chair or applicable personnel committee chair will provide the promotion portfolio for any School of Education faculty in the department to the School of Education Dean at least seven calendar days in advance of the scheduled review. The SOE Dean will provide written feedback simultaneously to the candidate and the chair prior to the meeting. The portfolio will be reviewed on the candidate's professional contributions (teaching, scholarship, and service) and expectations for teacher education, and the faculty member's contributions to the larger educational community. The SOE Dean's feedback will be considered by the department and noted in the letter regarding the candidate.

a. Review Process

- i. Subsequent to the Chair receiving notification from the Provost of candidate's eligibility for promotion in rank, candidates will be informed in writing by the Chair of eligibility at least 20 days prior to the scheduled and publicized promotion review meeting. The date and time for the promotion review meeting is set by the department. Candidates are informed of the Wisconsin open Meeting Rule and are advised to prepare the Faculty Promotion Report and other written material in support of their candidacy.
- ii. During the review meeting, the ranked faculty will review and discuss oral and written material and the results of students and peer evaluations. At the time of the promotion meeting, a tenured faculty member will be chosen as Chair of the Promotion Committee and will write the letter representing the committee's views of the strengths of the candidate that qualify him/her for promotion according to departmental standards. Within two days of the promotion meeting/vote, the committee chair will circulate the letter to the rest of the committee. The committee will have four days to provide commentary regarding ways to strengthen the letter and/or corrections

regarding the content. A copy of the letter shall be provided to the candidate at least one day prior to the submission of the promotion file to the respective dean and within seven days of the departmental decision. The recommendation shall be accompanied by the results of student and peer evaluations and other appropriate supporting materials.

- iii. The Promotion Committee for faculty pursuing promotion to Associate Professor will consist of ranked Associate Professors. The Promotion Committee for faculty pursuing promotion to Professor will consist of ranked Professors. The committee will vote by raising hands or roll call. In cases where a committee consists of fewer than three faculty members, the department chair and candidate shall work with the Dean to establish an appropriate committee using these department bylaws as guidelines.

b. Criteria

To be considered for promotion to a higher rank, faculty must meet the minimum University criteria as stated in the UWL Faculty and Staff Handbook. For the rank of Associate Professor, a candidate must provide evidence of teaching excellence and the establishment of a program of scholarship. Evidence of teaching excellence will include the results of self, peer and student evaluations of instruction. (see Appendix A) Scholarship will be consistent with the Department's definition of scholarly activity (see Appendix B). To be promoted to the rank of Professor, a faculty member must show evidence of continued excellence in teaching, significant scholarly productivity and substantial service activity. Continued teaching excellence is measured by the results of self, peer and student evaluations.

Significant scholarly productivity is judged by the quality and quantity of exhibitions, presentations, publications, and grant acquisitions. Substantial service activity will include service to the department, the institution and the profession. (See Appendix C) A candidate for Full Professor must also have a leadership role in enhancing curriculum, provide strong leadership in department review and is well respected at school and college level for university and professional service. Data describing the candidate's performance in the above areas will be collected according to the procedure approved by the Department.

c. Reconsideration

Candidates who are not recommended for promotion may request the reasons for the non-promotion recommendation. This request must be submitted in writing to the Department Chair within seven days of the notice of the Committee's recommendation. With two weeks of receiving the written reasons, the candidate may request, by writing to the Department Chair, reconsideration by the Promotion Committee. The faculty member will be allowed an opportunity to respond to the written reasons using written or oral evidence and witnesses at the reconsideration meeting. Written notice of the reconsideration decision shall be forwarded to the Dean

within seven days of the reconsideration meeting. (cf UWL Employee Handbook, pp. L-9 through L-15).

d. **Review of Faculty who are School of Education affiliated faculty**

The SOE and content Dean will receive and review the portfolio at the same time and will each forward their recommendations to the Provost. For retention and tenure, if there are discrepant reviews of a candidate, the Provost will confer with the Deans to ensure DPI policies and expectations are applied.

VI. Instructional Academic Staff Review

A. Annual Review

In accordance with Unclassified Personnel Rules Chapter 10, academic staff (instructional and non-instructional) will be evaluated annually. <https://www.uwlax.edu/human-resources/services/employee-relations/performance-management/>

Academic staff members' prior year teaching record will be evaluated by the Art Department's Classroom Teaching Evaluation Committee and weighed heavily in the deliberations over reappointment. All instructional academic staff are evaluated on the following criteria:

- Knowledge of subject matter/quality of preparation
- Quality of presentation
- Ability to express ideas
- Observations of student engagement
- Quality of students' work
- Student evaluation of instruction every semester
- Maintaining and developing studio area (if appropriate)

Academic staff are required to have an observational classroom teaching visit performed by at least two members of the Classroom Teaching Evaluation Committee every year with a written evaluation of this classroom observation to be filed with the chair. A copy of this evaluation will be given to the instructor being evaluated.

B. IAS Promotion Procedures

Policies and procedure guiding promotion for IAS are available at <http://www.uwlax.edu/human-resources/ias-promotion-resources/>

Instructional Academic Staff Members under evaluation for career progression will provide an electronic portfolio related to their teaching, scholarship (optional unless specified in contract), and service activities extracted from their date of hire to date of review by the first Friday in October. Hyperlinked syllabi are required, and the candidate will provide additional evidence. Additional materials may include evidence of the following:

- Undergraduate Advising
- Maintaining and developing studio area
- Lab Scheduling

- Curriculum Development
- Participating in Recruitment/Outreach
- Developing/Teaching/Attending Workshops
- In-Service Training
- Exhibition Record
- Participating in Mentoring

The Art Department's Personnel Committee (all tenured and tenure-track faculty) will review the candidate's portfolio materials for a vote of support or nonsupport. Department of Art will provide the entire portfolio materials to the dean by the first Friday in December (in accordance with University policy). Portfolio Materials include:

1. Candidates report generated from Digital Measures
2. Department letter of recommendation with vote
3. Teaching Assignment Information (TAI) data sheets summarizing courses taught, workload data, grade distribution and LENS results by individual and semester (which are only available after completing a full academic year).

C. Appeal Procedures re: Annual Review

Under current rules academic staff do not have the rights to appeal review provided to faculty if they have fixed term appointments. Non-renewal of a fixed term appointment is not dismissal under the rules. IAS would be covered under Chapters 13 for complaints and grievances (http://www.uwlax.edu/hr/rules/All.htm#_13).

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

A. Annual Review

In accordance with Unclassified Personnel Rules Chapter 10, academic staff (instructional and non-instructional) will be evaluated annually (<https://www.uwlax.edu/human-resources/services/employee-relations/performance-management/>). Performance reviews of non-instructional academic staff (NIAS) are due to Human Resources from the Dean's office no later than July 31.

VIII. Governance

A. Department Chair

1. Election of the Department Chair

All tenure-track faculty and instructional academic staff/Lecturers with at least 65% appointments in the Department at the time of the election are eligible to vote in the election for a chair. Election is by confidential online survey, issued by the Dean of the College of Arts, Social Science, & Humanities. As provided by University bylaws, a candidate must obtain 60% of the votes of those voting to be elected. If no candidate obtains this level of support, there will be a second election with a choice between the two candidates with the highest number of votes in the first round. The candidate who receives the highest number of votes in the second round will become chair.

2. Responsibilities and Rights of the Department Chair

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

The duties of the chair will be as defined in the Faculty Senate bylaws. In addition, references to duties of department chairs are contained in the Faculty Handbook.

B. Standing Departmental Committees & Service Roles

Committees are given a specified charge, prepared by the department chair, at the beginning of each academic year. Unless otherwise specified, committee/service assignments are made by the department chair at the end of the spring semester/academic year for the following fall. The department chair may appoint a task force as needed.

1. Executive Committee. The principal function of the Executive Committee is to advise the Department Chair on issues pertaining to:
 - a. Personnel matters (including student and faculty grievances and merit review).
 - b. Strategic priorities and the implementation of the department's strategic plan.
 - c. Scheduling (including determining which courses will be offered and who will teach them; reviewing times and rooms; and attempting to minimize time conflicts among the department's courses).
 - d. Departmental policy development or amendment (including engaging in regular review and update of the departmental bylaws).

Membership: The Executive Committee will consist of four members, each with two years of experience in the department: Department Chair, one member elected by and from assistant professors; one member elected by and from associate professors; one member elected by and from professors. Instructional Academic Staff (IAS) representative may be called in as a consultant position to the Executive Committee in matters pertaining to IAS.

Members will be elected for staggered three-year terms to provide continuity on the committee. Elections will take place at the last faculty meeting of the academic year (for the following academic year) and will be done by written ballot (See Section II, C – Voting Procedures). To allow for staggered membership, the first election will include a three-year member, a two-year

member, and a one-year member. The second-year election will be for one individual who will replace the one-year term member and begin as a three-year member, allowing for a natural rotation in subsequent years. If there are no eligible candidates in a faculty rank, the seat will open to the full department pool. If at any time a member of the committee must resign their seat, the vacancy will be immediately filled by the election's runner(s)-up in order of highest number of votes. If runner(s)-up are unable to serve, the department will hold a new election.

2. Merit Committee. The Merit Committee will be the Art Department Executive Committee. Members of the Merit Committee who are nominees for "high merit" will recuse themselves from deliberations on their self-nomination. The principal function of the Merit Committee is to complete the annual merit review process for all ranked faculty members (tenured, tenure-track, and permanently budgeted Instructional Academic Staff). The Merit Committee will review and approve list of faculty receiving the statue of "merit" as determined by end-of-year-report; review and approve the merit self-nominations submitted by faculty seeking "high merit"; and review and approve any cases of faculty receiving "no merit." The Merit Committee will use the reviews to nominate department members for CASSH Excellence Awards each year.
3. Art Exhibition Program Committee. This is an advisory committee to the Gallery Director to assist with gallery-related issues and program direction. Membership shall consist of the Gallery Director serving as committee chair, and one or more other faculty members or instructional academic staff. The VPA Director sits on this committee in an advisory capacity.
4. Assessment. All aspects of Department assessment are the responsibility of this committee including programmatic assessment, General Education Assessment (as defined by the University's Gen Ed Assessment Committee), and Writing in the Major Assessment (as defined by the University's WIM Program). These tasks include:
 - Developing an assessment plan and communicating it to Department faculty.
 - Collecting and preparing data and writing reports for the Department as well as the University's Program Assessment Committee (UPAC), the General Education Assessment Committee (GEAC) and for the department's Academic Program Review (APR).
 - Determining which courses will be assessed each semester in consultation with the department.
 - Reporting to and consulting with the Curriculum Committee and the Department to guide and refine assessment practices and subsequent curriculum developments.

- Attending meetings and workshops related to assessment and reporting back to the Department.

The Assessment Committee shall have at least three members, faculty or instructional academic staff, with at least one renewing member.

5. Classroom Evaluation. The members of this committee will visit the classrooms of department members, including Instructional Academic Staff, and fill out evaluation forms for purposes of promotion, tenure and retention. All non-tenured faculty and IAS must have a classroom evaluation once a year. In cases of IAS on one semester contracts, it may be necessary to conduct evaluations twice a year. Tenured faculty members need not be evaluated unless they are applying for promotion or having a post-tenure review. The committee will have three members, and all evaluations shall be conducted by at least two of the three members.
6. Curriculum. New courses, course revisions, and changes in overall academic programs such as majors and minors will be prepared by this committee and presented to the full department for approval. Committee members shall attend meetings of relevant university committees, including the Undergraduate Curriculum Committee and the General Education Committee to seek approval of curricular changes on behalf of the department. The Curriculum and Assessment Committees, working together and in consultation with the art historian, will guide the department's Writing in the Major Program. The committee will have three members (faculty or instructional academic staff), appointed for the academic year, with at least one renewing member, and ideally at least one member on both Curriculum and Assessment committees.
7. Portfolio Review Committee. This committee will review the portfolios of incoming and transfer students for purposes of awarding course credit, and the committee will establish the schedule and process for doing so each semester. Membership will be three faculty/instructional academic staff who teach Foundations courses. The committee shall be appointed each academic year, but with a preference for those who have served in prior years. The committee also will develop policies regarding Advanced Placement credit for incoming students.
8. Scholarship Committee. This committee will meet in the spring semester of each academic year to make recommendations to the UWL Foundation regarding which students should receive the scholarships that are available to students in the department's various majors and minors. The committee also will establish the schedule and procedure for applying for scholarships each year, including a portfolio review, and shall publicize the availability of the scholarships to be awarded. There will be three members, faculty or instructional academic staff, with one continuing from the prior year.

9. Recruitment Committee. Responsible for all aspects of recruiting new students, including without limitation representing the department as Campus Close-up events, giving department tours to prospective new art students, determining best recruiting practices and coordinating revisions to the department's recruiting materials and web site. Three members, faculty/instructional academic staff, appointed each academic year. The VPA Director sits on this committee in an advisory capacity.

10. Tenure/Retention Committee. All tenured faculty shall serve as a committee to review the retention and tenure of non-tenured faculty members. Subject to university rules and timetable established by university authorities, the committee will vote on promotion, tenure, and retention, as relevant to each candidate. A chair of the committee will be elected for each deliberation, with the responsibility of drafting a letter to the Dean and other university authorities that accurately reflects the deliberations of the committee. Membership is automatically conferred by tenured status and is continuous, as long as an individual remains a tenured faculty member in the department.

11. Art Appreciation Course Coordinator. In consultation with the Department Chair and/or Art Department Executive Committee the Art Appreciation Course Coordinator's role is to:

- Communicate and share resources with Art Appreciation instructors
- Serve as point person for Art Appreciation instructors
- Organize course assessment
- Facilitate textbook adoptions
- Maintain curriculum (online and in-person) and initiate and/or contribute to ongoing course developments as needed
- Advocate for funding to support major curriculum developments/designs as needed
- Advocate for classroom and technology needs
- Work with Department Chair on special tasks as needed
- Serve as Chair of Art Appreciation Advising Committee

This role constitutes all or a portion of a faculty member's service load and will be assigned annually by the Department Chair (1-3 credits).

12. Art Appreciation Advising Committee. This committee comprises all IAS in budgeted instructional lines ("red-booked") and Tenure Track Faculty who teach Art Appreciation (specifically anyone planning to teach the course within the next academic year). The Art Appreciation Course Coordinator will serve as the chair of this committee. The committee is convened at the discretion of the committee chair as needed for advisement or voting on

curriculum developments, course changes (to technology, modality, textbook, etc.), and any other relevant issues. The general expectation is that this committee will meet at least once or twice a year. Ad hoc faculty members who teach Art Appreciation are welcome to join the committee but not required.

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

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

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

1. The department programmatic assessment plan will be coordinated by the assessment committee.
2. Information for the plan will be gathered with input from the department.
3. At least annually, the findings from the assessment committee will be communicated to the department
4. The assessment committee, with assistance from the department chair, will develop the assessment section of the Academic Program Review (APR) for the department on the schedule set by the Provost's Office.

D. Additional departmental policies

1. Sick leave. Department members will account for sick leave in adherence to the most current UW System guidelines: <http://www.uwsa.edu/hr/benefits/leave/sick.htm>. Vacation. For unclassified staff, 12-month employees garner vacation time, 9-month employees do not.
2. Salary Equity Policy.
UWL utilizes CUPA peer data to benchmark faculty and staff salaries (or UW System matches if CUPA data does not exist). Faculty and IAS salaries are benchmarked by rank and discipline whenever possible. The Faculty Senate Promotion, Tenure and Salary (PTS) committee reviews trends in data regarding equity, inversion and compression and makes recommendations for the disbursement of salary equity funds and/or pay plan (if available). Departments do not have the ability to make equity adjustments and Deans only have a limited ability when guided by PTS/Faculty Senate procedures. Individuals with job offers from another institution should provide the written offer to their chair and Dean for potential consideration of a salary adjustment if approved by the Provost and Vice Chancellor of Administration and Finance.
3. Family Medical Leave Act and other types of leave must comply with applicable federal, state, and university laws and policies.
4. Salary equity adjustments may be made in accordance with policies established by

the university and the College of Arts, Social Sciences, & Humanities, as feasible and funds are available.

5. Family friendly policy. In an attempt to help staff and faculty balance their work and family lives, the department will endeavor to schedule meetings between the hours of 8:30 AM and 5:00 PM. Additionally, childcare and eldercare duties will be considered when setting class schedules if requested by the faculty member. The department recognizes that it may not be possible to accommodate all such requests.
6. Travel. Tenure-track faculty are entitled to a professional travel allowance, disbursed annually, as funds are available. Such funds may be used for professional travel only, including without limitation, professional conferences, exhibitions, and travel associated with research. Faculty requests for travel must be made each academic year not later than December 15, and if some faculty members do not submit such requests, the available funds will be reallocated to others. IAS may also request travel support from the department, and funds will be provided as available.
7. Budget. Tenure-track faculty members may receive a "studio account" for equipment in her/his discipline. All faculty members, including IAS, will also establish course fees for their courses. Faculty members are advised to consult with the department chair and ADA to adjust course fees as necessary. Each individual faculty member is responsible for balance all accounts assigned to her/him and for submitting appropriate document to the department office in a timely fashion.
8. Internships. All internships will be subject to conditions set by the faculty member and appropriate university offices. Internships may be paid or unpaid, for credit or not for credit.
9. General Equipment and Studio Use Policies. Equipment within the various studios, classrooms, and the University gallery are primarily for the use of art faculty and students. Audio or visual material may not be borrowed by persons outside the department, unless an exception is made by the faculty member who is responsible for such material. Specialized facilities, including studios, may only be used by the faculty member(s) responsible for them and by students enrolled in courses in those studio areas. Each studio and academic area are required to have an equipment facilities use policy approved by the department and kept on file with the department office. Current approved policies are contained in appendices to these bylaws.
10. Summer session. Summer courses may be offered by the department in areas most likely to attain the enrollment levels required by the university and in areas designed for special, backlogged, or unusual program needs. Teaching assignments will be defined by the chair, taking into account such factors as the qualifications needed to teach those courses and rotation among faculty members to assure equal opportunities to teach summer courses. Faculty rank and seniority within the department will not be taken into account in determining assignments to summer course, except in the case of retiring faculty. Where consistent with other provisions in this bylaw, retiring faculty may be given priority for summer teaching positions within the three years preceding their retirement. Instructional academic staff with continuing appointments are eligible for summer teaching duties. The chair of the summer session will be the current department chair. Those faculty members with summer appointments shall share in the responsibility for advising at freshman registration

sessions, in consultation with the chair.

11. Visiting Artist/Scholar Policy. The department recognizes the importance of visits by artists from beyond the university. Subject to availability of funds from the department, College of Arts, Social Sciences, & Humanities, University, UWL Foundation and other sources, visiting artists, art educators, art historians, and curators may be invited to campus for workshops, lectures, and/or critiques. One particular faculty member will be responsible for each visiting artist and scholar, and documentation of expenses will be coordinated with the ADA and the department chair.
12. Privately Owned Art Objects. Consistent with best practices in museums and other institutions, faculty members in the department should not undertake engagements on behalf of private owners of art objects, including the offering of opinions on quality or value.
13. Academic Department Associate. Activities of the ADA, including the ADA's salary, benefits, annual reviews and other issues are governed by relevant state statutes, university and College of Arts, Social Sciences, & Humanities policies and regulations, and the annual personnel review. Faculty members in the department may provide input to the chair regarding the duties and evaluation of the ADA.

IX. Search and Screen Procedures

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

A. Tenure-track faculty

The approved UWL tenure track faculty recruitment and hiring policy and procedures are found at: <https://www.uwlax.edu/human-resources/news/important-information-for-faculty-recruitments/>

Additionally, UWL's spousal/partner hiring policy can be found at <https://kb.uwlax.edu/103693>

1. Committee Membership and responsibilities – Three faculty serve as voting members. One student member (a major or minor) and/or one faculty member from outside the department may be asked to serve in an advisory capacity. The chair will designate one of the voting members to serve as convener.
 - a. Appointment – by chair
 - b. Term – for duration of the search as defined by hiring procedures prescribed by the University's Office of Human Resources (HR) in conjunction with AAOD and UW System and WI state regulations.
2. The committee will meet and elect a chair and a secretary. The secretary shall be responsible, by request to the Academic Department Associate, for posting a notice of meetings through the Campus Connection (or outside the HR Office if unable to get in Campus Connection) and taking minutes of meetings.
3. A two-thirds majority of voting committee members constitutes a quorum

necessary to conduct committee business, and a two-thirds majority is required to amend these procedures. Members may vote by proxy.

4. Committee members shall not be considered for the position.
5. Committee Record
 - a. All materials concerning individual nominees/applicants is confidential.
 - b. The committee chair shall be the custodian of all application materials and shall be responsible for their maintenance and making them available to the committee.
 - c. Telephone reference checks are conducted for all Tier 1 candidates, using standard questions designated for and relevant to each search.
 - d. Candidate interview questions are designated for and relevant to each search.
6. Confidentiality. In compliance with hiring procedures prescribed by the University's Office of Human Resources (HR) in conjunction with AAOD and UW System and WI state regulations, all deliberations of the committee and the names of the nominees and candidates are confidential. Public statements are to be made only by the department chair, and all questions relating to the business or progress of the committee are to be referred to the department chair for reply.
7. Candidate interviews and Artist/scholar candidate lectures. Interviews are open to search committee members and to all tenure-track faculty in the department. Artist/scholar lectures are open to the university community. Search committees are encouraged to provide feedback forms for students to complete during candidate artist/scholar lectures, however the forms are not binding.
8. Voting Procedures
 - a. Once the committee concludes the initial screening of candidates, the committee votes to establish the candidates into two "tiers". The top tier shall include 2-3 candidates the committee believes should be invited to interview on campus. The second tier shall include the remaining highly qualified candidates, who the committee believes would be suitable for the position if the top tier candidates are unavailable or are determined to be unacceptable after an interview.
 - b. The department chair, in consultation with the search committee chair, may include all search committee members and tenure-track in the voting process for finalist candidates. Committee members or faculty members absent from either a candidate interview or their artist/scholar lecture will be ineligible to vote. Student committee members and faculty from outside the department do not have voting privileges. After gathering information, interviewing, etc., committee members shall vote on the finalists, one at a time. A two-thirds majority vote of the department (present) is required to move the finalist to the recommendation to hire. Should a candidate fail to be advanced to finalist status on the initial vote, s/he can be brought to a re-vote only once. Any tenure-track faculty member may request a re-vote.
 - c. Retiring, terminated and non-returning faculty member may not vote on the hiring of new faculty. However, they may advise the search

committee and department.

B. Instructional Academic Staff

Hiring policy and procedures are found at <https://www.uwlax.edu/human-resources/services/talent-acquisition-and-employment/recruitment/> (same for IAS & NIAS)

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

C. Pool Search

Hiring policy and procedures are found at <https://www.uwlax.edu/human-resources/services/talent-acquisition-and-employment/recruitment/#expand-176682>

D. Academic Staff (if applicable) (same for instructional and non-instructional)
Hiring policy and procedures are found at <https://www.uwlax.edu/human-resources/services/talent-acquisition-and-employment/recruitment/>

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 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

1. Student Course- and Faculty-Related Concerns, Complaints, and Grievances

a. Informal Complaints

- i. If a student has a concern or a complaint about a faculty member or course, the general process for making informal complaints is outlined in steps 1-3 below. Students are welcome to bring a friend or a UWL staff member with them during the following steps. Students who report concerns/complaints/grievances, whether informally or formally, will be protected from retaliation and have the right to expect an investigation and the option to have regular updates on the investigation:
 1. The student should speak directly to the instructor.
 2. If the student is uncomfortable speaking with the instructor, or they are unsatisfied with the solution, they should go to the chair of the faculty member's home department.

3. If the student is uncomfortable speaking with the department chair, or the chair is the faculty member in question, the student should speak with their college dean.
- ii. Depending on the specifics of the student's concern, it may be helpful for them to reach out to additional offices:
1. Complaints/concerns/grievances about grades, teaching performance, course requirements, course content, incivility, or professional ethics should follow the process outlined above. Students may also wish to seek support from the Student Life Office.
 2. Complaints/concerns/grievances related to hate/bias and discrimination may follow the process outlined above, and in addition or instead students may contact the office of Access, Belonging & Compliance and/or submit a hate/bias incident report.
 3. Complaints/concerns/grievances related to sexual misconduct may begin with the process outlined above, but will need to also involve the Office of Title IX. Students should know that faculty members are mandatory reporters of sexual misconduct, but that confidential resources are available to them.

b. Formal Complaints

If the student is unsatisfied with the solution of their informal complaint, they have the right to file a formal institutional complaint with the Student Life office, as described in the Student Handbook.

c. Grade Appeal Policy and Procedure Policy (approved 10/3/2024 by Faculty Senate)

Enrolled students are afforded an opportunity to seek redress of perceived grievances concerning the assignment of final course grades by instructors. Grievances only will be considered for final course grades and must involve one or more of the following factors.

1. An error was made in grade computation.
 2. The grade was based on factors contrary to those stated in the course syllabus or a reasonable interpretation of it.
 3. The grade includes a penalty for actions involving the freedom of written or spoken classroom expression.
 4. The grade involved a breach of federal or state constitutional protections, laws, Universities of Wisconsin or UW-La Crosse policies.
- ii. Preliminary Procedures
1. The student must attempt an informal resolution of the problem with the instructor no later than the 10th working day of the next regular semester (Fall/Spring). The instructor may require a written request from the student.

2. If the informal process with the instructor does not resolve the problem, the student should communicate, using their UWL email, with the Department Chair within five working days. The Chair may either attempt informal resolution of the problem or inform the student in writing of formal grievance policies within five working days. Communications from this point forward should use all parties' UWL email accounts.

iii. Formal Procedures

1. Chair Procedures

- a. If the Chair decides an informal resolution is inappropriate or unattainable, they should inform the student within five working days the student may request a formal review of the matter by the Department Grade Appeals Committee. This request must be received by the Chair within five working days of the notification of the failure of the attempt at mediation. The student's petition must be in writing and include the nature of the grievance and its basis from the four factors listed in the "Policy" section above, a brief description of the attempt at informal resolution, the desired outcome the student wishes, and all supporting evidence. The Chair will, within five working days, arrange for the engagement of the committee to hear the student's appeal.
- b. At the same time, the Chair will acknowledge the student's petition and inform the course instructor. If the instructor, upon seeing the petition, wishes to respond, this must be done within five working days.
- c. Upon receipt of the student's petition and the potential response from the instructor, the Chair will convene the committee within five working days and deliver all written documents concerning the case, including a written account of the Chair's attempt at mediation, if applicable.

2. Grade Appeals Committee

- a. The Executive Committee will serve as the Grade Appeal Committee. If a member of the Executive Committee is involved in the grade appeal, they will recuse themselves. If a quorum of three faculty members on the Executive Committee can't be reached the Department Chair will appoint additional faculty by lottery.
- b. The committee will review the materials presented, including the student petition and other evidence provided by the instructor or Chair. It may ask for clarifying information from either the student or the instructor via written inquiry and may call for an oral presentation from either. Each person will be

given an opportunity to respond if further evidence is presented to the committee.

- c. Following review and consideration of the evidence, the committee will render a formal recommendation and communicate that recommendation to the Chair and the instructor within ten days of the committee's first meeting. The report will include the committee's findings of fact, its recommendation, and its rationale for the recommendation.
- d. Unless they are no longer a UWL instructor, the course instructor retains the right to accept or reject the recommendations of the Department Grade Appeals Committee. If the instructor is no longer a UWL instructor, the Chair (or their designee) will assume the instructor's role. The instructor's decision at the end of this process will be considered final with no further appeal possible.

3. Further Action

- a. Grievances related to course grades cannot be appealed except through the instructor and the department procedures described above. The assignment of final course grades involves the professional judgment of qualified instructors in a particular field of study. Administrative officers at the College or University level are assumed to not have relevant academic expertise and bear no responsibility for the determination of course grades.
- b. If the student believes the grade appeal process, stated in the by-laws, was not appropriately followed they can pursue a grievance through the Office of Student Life. However, an appeal to the Office of Student Life cannot involve the department or instructor's decision on the grade.

iv. Conditions

- 1. At all review levels the burden of proof is the student's responsibility.
- 2. The term "working days" refers to days when classes are scheduled.
- 3. Grievance petitions must be individually filed.

2. Expectations, Responsibilities, and Academic Misconduct

Faculty and staff are expected to report academic misconduct per Chapter 14 of the UW System code. The Office of Student Life Office provides guidance and assistance. Academic and nonacademic misconduct policies are referenced in the student handbook:

<https://www.uwlax.edu/student-life/student-resources/student-handbook/>

3. Advising Policy

NA

XI. Other

XII. 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 has SOE affiliated faculty)**
- C. Department statement on teaching**
- D. Department statement of service activity**
- E. Position descriptions**
- F. Faculty Senate Policies Section IV: Responsibilities of Departments, Department Members, Department Chairpersons, and Students**
- G. Merit Rubric**
- H. Digital Measures: Who, What, and When?**
- I. Post Tenure Review Checklist**

Appendix A: Department of Art Statement of Scholarly Activity

The Department of Art encompasses historians, educators, and practitioners and supports an expansive definition of research that emphasizes creativity, scholarly activities, design and studio practices. The nature of what is meant by research within the visual arts will vary, depending on the individual candidate's professional specialization.

Faculty seeking tenure and/or promotion are expected to show evidence of professional distinction and continued scholarly research. To achieve this, a candidate must have produced a body of research or artistic achievement that is openly available, scholarly, creative, and of high quality and significance, and recognized within their domain of research or artistic practice.

The Department recognizes the principal tool of evaluation in scholarly production is peer review. In addition to traditional forms of scholarship like journal articles, conference presentations and manuscripts, peer review for artists/designers may take the form of participation in juried, curated, or invited creative projects, exhibitions, and commissions, of which the associated prestige and distinction within professional art practice can vary greatly.

Evaluation of Arts faculty must, therefore, be based on criteria that are sufficiently flexible, and responsive to project-specific considerations and to the diversified conditions of professional art practice as it exists today. Regardless of their unique situation, faculty members are expected to provide evidence of on-going professional achievement and submit appropriate documentation and contextualization of their accomplishments.

The following points guide the assessment of the candidate's record:

1. "Openly available" research or artistic practice implies distribution, which includes traditional print and digital publication, as well as other media such as audio and video recording, or publicly available live performance or exhibition.
2. Quality of research or artistic achievement is more important than quantity. Scholarly and/or creative projects are the result of significant studio/design/research work and may take multiple years to develop prior to dissemination.
3. The Department expects to see growth in creative work over a period of time, with the candidate's file documenting an evolution of ideas and artistic development.
4. Artistic performances, exhibitions, and networks with national or international stature *generally* receive more weight than those at venues with regional or local stature. However, geography is one, but not the primary factor, in these considerations. For example, research and creative activities that occur within one's own region may rank as of national or international significance, whereas activities in national or international locations may have only regional significance. Projects designed for a specific community and/or audience are inherently local. Therefore, the overall scope and impact of the research/creative activity should also be considered.
5. Solo and small group (2-4 person) exhibitions *generally* receive more weight than invitational, juried, or other large group exhibitions because of the intensive commitment of the artist in the production, design, and/or curation.

6. Publications by presses and those appearing in journals, series, or volumes that have peer review and major disciplinary significance *generally* receive more weight than those without.
7. Work in progress or under review may be considered as part of a candidate's file; this category receives less weight than completed, published, and/or disseminated work.
8. For all multi-authored or collaborative works, the file must specifically describe the candidate's contribution. It is understood that in some areas of the discipline, multi-authored or collaborative works are common.
9. Translations, reprints, citations, or reviews of a candidate's work are not considered continued research or creative scholarship, but do provide evidence of the visibility, impact, or distinction of the work.
10. For print publication, creative technical support, design of artistic projects, or similar collaborative production, the subsequent exhibition of these works are not considered continued research or creative scholarship, but do provide evidence of the visibility, impact, or distinction of the work. However, the Department recognizes that there may be project-specific considerations and therefore rely on the candidate to contextualize their role in the project within their narrative.
11. Some creative, collaborative, and community projects may be closely tied to a candidate's teaching and/or service. The candidate is responsible for contextualizing their role in the project and its categorization in their narrative.
12. The Department understands that the arts are ever-expanding, and that studio art, design, and scholarly activities may take many forms including print, digital, web/online, virtual, performance, non-visual, and other alternative and non-traditional forms of display, expanding technologies, modalities and formats.

The following are representative of research/creative activities but are non-exhaustive and non-prioritized.

Art History:

- Manuscripts.
- Articles published in journals.
- Textbooks, manuals, websites, and other non-traditional formats.
- Edited collections or anthologies.
- Written reviews and catalog essays.
- Lectures, presentations of papers, and participation on panels.
- Organizing and curating exhibitions.
- Collaboration in artistic endeavors with others, including community-engaged work.
- Conducting workshops.
- Juror selection for competitions, galleries or museum exhibits.
- Creation of educational and scholarly text panels and labels for exhibitions.
- Editor of professional journals.
- External and internal grants and fellowship.

Studio Art & Design:

Exhibitions

- Juried or invitational exhibits in a commercial gallery, galleries, museums, or alternative spaces (solo, small group or group).

Creative activity and research:

- Self-initiated studio practice in the visual arts.
- Commissioned artwork.
- Collaboration in artistic endeavors with others, including community-engaged work.
- Artistic/creative direction.
- Fine art print publication/master printing and creative technical support.
- Organizing and curating exhibitions.

Design work

- Commissioned design work, either billable or pro bono.
- Self-initiated design projects.
- Exhibition or display of one's design work in professional publications, galleries, or museums.
- Collaboration or consultation with clients or other designers/artists.
- Inclusion of one's work in trade publications.

Other Activities

- Conducting workshops.
- Juror or panelist for design or art competitions, galleries or museum exhibits.
- Residence or visiting artist.
- Articles, catalog essays, or manuscripts.
- Articles published in refereed journals.
- Textbooks, manuals, illustrated books, including websites and non-traditional formats.
- Lectures, presentations of papers, and participation on panels.
- Creative work acquired by or included in museum/private collections.
- External and internal grants and fellowships.

Art Education

School of Education-Affiliated Faculty are hired in a role associated with preparing educators and are therefore expected to be engaged in a range of scholarly activities that inform and enhance the work they do with prospective teachers.

WI PI.34.11 2 (b): Faculty who teach in initial and advanced programs shall be knowledgeable about current elementary, middle, and secondary curriculum, practices, requirements, technology, and administrative practices appropriate to their assignment.

Scholarly activities should be consistent with their professional interests and experience, which may also be closely tied with service, professional development, and/or collaborations with K-12 partners due to the nature of the discipline. The Department of Art will consider an activity undertaken by a School of Education-affiliated faculty member to be a scholarly activity if it advances knowledge or best practices in the field of education, or to the faculty member as an academic in the field of education. The department recognizes this broad interpretation may result in some overlap with other areas of School of Education-affiliated faculty endeavors.

Scholarly activities expected of the Art Educator include the creation and dissemination of knowledge and artistic practice in the field of art education. These endeavors may take many forms, as outlined in the department's definition of scholarship/creative endeavors. Among the acceptable forms of scholarship and creative endeavors are:

- Presentations at workshops.
- Presentations at conferences.
- Artistic/Studio/Design production (see above section).

- Community projects and collaborations with K-12 partners to study teaching and learning in the visual arts.
- Significant innovation and dissemination of curricular development to advance the field.
- Written work, including but not limited to publication in professional journals.

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

Teaching

Preparation and Currency:

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

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

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

Field and Student Teaching Supervision Assignments:

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

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

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

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

- **Observations** of teacher candidates (TCs) during their field or student teaching placements are required and should be performed in line with SoE Office of Field Experience expectations.
- **Triad conferences** between each teacher candidate, university supervisor (UWL faculty/IAS) and cooperating teacher are also required in both field and student teaching settings and should be performed in line with SoE Office of Field Experience expectations.
- **Documentation** responsibilities include completing observation reports using appropriate reporting tools, which are ultimately compiled by the faculty member. These should be performed in line with SoE Office of Field Experience expectations
- **Support and evaluation of pre-student teaching and student teaching requirements for graduation** is expected of faculty with Field I, Field II, and Student Teaching. Faculty are expected to provide more extensive ongoing support, clarification, and technical assistance as the TCs prepare and submit their required teacher performance assessment (edTPA) portfolio.

Supervision & Directorship workload formula for SoE affiliated faculty

Supervision

Art SoE affiliated faculty will be responsible for supervising students who are in Field I, Field II, and/or Student Teaching Placements each semester. To determine the workload for each faculty member, the following formula is used for Field I and/or II supervision:

- Two (2) to Six (6) observations or 1-3 students are equivalent to one (1) credit of workload;
- Seven (7) to Eleven (11) observations or 4-5 students are equivalent to two (2) credits of workload;
- Twelve (12) to Fifteen-(15) observations or 6-7 students is equal to three (3) credits of workload.

The SoE Office of Field Experience uses the following formula for credit load for supervision of student teachers:

- 2-3 student-semester = 4-6 student-quarters (1 cr.);
- 4-5 student-semester = 7-9 student-quarters (2 cr.);
- 6-7 student-semester = 10-14 student-quarters (3 cr.)

Supervision Workload Formula Conversion (Table 1):

Number of Students	Number of Observations (range depending on level and placement type)	Number of Site Visits (potential range)	Number of Written Reports (notes/SIP)	Credits
1-3	1-12	2-12	2-12	1
4-5	8-20	8-20	8-20	2
6-7	12-28	12-28	12-28	3
8-9	19-36	19-36	19-36	4
10-11	20-44	20-44	20-44	5
12-13	24-52	24-52	24-52	6

This formula takes into consideration the amount of time invested by Art SoE affiliated faculty for pre- and post-observation paperwork, time driving to and from each individual candidate's observations placement school, conducting observations, participating in triad meetings, and communicating with teacher candidates on a weekly basis. Art education SoE-affiliated faculty must travel to multiple placement sites; therefore, the formula takes into account the amount of contact hours required in a normal semester (45) in order to equal three credits of workload. Table 2 (below) further breaks down the workload by field level difference requirements.

Supervision Workload Formula Conversion (Table 2):

Field Level	SoE/DPI Requirements	Per Student Totals (semesterly)			
		Triad Meetings	Observations with Written Notes	SIP Rubric Evaluations (Reports)	Total Site Visits
Field I	<ul style="list-style-type: none"> • Introductory and Final Triad Meeting (student, supervisor, cooperating teacher). • 1 Formal Observation with SIP Rubric Evaluation 	2 (typically)	1-2	1	2-3
Field II	<ul style="list-style-type: none"> • Introductory and Final Triad Meeting (student, supervisor, cooperating teacher). If needed, there may be a third mid-semester 	2-3	2	2	3

	triad. <ul style="list-style-type: none"> • 2 Formal Observations with SIP Rubric Evaluations 				
Student Teaching (full semester placement)	<ul style="list-style-type: none"> • Introductory, Mid-semester, and Final Triad Meeting (student, supervisor, cooperating teacher). • 3 Formal Observations with SIP Rubric Evaluations 	3	3	3	3
Student Teaching (two quarter-long placements)	<ul style="list-style-type: none"> • Introductory and Final Triad Meeting (student, supervisor, cooperating teacher) per quarter • 2 Formal Observations with SIP Rubric Evaluations per quarter 	4	4	4	4

Directorship

Art SoE affiliated faculty will be responsible for:

- coordinating and setting up field and student teaching placements. This requires establishing contacts of K-12 art educators and maintaining communications as well and working with the SoE Office of Field Experience regularly.
- Maintaining program requirements for accreditation, outlined by the SoE, DPI, and PI 34.
 - Requiring working with the SoE, Department of Art and Department Curriculum and Assessment committees.
- Advising of art education majors requires:
 - working with the SoE Dean's Office to determine students' eligibility and acceptance into the School of Education as well as meeting benchmarks for licensure endorsement and graduation.
 - Advising art education majors.

To determine the workload for each faculty member, the following formula is used: Over 20 advisees, which would be considered appropriate for service, four (4) to five (5) additional advisees (or 24-25 advisees) is equivalent to one (1) credit of work; therefore 12-15 advisees over 20 (or 32-35 advisees) is equal to three (3) credits of work load. This formula takes into consideration the amount of time invested by SoE affiliated faculty to meet with each advisee semesterly as well as develop and maintain advising planners which track students' requirements and benchmarks through the program, which are specific to the art education major as well as any other majors/minors.

Scholarship

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

PI.34.11 2 (b):

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

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

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

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

Service

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

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

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

- Serving on SoE Task Force/Ad Hoc committees that span academic units
- Program Directorship - the specific tasks and responsibilities associated with Program Directorship should be delineated in program and/or department bylaws, outlining beyond what is reasonable as service load for course release credit(s).
- Chairing SoE Program level committees
- Developing PK-12 partnerships such as Professional Development Schools (PDS)
- Participating in SoE student recruitment, outreach, and support activities
- Serving as liaison with PK-12 (PDS) partnerships
- Academic Advising - WI Department of Public Instruction (DPI) mandates that SoE affiliated faculty provide individual academic and professional advising to students as outlined in PI.34:

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

Appendix C: Department of Art Statement on Teaching Activity

The Department of Art's review process (for retention and merit) requires syllabi, LENS results and student comment summaries but we encourage additional material as detailed below. In the parenthesis

following each major category examples are given for the "type" of materials that faculty may wish to gather; however, the department does not require them.

1. Student Evaluation: (With weight given to issues such as department averages, whether the course is required, the rigor of the course requirements, grading curves, etc.).
2. Student Comments: (We require a colleague to summarize students' written commentary from a sampling of classes. We expect faculty to monitor persistent themes from these commentaries).
3. Syllabi: (most effective when clearly linked to course objectives and goals. Syllabi should be detailed fully enough such that an outside reader could get a good sense of the course content and process).
4. Class materials: examples of class activities, examinations, essays, projects, etc. (Material that might also be included in a teaching portfolio includes: Statement of teaching responsibilities, including specific courses, and a brief description of the way each course was taught. A reflective statement by the professor describing personal teaching philosophy, strategies, and objectives. A personal statement by the professor describing teaching goals for the next five years. Self-evaluation by the professor. This would include not only a personal assessment of teaching-related activities but also an explanation of any contradictory or unclear documents or materials in the teaching materials.).
5. Additional descriptions of teaching involvement (e.g., Information about direction/supervision of undergraduate research, contributing to, or editing, a professional journal on teaching the professors discipline.
6. Description of steps taken to evaluate and improve one's teaching (e.g., changes resulting from self-evaluation, participation in seminars, workshops and professional meetings on improving teaching, and obtaining instructional development grants).
7. Description of curricular revisions or new course development (e.g. new course projects, materials, assignments, or other activities.).
8. Evidence of student learning (e.g., Student scored on professor-made or standardized tests, possibly before and after a course, as evidence of student learning, creative studio work, student work included in exhibitions, student awards, students accepted to graduate school, student in art related jobs.).
9. Outside validation (solicited and unsolicited letters of support, classroom visitation, awards or recognitions.).

10. Development and maintenance of studio area (if appropriate) See Appendix D.

11. Faculty should be active in advising which entails availability to students, knowledge of university policies and curricula and ongoing training in the area.

Appendix D: Department of Art Statement on Teaching Activity

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

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

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

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

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

Appendix E: Position Descriptions, Mission Statements, and Operating Policies

A. Art Education

The mission of the UWL Art Education Program, a part of the Department of Art at UWL, is to offer students an opportunity to explore and develop studio practices relevant to personal vision, and to gain

an understanding of art education through professional development, service, advancement of knowledge, and leadership. The University's Art Education facility is located in room 203 of the Center

for the Arts Building. The UWL Art Education Program seeks to enrich the academic life of the La Crosse community.

The Department of Art will identify faculty members who are hired as teacher educators. At present there is one faculty member in the Department of Art who is primarily an Art Educator. The Art Educator

will teach courses for Art Education majors and students in other education programs.

The Department of Art will have primary responsibility for mentoring the Art Educator and determining

what classes she or he will teach each semester, and the Art Educator will be a regular member of the

Department. The Art Educator also will be invited to and will attend certain professional meetings in the

School of Education.

GENERAL OPERATING PROCEDURES FOR THE UWL Art Education Program FACILITY AND PROGRAM

UNDER THE DIRECTION OF THE UWL DEPARTMENT OF ART.

Art Education Program Instructor Responsibilities:

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

Responsibilities of Art Education Students:

- Art Education students are responsible for the safe and proper handling/use of permanent

temporary, consumable equipment/supplies used in the Art Education studio.

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

Budget Responsibilities:

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

B. Art History

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

C. Ceramics

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

GENERAL OPERATING PROCEDURES

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

- Maintain a program of safety (which complies with the UWL safety standards) which assures safe handling/usage/disposal of all hazardous materials/equipment.
- Maintain ongoing communication with the UWL Office of Safety and Physical Plant which assures current proper procedures are integrated into the ceramic studio.
- Maintain all studio equipment in good working order to include electric and kick wheels; clay mixers; electric, gas, wood, salt, and raku kilns.
- Maintain a clean, orderly, and safe work environment in the main studio area, kiln room, glaze room, clay mixing room, damp room, storage room, and the outdoor courtyard area.
- Hiring and overseeing the work of Studio Assistant and/or Work Study students.

Supervise and teach students safety, skills, and operation of kiln firing equipment outside of classroom hours due to length of firing schedules.

- Supervise and oversee Studio Assistant help and/or Work Study help during the week, with occasional weekend hours due to firing schedules.
- Purchase and maintain an ongoing inventory of ceramic and glaze supplies, ceramic equipment, and parts.
- Research and stay updated on mastery and knowledge of new and innovative equipment for the ceramic area.
- Faculty advisor to Ceramics Club Responsibilities of Ceramic students:
- Ceramic students are responsible for the safe and proper handling and use of permanent, temporary and consumable equipment and supplies used in the ceramic area.
- Ceramic students are responsible for following the established program of safety, (which complies with the UWL safety standards, which assures safe handling, usage and disposal of all hazardous material and equipment.
- Ceramic students are to be allowed access to the ceramic area to conduct research and physically produce ceramic work at anytime the Ceramic Instructor grants student permission to be in the Ceramic area.
- Instructor Approval: Ceramic Students are not allowed to handle any equipment, material or chemicals other than those approved for their use by the instructor (see course syllabus).
- After hours: Ceramic students are not allowed to handle any equipment, materials, or chemicals after hours other than those designated "safe for after-hours use" by the instructor, (see course syllabus). Inappropriate use of equipment, materials, chemicals or other studio facilities by a student may lead to suspension of privileges.
- All University, College and Departmental rules are to be followed at all times in the Ceramic Area.

Budget Responsibilities

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

D. Digital Media

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

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

Digital Media Program Instructor Responsibilities:

- A shared-use agreement exists between the Department of Art and the Department of Theatre Arts. Together with the representatives of the Department of Theatre Arts, the Digital Media instructor is responsible for the upkeep/ maintenance & ordering of all permanent, temporary, consumable equipment/supplies used in the Digital Media studio.
- Together with the representatives of the Department of Theatre Arts, the Digital Media instructor is responsible for the maintenance & of an ongoing inventory of

supplies used in the Digital media studio.

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

E. Drawing

The goal of the UWL Drawing Area, as part of the Department of Art is to offer students an opportunity to study the traditional and contemporary media in drawing, with an emphasis on developing a thematic and conceptual body of work. The room 207 Center for the Arts is the primary studio for drawing however, student are encourage find alternative space to explore drawing beyond traditional format. All drawing students develop their creative research and inquiry based learning through addressing technical and aesthetic issues as applicable to image making through both traditional and contemporary approaches. Students then apply the technical, critical, and conceptual knowledge gained to develop a portfolio that would demonstrate thematic progression as expected in an undergraduate curriculum.

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

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

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

Responsibilities of Drawing Students:

- Drawing students are responsible for the safe and wise handling and use of permanent, temporary equipment, as well as consumable supplies used in the Drawing Area.
- Drawing students are responsible for following safety protocol established by the Department and the University.
- Drawing students are to be allowed access to the drawing studio to conduct

research and produce work at any time the Drawing Instructor grants student permission to be in the Drawing Area.

- All University, College and Departmental rules are to be followed at all times in the Drawing Studio.

Budget Responsibilities:

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

F. UWL Exhibition Program

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

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

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

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

Scheduling:

- Scheduling of exhibitions and visiting artists and lectures: The director of University Gallery will collect all submissions from inside the University (Faculty, administration, employees, galleries, etc.). In consultation with the Exhibitions Committee the director will develop an annual exhibition calendar which supports the Art Department's curriculum and meets the criteria listed in the mission statement of the exhibition program. With the support of the Exhibition Committee, proposed exhibition calendars shall be submitted to the department as a whole.
- Further criteria for exhibition planning recognizes the need to maintain a revolving cycle of exhibitions that recognizes individual media as taught by the Art Department as well as the criteria set forth in the Exhibition Program Mission Statement.
- The director of University Gallery shall also be responsible for the scheduling of visiting artists and lecturers as related to the established exhibition calendar and within the parameters of the budget of the University Gallery. This is meant to include: Scheduling the lecture and/or workshop, scheduling hotels or residencies and confirming and distributing honoraria and reimbursements.
- The director of University Gallery shall also schedule all receptions, as needed, to

- facilitate exhibition openings and/or other gallery functions.
- The director of University Gallery shall be responsible for the scheduling, preparation and dissemination of press releases, publicity information, labels, installation and de-installation of exhibits, necessary condition reports, and shipping of exhibitions.

Budget Responsibilities:

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

Prepare Gallery Modernization Plan(s) as needed.

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

1. Eligibility of Gallery Director.
 - a. An ART Faculty member who is Tenure-Track or IAS on a continuing contract
 - b. Interest and skills in the essential duties of the Gallery Director (see below)
 - c. Has demonstrated a positive and collaborative relationship with faculty and IAS members of the department
 - d. Has demonstrated leadership abilities including conflict management and problem- solving skills.
2. Term & Renewal
 - a. The Gallery Director Term is three years
 - b. The term includes unlimited renewals
 - c. As required of all release positions on campus, the Gallery Director will be evaluated. The evaluations will take place in the 3rd semester and the 6th semester of the appointment.
 - d. Continued appointment is contingent on a positive review
 - e. The Gallery Director may choose to end a term early or not seek the position after one term and return to their assigned teaching load.
3. Selection Process
 - a. Self-nominations through a 1-page statement of interest and eligibility for the position. The nomination will make explicit the skills and abilities to complete the duties of the Gallery Director
 - b. The Department Chair will determine if candidate(s) is/are a good fit and consult with potential candidate(s) before putting a name forward.
 - c. The Gallery Director will be voted on by the Art Department faculty
 - d. Elections/appointment will take place during the fall semester and the new term would begin in January at the start of the spring semester. The term would end at the end of the fall semester.
 - e. If no one is interested, the Department Chair will make an appointment.
4. Specific Duties of the Gallery Director
 - a. Recruitment & Scheduling
 - In consultation with the department and the exhibitions committee and university functions (e.g., creative imperatives), develop an annual and long-term exhibition calendar for the Gallery that supports the Art Department's curricula and meets the needs identified in the mission statement.
 - Build relationships with artists, art critics, and local art educators to keep up to date with trends and identify work that will attract visitors as well as be of educational value to our students.
 - Develop a long-term plan and vision for the use of the Gallery within the

expectations of the department and the university. The minimum number of shows per academic year is eight.

- Recruit, negotiate, and contract with artists for the display of their work.
- Coordinate with schools and community organizations for on-site visits to the Gallery
- Schedule visiting artists and lecturers as related to the exhibition calendar and parameters of the budget of the Gallery including arranging accommodations, honoraria, and reimbursements.
- Assist with the recruitment and scheduling of the 3rd floor gallery space.
- Provide end of semester reports to the department and Chair on recruitment and scheduling efforts.
- Collaborate with the chair and Gallery Director for Facilities on all budgeting matters. The chair retains final budget approval for all expenses of the gallery.
- Other duties as assigned by the Chair to ensure the successful presentation of art in the Gallery.

b. Facilities

- Manage the day-to-day operations of the Gallery space (i.e., 100 CFA). The minimum number of shows in the Gallery will be eight
- Maintain the physical appearance of the Gallery
- Prepare and prioritize a Gallery Modernization plan(s) as needed.
- Responsibly collect all artists' work, or arrange for the transportation of the material, for display in the Gallery as well as return the work to the artists. This includes providing the necessary condition reports associated with receiving and sending art.
- Develop the event marketing plan, including but not limited to, printing flyers and posters, campus-wide marketing, website, development, individual mailings, and media news releases.
- Schedule and coordinate on campus lectures and/or workshops.
- Schedule and coordinate all receptions, as needed, to facilitate exhibition openings and/or other gallery functions.
- Install and de-install external exhibits in the Gallery.
- Assist with the installation and de-installation of faculty and student work in the Gallery.
- Conduct post-exhibit evaluations to determine the quality and impact to the department.
- Coordinate external judging for All Student Juried Art Show
- Inventory all stored artwork and presentation materials (i.e., pedestals, glass cases, etc.)
- Recruit and schedule student help to staff and maintain the hours that the Gallery is open to the public.
- Work with external stakeholders who are renting the Gallery space.
- Provide end of semester reports to the department and the Chair on the operations and finances.
- Collaborate with the chair and Gallery Director for Recruitment and Scheduling on all budgeting matters. The chair retains final budget approval for all expenses of the Gallery.
- Work with various student groups and faculty to maintain the appearance of the 3rd floor student gallery.
- Assist with the installation and de-installation of faculty and student work in

- the 3rd floor student gallery.
- Other duties as assigned by the Chair to ensure the successful presentation of art in the Gallery.

G. Metals

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

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

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

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

Responsibilities of Metalsmithing Students:

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

Budget Responsibilities:

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

H. Sculpture

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

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

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

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

Responsibilities of Sculpture Students:

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

Budget Responsibilities:

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

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

I. Painting

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

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

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

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

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

Responsibilities of Painting Students:

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

Budget Responsibilities:

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

J. Photography

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

GENERAL OPERATING PROCEDURES

The Photography Area Faculty is responsible for the management and supervision of various

labs and areas in the Photography studio (in addition to academic responsibilities), these areas include:

Wing 26: Darkrooms and other Photo Areas

Beginning Wet Photography Lab; fifteen enlargers, 4'x8' temperature-controlled processing sink, safe lights, wall mounted air compressors. Advanced Wet Photography Lab; eight enlargers, 4'x8'

temperature controlled processing sink, safe lights, wall mounted air compressors. Film Developing and Print Finishing Area; 4'x8' temperature-controlled processing sink, tacking irons, dry-mount presses, print drying racks. Digital Capture Area; three Mini-Macs with monitors, Epson 7600 Scanner, four film loading and developing rooms (two have temperature-controlled sinks, and three have wall mounted air compressors).

Wing 26A: Photo Cage

The Photo Cage is a room that houses photography equipment and supplies for student use. The

Photo Cage includes:

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

Wing 27: Special Projects Room

This room is where alternative and experimental photographic processes are demonstrated and

executed. This area includes: a large- scale UV exposure unit, 2'x4" temperature-controlled sink, wall mounted air compressor, specialized chemicals and materials for alternative photographic processes, print/paper dryer unit.

Wing 28: Digital Photography Lab.

The lab includes: Sixteen iMac Computers with wireless keyboards and wireless mice, two Epson

Professional Scanners with film scanning accessories, Epson 7800 large scale inkjet printer, Epson 3800 printer, data projector, viewing screen, VCR, sound system.

Wing 124: Photography Seminar Room.

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

Wing 229: Photography Lighting Studio.

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

The Photography Area Faculty responsibilities also include:

- Maintain a program of safety (which complies with the UWL safety standards), which assures safe handling/usage/disposal of all hazardous materials/equipment. Photographic Fixer is saved and picked up for disposal by Physical Plant.
- Maintain ongoing communication with the UWL Office of Safety and Physical Plant, which assures current proper procedures are integrated into the photography studio.
- Maintain all studio equipment in good working order (SEE: above list of photography labs and areas).

- Maintain a clean, orderly, and safe work environment in studio areas (SEE: above list of photography labs and areas).
- Hiring and overseeing the work of Studio Assistant and/or Work Study students.
- Supervise and teach students' safety, skills, and operation all photography areas and equipment outside of classroom hours.
- Supervise and oversee Studio Assistant help and/or Work Study help during the week.
- Purchase and maintain an ongoing inventory of photography chemicals, materials, equipment, and parts.
- Research and stay updated on mastery and knowledge of new and innovative photography equipment and techniques.

Responsibilities of Photography students:

- Photography students are responsible for the safe and proper handling and use of permanent, temporary and consumable equipment and supplies used in all photography areas.
- Photography students are responsible for following the established program of safety, (which complies with the UWL safety standards, which assures safe handling, usage and disposal of all hazardous material and equipment).
- Photography students are to be allowed access to photography areas to conduct research and physically produce photographic work at any time the Photography Instructor grants student permission to be in any Photography area.
- Instructor Approval: Photography Students are not allowed to handle any equipment, material or chemicals other than those approved for their use by the instructor.
- Inappropriate use of photography equipment, materials, chemicals or other studio facilities by a student may lead to suspension of privileges.
- All University, College and Departmental rules are to be followed at all times in all Photography Areas.

Budget Responsibilities:

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

K. Printmaking

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

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

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

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

procedures are integrated into the printmaking areas safety plan.

Responsibilities of Printmaking Students:

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

Budget Responsibilities:

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

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

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

- A. The primary function of a department is to teach in its discipline(s). The key teaching responsibilities of the department and its members include:
 - 1. Maintaining a faculty collectively expert in the breadth and depth of their discipline(s).
 - 2. Keeping abreast of the subject matter of their discipline(s) and incorporating this matter into courses.
 - 3. Continually assessing courses and curriculum to recommend and implement suitable revisions including consideration of interdisciplinary offerings.
 - 4. Keeping current on and developing new ways of teaching and learning in the discipline(s), including the use of appropriate technology.
 - 5. Reviewing, developing and expanding library holdings to ensure coverage of the discipline.
 - 6. Continually relating the substance of the discipline(s) to the needs and interests of the general student, the potential specialist, and the community.
 - 7. Assessing the effectiveness of departmental instruction.
- B. The department is responsible for promoting scholarship and creative activities. Scholarship responsibilities of the department and its members include:
 - 1. Making contributions of scholarly and other creative activities in the discipline(s).
 - 2. Providing the opportunity for and supervising the scholarly activities of undergraduate and graduate students.
- C. The department is responsible for promoting the continued professional growth and development of its members by encouraging their participation in sabbatical leaves, developmental leaves, conferences, professional workshops and other similar programs.
- D. The department is responsible for utilizing the expertise and interest of its members to provide professional service. Service responsibilities of the department and its members include:
 - 1. Contributing to the university through participation in faculty governance or other university service.
 - 2. Actively participating in the functions of the department.
 - 3. Contributing to and participating in professional organizations.
 - 4. Utilizing their professional expertise and interest through participation in community and other organizations.
- E. The department is responsible for advising students and providing students opportunities to develop and grow outside the environs of the classroom. The department and its members are responsible for:
 - 1. Providing advising on academic program requirements and presenting the array of available career opportunities.
 - 2. Affording the student the opportunity to learn outside the classroom through internships, cooperative agreements and other mechanisms (such as visiting scholars programs).
 - 3. Encouraging and advising organizations for majors and other students interested in the discipline.
- F. The department is responsible for providing an internal governance structure in which the functions of the department can take place. The department and its members are

responsible for:

1. Establishing department bylaws that define the rights, responsibilities and privileges of the Ranked Faculty, Instructional Academic Staff or Academic Librarians, and the chairperson in accordance with UW System and UWL policies.
 2. Selecting the department chairperson (according to UWL guidelines). The department delegates authority to the chairperson consistent with section H. of this policy and consults with the chairperson on department matters.
 3. Working with its chairperson, through regular department meetings and committee assignments, to formulate and carry out policy.
- G. The department is responsible for making personnel decisions.
1. The department shall establish bylaws that govern personnel decisions made about Ranked Faculty, Instructional Academic Staff or Academic Librarians.
 2. These bylaws shall specify requirements and procedures for retention, tenure, promotion, tenured faculty review and development, and the distribution of funds allocated to the department for salary adjustments or summer salaries. These bylaws shall comply with UW System and UWL Faculty Personnel Rules.
 3. The department shall make these bylaws available to its members. Notification of any changes in bylaws must be provided to all members within fourteen days.
- H. The Chairperson is generally responsible for ensuring that the policies and procedures of the department are carried out in accordance with the departmental bylaws and that the department and its members are fulfilling the responsibilities described in A. through G. above. The Chairperson shall assume a prominent role in creating a professional environment conducive to high morale and productivity in the department. Specific department functions supervised or performed by the chairperson include:
1. Registration and scheduling
 - a) Developing semester and summer session class schedules in consultation with the faculty.
 - b) Monitoring registration and assessing the need to add or cancel classes.
 2. Curriculum
 - a) Implementing the authorized curriculum; initiating discussion of curricular issues; developing proposals for new or revised courses, special projects, grant proposals, curriculum changes; arranging for textbook selection; and participating in the presentation of departmental proposals before the appropriate committees.
 - b) Receiving and responding to concerns about curriculum and acting on substitution and waiver requests brought by students and others.
 3. Budget, Textbooks, Equipment and Facilities
 - a) Preparing the annual departmental budget for travel, services, supplies and equipment; ordering all budgeted items; and managing expenditures in accordance with the budget plan.
 - b) Making recommendations for textbook and library budgets and other budgets as requested.
 - c) Reporting textbook choices to the Textbook Rental Service in timely fashion.
 - d) Making assignments of offices, classrooms, and other work areas; obtaining other facilities when needed; and requesting maintenance for repairs for equipment, offices, classrooms, and other work areas.
 4. Meetings and Committees
 - a) Establishing a schedule of department meetings and presiding at same.
 - b) Ensuring that departmental committees are meeting to fulfill their responsibilities.
 - c) Attending meetings of appropriate departmental, college, and university committees.

- d) Designating or recommending department members to serve on committees as requested.
 - e) Arranging for representation and participation of the department at professional meetings and placement centers as appropriate.
 - f) Serving on committees as required.
5. Personnel
- a) Conveying to the appropriate administrative officer the personnel needs of the department for faculty and academic staff, graduate assistants, classified staff and student help.
 - b) Monitoring all departmental search and screen activities for compliance with UWL Affirmative Action hiring procedures.
 - c) Describing and publicizing faculty and academic staff vacancies and corresponding with applicants and placement agencies; scheduling and participating in interviews; making recommendations to the appropriate administrative officer regarding hiring; and providing orientation for new members regarding departmental policies and procedures, departmental expectations for faculty and academic staff, and faculty and academic staff responsibilities.
 - d) Arranging for the required evaluations of faculty and academic staff; scheduling student evaluation of department members; monitoring department personnel committees with regard to conformance with UW System, UWL and department procedures; and informing individual members of any recommendations regarding them.
 - e) Describing and publicizing graduate assistantship positions; making recommendations to the appropriate administrative officer regarding hiring of graduate assistants; providing orientation and assignment for graduate assistants; and participating in the evaluation of graduate assistants.
 - f) Arranging for the selection, hiring, training, overseeing, and evaluation of classified staff and student help.
 - g) Recommending summer school appointments to the appropriate administrative officer within university, college and departmental guidelines.
 - h) Ensuring the continuation of classes during prolonged faculty absences
6. Students
- a) Receiving and responding to student questions, concerns, and complaints regarding courses, curriculum requirements, faculty and grades.
 - b) Coordinating advising activities for the department.
7. Teaching
- a) Teaching a reduced load in the department in accordance with by-law VIII.B.
8. Other Responsibilities
- a) Responding to inquiries from the university, the UW System, and external accrediting agencies regarding department programs.
 - b) Conferring, as needed, with other chairpersons in the university and with other departments of the same discipline in the system and area.
 - c) Corresponding with prospective students, teachers, and the general public on their inquiries.

G. Merit Rubric

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

Step 2. The Chair will post annual merit reports on the Canvas site ("Art Department – Personnel") for review by the Executive Committee, the body responsible for merit.

Step 3. After reviewing the merit file, the Executive Committee will complete an electronic evaluation of the merit materials using the following rubric.

Step 4. For faculty pursuing high merit, a self-evaluation form is to be submitted, together with a narrative of up to one page, uploaded to Digital Measures by September 1 for review by the Executive Committee.

Area		Absent	Present	Exceptional
Teaching				
	Syllabi conforming to UWL standards for all courses			
	Teaching Evaluation/LENS Summary Report and Comments or other teaching evidence, such as peer observation			
	Advisement of Students			
	Documentation of Reassigned Time			
Scholarship				
	One item from primary OR one from secondary OR two items from tertiary scholarship areas (see Scholarship Appendix)			
Service				
	Attend all scheduled Department Meetings			
	Serve on at least one Department Committee			
	Attend one graduation per academic year			
	Recruitment and other efforts to promote the department			

High Merit Self Evaluation

The activities listed below are samples and should be used to guide how candidates rank the many, various activities logged in Digital Measures.

SAMPLE ACTIVITIES BEYOND MERIT EXPECTATIONS	LEVELS	POINTS
<p>Served on additional department, college, or university committee Wrote small-scale grant proposal Published a book review Juried an exhibition (local/regional) Developed original and effective instructional activity Attended teaching development activities Had a peer observe your teaching Completed a peer observation Wrote letter of recommendation (for graduate school, job application, grant, etc.) Presented before on-campus of general audience <i>or similar activity (less than 10 hours work per item)</i></p>	A	1
<p>Artist in residence or visiting artist Group exhibitions Gallery representation: local Published article or chapter or creative work Presented at a conference Organization of conference session Wrote large-scale grant proposal Juried an exhibition (national/international) Published essays and/or substantial entries in museum catalogues Chaired committee or served on labor-intensive committee or service role Developed course proposal, designed new course, substantial course redesign Participated in a lesson study Collaborative teaching or course planning Advised undergraduate research Supervised and assessed students in fieldwork or internships Extra advising/mentoring (regular meetings with more than 6 advisees) Received teaching, scholarship, or service award <i>or similar activity (time-consuming activities or awards that suggest intensive labor)</i></p>	B	4
<p>Solo or two-person exhibition Gallery representation: regional/national/international Curated an exhibition Published book (monograph or edited collection) Published textbook Obtained national/international grant Organized conference or large-scale event Significant university leadership or service role Significant professional arts leadership (external to university) Developed program proposal Wisconsin Teaching Fellows & Scholars grant participant <i>or similar activity (significant, rare accomplishments)</i></p>	C	8

Merit Self-Rating Form (Tenure-Track and Tenured Faculty)

I, _____, nominate myself for high merit for the Merit Year, based on the following enumeration of activities, all of which are included in my Digital Measures "Annual Activity Report with Hyperlinks.

Teaching Activities	1. 2. 3. 4. 5.	Level/Points: Level/Points: Level/Points: Level/Points: Level/Points:
Scholarship Activities	1. 2. 3. 4. 5.	Level/Points: Level/Points: Level/Points: Level/Points: Level/Points:
Service Activities	1. 2. 3. 4. 5.	Level/Points: Level/Points: Level/Points: Level/Points: Level/Points:
Other Activities	1. 2. 3. 4. 5.	Level/Points: Level/Points: Level/Points: Level/Points: Level/Points:
		TOTAL POINTS:

_____ High Merit = 20 points total or more, with at least one activity at level B or C.

Narrative (One page)

H. Digital Measures: Who, What, and When?

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

1. General information, Teaching, Scholarship/Research, and Service, and
2. Management of Personnel Review/Promotion Materials and Grant Materials. Individual faculty members are responsible for inputting their own data into Digital Measures as indicated below:

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)

Note: "1" By May 31