CALIFORNIA POLYTECHNIC STATE UNIVERSITY
DEPARTMENT OF ART & DESIGN

STATEMENT OF PERSONNEL POLICIES AND PROCEDURES

I. Prefatory Material:

While the procedural outline below is a necessary organizational guide to faculty evaluation, the Art and Design faculty would like to emphasize that their primary concerns are:

A. Teaching effectiveness as reflected by student growth
B. Continuous professional development
C. Continuous service

Other university criteria listed are important factors in support of the primary emphasis.

II. General Procedures:

Recommendations on reappointment, tenure and promotion of faculty originate with the Art & Design Department and subsequently pass through appropriate levels to the university president or his designee. In advance of the established deadlines for each personnel action, the members of the department's RPT* committee will proceed to evaluate each person for whom recommendations are made using the criteria cited below and in the MOU* Articles 11 - 15 and University Faculty Personnel Actions Policy.

III. Initial Recruitment and Appointment:

A. Procedures:

1. Establishment of a Search Committee for Probationary Faculty
   a. The Committee will be elected from members of the tenured art faculty and normally consist of all tenured faculty in the department (exceptions require dean’s approval).
   b. The Search Sub-Committee shall have a minimum of three members. One or more members shall be from the discipline area for which the search is being made.
   c. An employment equity facilitator must be part of the Search Sub-Committee although he/she need not be a voting member. This representative must be a tenured faculty member if the position being sought is a probationary position (exceptions require dean’s approval). If the position being sought is not a permanent position then a probationary faculty member is eligible to serve as the employment equity facilitator.

2. Role of the Search Sub-Committee
   These procedures will be done in consultation with the Art & Design Department Chair and Dean of the College of Liberal Arts.
   a. Write, in collaboration with departmental faculty, the advertisement for the position sought.
   b. Establish appropriate advertising procedures.
   c. Seek the widest possible distribution of the advertisement, utilizing national and regional professional journals and institutions as well as local media.
   d. Communicate appropriate application procedures.
   e. Review applications and establish a short list of candidates (3 - 5 candidates).
   f. Report short list to full tenured faculty committee for their review and selection of candidates to be interviewed.
   g. Schedule interviews and campus visitations for the candidates to be interviewed. Visitation and interview schedules shall be made and distributed so that the tenured faculty, department chair, and the college dean can meet the candidates and participate in the interview process.
3. Advertising Sources for Probationary Positions
   a. National, regional, and local professional magazines, journals, and newspapers
   b. Professional and academic institutions with related programs
   c. Conferences
   d. Unsolicited inquiries on file
   e. Human Resources Office
   f. Local sources on campus

4. Interviews
   a. After consultation with the tenured faculty Search Committee, the Search Sub-Committee will establish an applicable set of questions for the applicant(s) and a format for the interview(s) in accordance with employment equity guidelines.
   b. Definite provisions shall be made to assure that during his/her visit, the candidate has these items explained:
      1. Department of Art & Design structure and goals within the context of the University
      2. Cal Poly’s educational philosophy
      3. Examples of teaching schedules and teaching load expectations
      4. Reappointment, tenure, and promotion criteria
      5. Starting salary range and salary schedule
      6. Department's anticipated hiring schedule
   c. Candidates will be required to make a lecture presentation for faculty and students. Candidates should be informed of the details of this aspect of the interview at the time of arrangement for the interview.
   d. Applications will be available for review in the department office for at least one week, during which time any tenured faculty may request that a letter be sent to any specific applicant for additional information.

5. Candidate Selection
   The final vote is determined by the majority vote of the tenured faculty Search Committee in consultation with the department chair and the college dean. Tied votes will be forwarded as a tie. The department chair will make a separate recommendation and the college dean will make the appointment following approval from the Provost.

B. Criteria for Appointment:

1. General criteria for appointment shall be consistent with MOU Article 12, and University Faculty Personnel Actions Policy.
2. Criteria specific to the department:
   a. Terminal Degree: MFA for Studio Areas; MFA, MA or MS for Graphic Design, Digital Imaging and Photography areas; PhD for Art History. Accredited foreign degrees of verifiably similar status will be accepted.
   b. Professional record of accomplishment in appropriate field including examples of recent work
   c. Recommendations from professional associates
   d. University/college level teaching experience preferred. Other teaching experience can be considered if the committee deems it appropriate.
   e. Examples of work by candidate's students will be reviewed as a record of teaching effectiveness.
   f. Teaching performance and effectiveness, as demonstrated in lecture, demonstrations, and presentations to department's tenured faculty and students

C. Temporary Appointments:

The procedures stated above can be used according to department needs. The MOU makes no provisions as to the composition of the search committee for temporary appointments; therefore, it is up to the tenured faculty to determine the composition of the search committee for temporary appointments.

1. Possible alternatives to the above criteria
   a. National reputation
   b. Working experience

2. The part-time pool can be another source of candidates for temporary position appointments.
IV. Evaluation Criteria:

Procedures shall be consistent with those established in the MOU and University Faculty Personnel Actions Policy. In reviewing the Personnel Action File(s), the Peer Review Committee, or PRC* approved subcommittee, will consider the following:

A. Instruction:

1. Class observations
   a. Presentation by instructor
   b. Knowledge of subject
   c. Student involvement and appropriate interaction with instructor and classmates
2. Observation of office hours
3. Review of course materials
4. Evidence of teaching and/or curricular innovation
5. Review of student evaluations: The MOU establishes a minimum of two evaluations to be given during the course of one academic year. Department is responsible for providing original quantitative and qualitative evaluations for RPT and periodic purposes. Quantitative results will be placed in the PAF* in the dean’s office, and qualitative results will be kept in the department office files and submitted with the WPAF* during the RPT and periodic evaluation processes (see Administrative Bulletin 91-3).
6. Review of slides or digital images of student work completed with project descriptions (activity and lab courses).

B. Professional Growth and Development:

This department recognizes that two types of teachers are required for our program: individuals creating art work as objects for sale or consultative activities related to design, and individuals oriented toward scholarly pursuits. The activities of merit listed below allow for professional growth and development in either, or both, of these areas. In accordance with the MOU, the Peer Review Committee evaluation will focus primarily on those activities accomplished since initial Cal Poly university appointment. Items 1 through 4 below will be considered. Additional items may be considered at the request of the applicant.

1. Academic Development
   a. Terminal degree
   b. Advanced specialized degree in a department related area
2. Exhibitions/Collections
   a. One person show: international, national, regional, or local
   b. Juried or group show: international, regional, or local
   c. Acquisition of work by private collectors or public institutions
3. Research and Publishing
   a. Published book relevant to art, design, photography, or digital imaging
      i. Authored and/or co-authored book
      ii. Designed book
      iii. Edited book
      iv. Chapters of book and/or essay contributions to book
   b. Editor of, member of editorial board for, and/or peer-reviewer for professional journal
   c. Articles and/or images published in recognized professional and/or scholarly, peer-reviewed journals or magazines or verifiably peer reviewed websites which are recognized as scholarly.
   d. Paper presented to professional associates and/or professional associations
   e. Scholarly essays and/or articles published in exhibition catalogues
4. Professional Activity
   a. Consulting, commissions, and relevant professional practices or recognized project with institutional involvement
   b. Courses and workshops given to art and design related organizations
   c. Professionally related travel
d. Conferences and workshops attended
e. Professional memberships
f. Curatorial work and design of gallery and/or museum exhibitions
g. Professionally related research activities, including archive work and/or fieldwork that will likely lead toward publication/presentation in peer reviewed venues.

C. Service:
While service to university, college, and department is required, the RPT Committee has established the following priority of service levels.

1. University
   a. Senator, Academic Senate
   b. University level committees
   c. Academic Senate Committee
   d. Professional services for the benefit of the University
   e. Guest lecturer and/or participant on panels

2. College
   a. Committee chair
   b. Committees
   c. Professional service to the college
   d. Guest lecturer and/or participant on panels

3. Department
   a. Area coordinator
   b. Committee chair
   c. Curator of major exhibit
   d. Establishment of student scholarships
   e. Significant and substantial fundraising (> $500)
   f. Club sponsor or other advisory role
   g. Committee member

4. Community
   a. Board member of a non-profit or professional organization
   b. Active standing committee member of a non-profit organization
   c. Supervision of students completing a curriculum-related project for the community
   d. Developer of a community-based arts event, such as “I Madonnari”
   e. Lectures to community groups or organizations
   f. Invited judge for local shows, professional competitions, or Mid-State Fair events.
   g. Volunteer (pro-bono) donation of professional services

D. Other:
The Peer Review Committee shall consider such factors as the faculty member's ability to relate with colleagues, initiative, cooperativeness, and dependability.

V. Eligibility Criteria for Retention, Promotion, and Tenure

A. Retention:
*Reappointment is not automatic.* For consideration, in addition to those established for initial appointment in sections IV. A. and B., eligibility criteria for subsequent appointment include effective teaching ability, active participation in department affairs, and demonstration of reasonable progress toward meeting criteria for tenure.

During the probationary period, evidence of meeting minimal standards in the area of professional growth will include substantive work clearly presented/described by the candidate. Growth should be measurable in one or more of the following areas: publication of creative or scholarly material in small and medium forums or venues; delivery of presentations at conferences; exhibition of work in small or local venues; attending conferences; documented research into new developments in technology, professional consulting, commissions, extended library research related to ongoing scholarly work, intensive research for creative projects, writing and securing of grants, the
execution of grant proposals and other forms of evidence provided by the candidates and recognized by the tenured faculty as substantive equivalents to these areas of research, creative activity and inquiry.

Publications and Exhibitions:
During the probationary period - a minimum standard is the publication, or acceptance for publication or exhibitions, of two articles/concepts.

B. Tenure:
In addition to those criteria established for reappointment in sections III. A. and B., and IV., eligibility criteria for tenure are recognized by demonstrated performance and achievement in the areas of teaching, professional growth, and service. Additionally, the standards enumerated for professional growth under retention above, should be carried to a level of achievement and recognition by evidence of exhibition outside the local area and/or publication/presentation at a peer reviewed regional or national level. Candidate should also demonstrate a cooperative and positive attitude; ability to give as well as accept suggestions for improvement; and act with long range objectives in mind. Early tenure may be considered when in the best interests of the department as determined by the tenured faculty review committee, department chair, college dean, and president.

C. Promotion:
1. Assistant to Associate Professor
   Assistant to Associate consistent with tenure criteria (Section V. B.).
2. Associate to Full Professor
   Promotion to the full professor rank is a special acknowledgment of outstanding career accomplishment. Besides showing evidence of serving as a dedicated teacher, each individual shall produce evidence of higher levels of artistic or scholarly activity. Individuals in this rank are obligated to undiminished growth and responsibilities of a senior faculty member. Eligibility criteria for this promotion in addition to those criteria established in sections III. B. and IV. A., B., and C., are a high degree of teaching excellence, professionally recognized achievement record in professional and/or research and/or creative endeavors, and a substantial record of service to the department, school, and university. The individual should demonstrate a cooperative attitude while showing initiative and leadership. Consistent with the description of areas of professional growth enumerated in this section (V. A. and B.) promotion to full professor should be based on even greater achievement and recognition. This should include recognition of work and accomplishment by outside entities at a level well beyond the local region, and might include curators, publishers and reviewers.

VI. Full-Time and Part-Time Temporary Faculty

A. Full-time and part-time temporary faculty shall be evaluated only on their teaching performance. Performance indicators shall include the scholarship of teaching as exemplified by syllabi, examples of student work, examinations, and classroom presentations; they may also include professional activity, such as publications, presentations, attendance at conferences, exhibitions, and related activities, insofar as those activities establish the faculty member's currency in the discipline.

B. The Academic Personnel office will notify temporary faculty members when they are eligible to be considered for range elevation. When applicable, temporary faculty members may submit requests to be elevated to a higher range no later than the time that they apply for subsequent appointment and document the reasons for which they believe that they should be elevated. Excellent teaching performance must be verified by departmental evaluators based on the teaching performance record of the candidate to include student evaluations, classroom observation, and currency in field. The college dean will make the final decision regarding range elevation, after considering the recommendations of the faculty peer committee and department chair.

C. These evaluations are forwarded from the department chair to the college dean, but unlike evaluations of probationary and tenured faculty, they are not forwarded beyond the college level of review.

Evaluators' Responsibility:

RPT Committee members involved in the evaluation process must indicate their decision regarding the candidate with an affirmative, negative, or abstention vote. An abstention is considered a choice and must be accompanied by a statement explaining the reason for the abstention.
VII. Layoff Policies:

MOU 38 lists order of layoff.

VIII. Conclusion:

This policy statement shall be reviewed every four years and suggested changes shall be discussed and voted upon in subsequent meetings of the tenured faculty. Changes shall be made by simple majority vote and shall become effective following the approval of the college dean and the Provost.

Notwithstanding any other provision in these criteria and procedures for personnel actions, if University or College Policy or the contract entered into pursuant to the MOU is in conflict with any provision of this document, the terms of the University or College Policy or the contract and not the specific conflicting content of these provisions and criteria shall govern.
The University and the Memorandum of Understanding (MOU) have established official presentation requirements regarding the categories of teaching, professional growth, and service to the University and Community. This addendum offers guidelines to help you prepare your presentation package, specific to the Department of Art and Design.

I. Probationary and Tenured Faculty

Support materials for teaching, professional growth, and service will be presented in one initial binder provided by the dean’s office. A single package submission is strongly recommended, but if needed, additional binder(s) should be no more than 3” as measured on the spine; view binders are preferred to utilize extra cover sheets provided. The initial binder will contain an updated resume of activities since you were hired at Cal Poly, listing the most recent activities first; the format/structure of the binder should follow Appendix A of the CLA Policies and Procedures. Faculty applying for promotion to Associate Professor or tenure should indicate activities since employment at Cal Poly. Faculty applying for promotion to Full Professor should represent activities performed while in the Associate Professor rank. Exceptions will occur. The intent of this suggestion is to have you document no more than the past five years or the time you have spent at Cal Poly – whichever is least. If you have special needs or situations, please contact the RPT committee.

A. Support material for teaching:

1. Examples of course syllabi (one example for each class taught)
2. Examples of project handouts should include a variety from different classes (maximum: five).
3. Examples of tests, written assignments and/or evaluation materials (maximum: five)
4. Slides or CD images of student work labeled by course number and quarter received (maximum: 60 / 20 per course)
5. Student evaluations are not needed unless they are truly remarkable (this information is in your personnel file)
6. List of courses modified and new courses developed, including brief descriptions
7. A brief description of other activities (such as student field trips, guest lectures, significant classroom improvements for which you were responsible)

B. Support for professional growth and development:

2. Indicate your specific role in cited projects.
3. Visual support material for exhibitions should be kept to a maximum of five images per exhibition.
4. Reviews/articles by, or about you should be limited to the “Top Ten;” additional material may be included by reference.
5. Articles and books written by you should be included in an Appendix Folder (see below).
6. Slides or CD images of your work should be limited to a maximum of 20 examples.
7. Descriptions of other professional activities including consultations, professional organization activities, workshops (taken or taught) or lectures delivered should clearly indicate dates and responsibilities.

C. Resume of service, broken down into categories of university, college, department, and community.

1. List activities, including committee appointments. Indicate significant assignments and responsibilities.
2. Support materials should include letters of commendation, awards for service, and certifications.

Appendix Folder:

In addition to the three-ring binder, one additional binder or container of similar size may be submitted that includes materials such as manuscripts, articles, magazines, etc.
**Bottom Line:**

The objective of these guidelines is to encourage you to prepare your WPAF in a clear, concise, and portable package that accurately represents your accomplishments. The recommendations contained herein express the desires of the Art and Design faculty and are not intended to override, or supercede, any formal guidelines provided by the University or the MOU. If you have any questions regarding University policies we strongly suggest that you attend a university sponsored RPT workshop.

If, during the review process, the committee finds it necessary to see additional support material it will be requested.

* List of Acronyms:

  RPT: Retention/Promotion/Tenure  
  MOU: Memorandum of Understanding  
  PRC: Peer Review Committee  
  PAF: Personnel Action File  
  WPAF: Working Personnel Action File
Date: September 29, 2010

To: Robert D. Koob
   Provost and Vice President for Academic Affairs

From: Linda Halisky, Dean
       College of Liberal Arts

Regarding: Art & Design Policies and Procedures

The attached Art & Design Department Policies and Procedures have been revised, updated and approved by the Department. I endorse this document and request the immediate implementation.
State of California
Memorandum

To: Linda Halisky, Dean
College of Liberal Arts

From: Robert D. Koob
Provost

Subject: Art & Design Department Policies and Procedures

Date: September 29, 2010
Copies: Al Liddicoat
Sky Bergman

The subject document, approved by the Art & Design faculty September 24, 2010, is approved for immediate implementation. Please provide the department faculty access to the document as soon as possible.