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## Record of Substantive Revisions and Amendments to these Bylaws

Revised by the Department 09/09/2024, Approved 12/05/2024

Substantively Revised and Adopted by the Department 02/09/2022

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These are the bylaws for the Department of Art History in the College of Fine Arts at Florida State University. These bylaws were last approved on 12/05/2024 by the College and the Office of Faculty Development and Advancement.

### Preamble

The Department of Art History, hereafter referred to as the Department, is an academic unit in the College of Fine Arts, hereafter referred to as the College. The mission of the Department is to design and to implement undergraduate and graduate curricula in the history of art and to prepare B.A., M.A., and Ph.D. students to compete successfully in pursuing advanced degrees and academic and professional careers in the arts. Department curricula provide a rigorous training in visual analysis, visual rhetoric, historical research, critical thinking, oral argument and expository writing. Faculty members in art history are actively engaged in teaching, research, publications, exhibitions, and participation in national and international conferences and symposia. The Department is governed by faculty consensus and administered by a chairperson who is also a member of the Faculty.

The bylaws here presented are subject to the higher authority of the regulations adopted by the Florida State University Constitution, the Florida Board of Governors, The Florida State University Board of Trustees, the Collective Bargaining Agreement (CBA), and the statutes adopted by the Florida Legislature. They are subject to review and revision by procedures detailed under Article I. Governance in the Department shall be conducted in accordance with these bylaws, which shall be filed with the appropriate academic administrators and posted on the Department's website. The bylaws include procedures for faculty members to share significantly in governance responsibility, including recruitment of new faculty and other professionals; development of high quality programs; program review; Department review; Department reorganization; development of criteria for tenure, promotion, and merit salary increases; selection of Chairperson; procedures for amending bylaws; and other matters of professional concern.

### Article I: Bylaws

**Section A: Adherence with Other Governing Documents.** At all times, Department policy shall adhere to and be consistent with all university policies found in the FSU Constitution, the BOT-UFF Collective Bargaining Agreement, the Faculty Handbook, and the Annual Memorandum on the Promotion and Tenure Process issued by the Office of Faculty Development and Advancement.

**Section B: Bylaws Revision.** Any three members of the Faculty may propose an amendment to these bylaws. A proposed amendment must be made available in writing to the voting membership at least two weeks prior to the date of the Faculty meeting at which a vote of adoption is to be taken. To be adopted, a proposed amendment must receive an affirmative vote by a two-thirds majority of the members present and voting. In the event of an emergency, a proposed amendment may be adopted at the same meeting in which it is presented if it receives an affirmative vote by a three-fourths majority of the members present and voting.

**Section C: Substantive Change Statement.** Faculty and staff members are expected to be familiar with and follow the Florida State University Substantive Change Policy as found on the university web site <https://sacs.fsu.edu/substantive-change-policy/>

## Article II: Membership and Voting Rights

**Section A: Faculty Membership.** The Faculty and principal legislative authority of the Department, hereafter referred to as the Faculty, shall consist of those persons holding full-time appointments at the rank of Assistant Professor, Associate Professor, or Professor, those persons holding part-time appointments at the rank of Associate Professor or Professor, and those in charge as Specialized Faculty.

**Section B: Department Membership.** In addition to the Faculty as defined under II.A above, the following are members of the Department: those persons holding full-time appointments as Instructional Specialists within the Department, and those persons holding full or part-time appointments as Adjunct Instructors for the Department.

**Section C: Faculty Voting Rights.** The Faculty, as defined under Section II.A above, may resolve on any issue of interest to the College or University and make recommendations to the appropriate officer or body. Tenure-earning faculty may make recommendations on matters of promotion, but do not have a formal vote on those matters.

**Section D: Non-faculty Voting Rights.** All others persons invited to attend departmental meetings shall participate in discussions only at the pleasure of the Faculty and shall not have the right to vote.

## Article III: Department Organization and Governance

**Section A: Faculty Meetings.** The Faculty shall meet in regular session at least three times each semester during the regular academic year and may meet on special call during the summer. Only decisions which cannot be delayed may be made during the summer term, subject to a quorum of the Faculty with summer appointments.

1. Dates and times of meetings shall be established by the Chairperson, and the time designated shall be free from conflicting departmental classes and other activities.

2. Special meetings of the Faculty may be called by the Chairperson or upon written request of three voting members of the Faculty.
3. The Chairperson shall normally preside over meetings of the Faculty. In the absence of the Chairperson, another member designated by the Chairperson shall preside.
4. The Chairperson shall prepare and distribute to Faculty an agenda prior to each meeting of the Faculty. Any member of the Faculty may place an item on the agenda by submitting it before the meeting. Items may be added to the agenda at the meeting by majority vote.
5. At any time the Chairperson or the Faculty, by majority vote, may recognize non-members to address the Faculty or limit debate to no more than ten minutes per speaker.
6. One half plus one of the Faculty shall constitute a quorum at any Faculty meeting. Simple majority shall carry in matters that require a vote unless otherwise stipulated herein.

**Section B: Department Chair Selection.** The Chairperson is appointed by, and serves at the pleasure of, the Dean of the College of Fine Arts upon the recommendation of the Faculty. The designated term of office shall be four years, renewable indefinitely by mutual consent of the above parties.

**Section C: Department Leadership and Committees.** The standards and practices for leadership positions and committees in the Department are as follows:

1. **Chairperson.** The Chairperson shall be the chief administrative and academic officer of the Department.
  - a. The Chairperson shall serve as the Department's financial officer, preparing an annual budget, authorizing all regular expenditures, and appointing adjunct Faculty as necessary.
  - b. Working with the Directors of Graduate Studies, Undergraduate Studies, and Museum and Cultural Heritage Studies, the Chairperson shall oversee the planning and shall implement the coordination of the academic programs of the Department.
  - c. The Chairperson is responsible for preparing the annual Assignment of Responsibilities for Faculty, including teaching and service assignments; the Annual Evaluation of Faculty teaching, scholarship, and service; the Sustained Performance Evaluation of tenured Faculty; and other evaluations and reports required by the College and University.
  - d. The Chairperson shall serve as liaison officer and departmental officer (or shall designate such representatives) to bodies outside the Department.
  - e. The Chairperson shall receive a two-course reduction in the academic year teaching load.
  - f. In the third year of each term, the Chairperson shall be evaluated by the Advisory Committee, which shall meet with the Dean to report its findings.

- g. Whenever the office of Chairperson becomes vacant for such reasons as death, illness, resignation, or expiration of a regular term combined with unwillingness to serve another, the Dean shall appoint a Search Committee consisting of members of the Art History Faculty. The Search Committee shall make a formal nomination to the Faculty and, upon majority approval, shall submit the name to the Dean for consideration and action.
- h. The faculty may recommend to the Dean that a Chairperson be removed from office should a simple majority of the tenured and tenure-earning faculty concur.

2. **Director of Graduate Studies.** The Director of Graduate Studies chairs the Graduate Studies Committee.

- a. The Director is responsible for the requirements, curriculum, and procedures of the graduate program, while overseeing admittance to the graduate MA and PhD programs in Art History and directing student progress through the program.
- b. In consultation with the Director of MCHS, and with the assistance of staff, the Director is responsible for the review and acceptance of candidates for graduate admissions, correspondence with graduate students, and their initial advising.
- c. The Director is responsible for setting program deadlines, revising program handbooks, organizing orientations for new graduate students and teaching assistants, advising the graduate student association. The Director reviews all aspects of the graduate program, ensuring that its curriculum is up-to-date and responds to disciplinary trends, the strengths of the Faculty, and student needs, and that its procedures and requirements are in accordance with university regulations.
- d. The Director is responsible for curricular development related to the requirements for the MA and PhD in Art History.
- e. Appointed by the Chairperson in consultation with the Advisory Committee, the Director serves a three-year non-renewable term, with the possibility of renewal only in exceptional cases, and receives a one-course reduction in the academic year teaching load.

3. **Director of Undergraduate Studies.** The Director of Undergraduate Studies chairs the Undergraduate Studies Committee.

- a. The Director of Undergraduate Studies oversees the BA program in art history, the minor in art history, and the minor in museum studies. They are responsible for all aspects of these programs, ensuring that the curriculum is up-to-date and responsive to student needs, and that procedures and requirements are in accordance with university regulations.
- b. The Director's primary duties include directing and managing the curriculum and its development; completing program assessments; and reviewing and modifying program and learning outcomes to maintain program excellence.

- c. The Director initiates changes and considers proposals from other members of the Faculty to change the undergraduate program, recommending all curricular and other substantive changes to the Faculty for approval.
- d. The Director advises undergraduate majors and minors (art history and museum studies), and guides students through the Department's undergraduate program in a timely fashion.
- e. Working with the associate deans and academic advisors, the Director assists incoming freshmen and transfer students.
- f. The Director nominates the semi-annual recipients of the Helen J. Beard Undergraduate Scholarship for Excellence in the Major and departmental candidates for the College Academic Leadership Award (selected by the Dean).
- g. The Director serves as liaison to the university Honors Program and academic advisor for the Undergraduate Art History Association.
- h. Appointed by the Chairperson in consultation with the Advisory Committee, the Director serves a three-year non-renewable term, with the possibility of renewal only in exceptional cases, and receives a one-course reduction in the academic year teaching load.

4. **Director of Museum and Cultural Heritage Studies.** The Director of Museum and Cultural Heritage Studies (MCHS) and the Museum Studies Minor.

- a. The Director oversees admittance to the graduate MA program in Museum & Cultural Heritage Studies, directs student progress through the program, serves as the professor of record for graduate student internships during the academic year, coordinates the final semester internship capstone course, and evaluates the capstone project.
- b. In consultation with the Director of Graduate Studies, and with the assistance of staff, the Director is responsible for the review and acceptance of candidates for admission into the MCHS MA program, correspondence with graduate students, and their initial advising.
- c. The Director is responsible for setting program deadlines and revising relevant sections of the graduate handbook. The Director is responsible for coordinating with The Ringling regarding the MCHS Course of Study offered at the Ringling, this includes overseeing student applications for The Ringling Course of Study which occurs during their first year in the MA in MCHS program.
- d. The Director is responsible for curricular development related to the requirements for the MA in MCHS as well as potential development of an MCHS BA degree track.
- e. Appointed by the Chairperson in consultation with the Advisory Committee, the Director serves a three-year non-renewable term, with the possibility of renewal only in exceptional cases, and receives a one-course reduction in the academic year teaching load.

5. **Promotion and Tenure Committee.** The Promotion and Tenure Committee shall consist of three tenured members of the Faculty, not including the Chairperson, elected in early fall of each year by secret ballot. No member of the faculty under consideration for either promotion or tenure shall be included on the ballot. Each spring the Committee evaluates in writing all tenure-earning faculty and tenured faculty below the rank of tenured full professor regarding their progress toward promotion or tenure and nominates potential candidates to stand for promotion or tenure. In accordance with the regulations of the University, College, and the Department's Promotion and Tenure Guidelines, the Committee makes recommendations to the proper University committees and officers concerning members of the Department eligible for promotion or tenure.
6. **Merit Committee.** The Merit Committee shall consist of the same three members of the Faculty elected most recently to serve on the Promotion and Tenure Committee. The Committee evaluates and ranks faculty performances according to the terms stipulated on the Annual Evaluation Form. These rankings are then presented to the Chairperson as recommendations for Faculty discretionary merit salary raises.
7. **Advisory Committee.** This committee shall consist of the Director of Graduate Studies, the Director of Undergraduate Studies, the Director of Museum and Cultural Heritage Studies, and the Chairperson, who shall serve as committee chair. The committee advises the Chairperson in developing the Department's goals and policies. The Committee provides advice on student and personnel issues and considers student and faculty concerns. The Advisory Committee may make decisions on behalf of the Faculty when a regular Faculty meeting cannot be scheduled in a timely fashion.
8. **Anti-Racism and Equity Committee.** This committee shall consist of three members of the Faculty, not including the Chairperson, elected in early fall of each year. The committee shall also include two doctoral, two master's (one MCHS/one ARH), and two undergraduate student representatives, to be selected by the students. The committee shall meet regularly in order to assess the department's health in the area of diversity and inclusivity and actively pursue opportunities for improvement. The committee advises the Faculty and the Chairperson on a range of matters including the scheduling of academic programming, the development and coordination of departmental curriculum, and dynamics within the student population.
9. **Ad-Hoc Committees.** In consultation with the Advisory Committee, the Chairperson may establish such ad hoc committees as are deemed necessary to assist in the operation of the Department, including search committees to organize and oversee job searches to hire new members of the Faculty.

**Section D: Faculty Senators.** The Department shall participate in the election of Faculty Senate candidates through the procedures established by the College of Fine Arts. Faculty Members elected to serve as Faculty Senators are responsible for attending meetings of the Faculty Senate and informing the Department of developments affecting the Department, its Faculty, and its Members.

**Section E: Faculty Recruitment.** Allocations of faculty lines can be requested by the Department at any time. In applying, the Chairperson must submit an official request to the Office of the Dean, specifying the purpose of the request and providing a rationale for it. In light of this:

1. On the basis of the Department's strategic plan, the faculty will discuss, determine, and rank through a vote the top two faculty lines to be requested. In consultation with the faculty, the Chairperson will establish when to submit the application for the faculty line ranked as the top priority.
2. If a faculty line becomes available on account of a faculty member's departure, the faculty will discuss and determine through vote whether to apply for a line in the same area or to replace it with a different specialization.

Once the Dean of the College approves the request of a faculty line, the process for recruiting is as follows:

1. The Chairperson places job announcements with the principal professional organizations for art historians and other relevant fields, including those required by the Employment and Recruiting Services of the Office of Human Resources at FSU.
2. A Faculty Search Committee is selected by the Chairperson consisting of tenured and tenure-earning faculty, according to the nature and rank specific to the line. The committee evaluates the received applications with supporting materials, and, after conducting interviews with candidates, selects the candidates to invite to campus.
3. Following campus visits, the entire faculty discusses the candidates and makes its recommendations to the Search Committee.
4. The Chairperson and a delegate from the Search Committee submit to the Dean the recommendations of the faculty and of the Search Committee.
5. The final decision is made by the Dean.

**Section F: Unit Reorganization.** If there should be any discussion of unit reorganization affecting the Department, all members of the Faculty shall have the right to participate in that discussion. The Department Chairperson shall inform the Faculty in writing as soon as practicable if the Department Chairperson learns that considerations of any unit reorganization with potential impacts on the Department have commenced at the



College or University level. The Department Chairperson shall notify all members of the Department at least one week prior to any scheduled Faculty meeting at which discussions of unit reorganization may occur.

## Article IV: Curriculum

**Section A: Undergraduate Curriculum.** The Department Chairperson and the Director of Undergraduate Studies, in consultation with members of the Faculty serving on the Undergraduate Studies Committee, are responsible for developing the Department's undergraduate curriculum and reviewing that curriculum on a continuous basis to determine its effectiveness at meeting the Department's mission related to preparing undergraduate students to compete successfully in pursuing advanced degrees and academic and professional careers in the arts. Department curricula at the undergraduate level shall provide students with rigorous training in visual analysis, visual rhetoric, historical research, critical thinking, oral argument and expository writing.

**Section B: Graduate Curriculum.** The Department Chairperson and the Director of Graduate Studies, in consultation with members of the Faculty serving on the Graduate Studies Committee, are responsible for developing the Department's undergraduate curriculum and reviewing that curriculum on a continuous basis to determine its effectiveness at meeting the Department's mission as it relates to preparing graduate students to compete successfully in pursuing academic and professional careers in the arts. Department curricula at the graduate level shall provide students with rigorous training in visual analysis, visual rhetoric, historical research, critical thinking, oral argument, and expository writing.

**Section C: Granting Graduate Faculty Status.** Graduate Faculty Status may be recommended by a two-thirds vote of the Faculty with Graduate Faculty Status to tenured, tenure-earning, or non-tenure-earning faculty with minimum qualification of (1) the completion of a Ph. D. degree or (2) proven expertise, regular publications, or equivalent professional recognition in the teaching area.

**Section D: Appointments.** Faculty may be offered the opportunity to teach for the Department during the summer. The decision about which courses to offer will be based on programmatic needs, student demand, and budget availability. Supplemental summer appointments shall be offered equitably and as appropriate to qualified faculty members, not later than five weeks prior to the beginning of the appointment. If additional summer appointments become available, these appointments may be offered to qualified faculty members. Faculty members must specify whether they want to teach during the summer within two weeks of the Chairperson's request for faculty teaching preferences. Faculty members with other funding resources shall not be omitted from consideration. Supplemental summer assignments shall be offered to qualified faculty members before anyone else.

## Article V: Annual Evaluation of Faculty on Performance and Merit

**Section A: Peer Involvement in Annual Performance and Merit Evaluation.** Each faculty member's performance shall be evaluated relative to his or her assigned duties. Each faculty member's performance shall be rated annually using the following university rating scale:

Exceeds FSU's Expectations

Meets FSU's Expectations

Official Concern

Does Not Meet FSU's Expectations

1. At the beginning of each calendar year members of the faculty are expected to complete and submit the Department's Annual Evaluation Form along with any appropriate supplementary materials to the department for assessment, including (for faculty yet not at the highest rank) a letter or narrative describing progress toward promotion and/or tenure.
2. Annual evaluations for all faculty members shall occur during the spring semester of each year and shall be based only upon the Faculty member's Assignment of Responsibilities.
3. Evaluations will carefully consider the proportions, duties, and nature of the assignments and the quality of the performance in accordance with the criteria and procedures indicated by the Annual Evaluation Form.
4. Revisions to these criteria and procedures may be initiated by a majority vote of at least a quorum of the faculty members subject to evaluation or upon the initiative of the Chair. Proposed revisions that meet the preceding criteria shall be subject to a secret ballot vote requiring the support of at least a majority of the quorum of the faculty.
5. Faculty members eligible for promotion or for tenure (except for Assistant Professors in the years in which they receive the Third-Year Review (or Second- and Fourth-year Reviews, as applicable) shall be apprised annually in writing of progress towards promotion or tenure in order to provide assistance and counseling in working toward that goal.
6. The evaluator (Department Chair) reviews all documentation submitted by each faculty member as well as pertinent information from other sources as applicable, including peer review (Promotion and Tenure Committee), and completes the Annual Evaluation Summary Form indicating one of the four performance rating categories below.

7. No evaluation process shall require a forced distribution of evaluation of ratings. All evaluations must contain a narrative explanation attached to the Annual Evaluation Summary Form.
8. An evaluation may only be changed through the appeal process as outlined in the UFF-FSU Collective Bargaining Agreement (10.7: Provision for the Appeal of Annual Evaluation). Faculty performance shall be assessed using the following rating:
9. For faculty who are meeting expectations, there are two categories:
  - a. **Exceeds** FSU's Expectations – This describes an individual who exceeds expectations during the evaluation period by virtue of demonstrating noted achievements in teaching, research, and service, which may include several of the following: high level of research activity, professional recognitions, willingness to accept additional responsibilities, high level of commitment to serving students and the overall mission of the Department, involvement/leadership in professional associations, initiative in solving problems or developing new ideas.
  - b. Meets FSU's Expectations – This describes an individual who demonstrates the requisite knowledge and skills in his/her field of specialty and completes assigned responsibilities in a manner that is both timely and consistent with the high expectations of the university.
10. If an individual's overall performance rating falls below "Meets FSU's Expectations," specific suggestions for improvement should be provided to the employee.
11. There are two performance rating categories for individuals who are not meeting expectations:
  - a. Official Concern – This describes an individual who demonstrates the requisite knowledge and skills in his/her field of specialty but is not completing assigned responsibilities in a manner that is consistent with the high standards of the university.
  - b. Does Not Meet FSU's Expectations – This describes an individual who fails to demonstrate with consistency the knowledge, skills, or abilities required in his/her field of specialty and/or in completing assigned responsibilities.
12. Performance Improvement Plans (PIPs) may now be triggered by: 1) an overall rating of "Does Not Meet" for all faculty members, both specialized and tenured/tenure-track; and 2) by ratings of "Does Not Meet Expectations" in a single domain (research, teaching, service) in 3 or more of the previous 6 evaluations.
13. Upon completion of annual evaluations, signed evaluation forms and attachments (including progress reports) must be forwarded to OFDA to ensure compliance with CBA.

14. Merit Evaluations require that all faculty members shall be reviewed for merit. Meritorious performance is now defined in the Collective Bargaining Agreement as “performance that meets or exceeds the expectations for the position’s classification and department.” Merit criteria may not mandate a merit pay award for all members of the department. Merit criteria must reflect distinctive levels of merit reflecting the differences in performance.
15. The Chairperson makes recommendations for Faculty discretionary merit raises to the Dean of the College in consultation with the Merit committee elected annually by the Faculty.

**Section B: Criteria for Evaluation of Tenure-Track Faculty.** As detailed under Section A above and consistent with the policies and procedures described in the University’s Faculty Handbook, during the spring semester each year, each Tenure-track Faculty member in the Department shall be evaluated on their performance during the preceding calendar year in accordance with their Assignment of Responsibilities. The purpose of this evaluation is to acknowledge performance, communicate performance effectiveness, aid in improving performance in assigned duties, and, if necessary, develop a performance plan to assist in correcting deficiencies in faculty performance. The evaluation process assesses the quality of the Faculty member’s performance in the functions of teaching, research or creative activity, service, and any other duties that may be assigned. The Faculty member’s history of annual evaluations will be considered in recommendations and final decisions on tenure, promotions, salary increases, and reappointment or non-reappointment.

1. **Teaching.** Evaluation of teaching effectiveness shall include consideration of the Faculty member’s effectiveness in engaging students and stimulating student learning by means or methods such as lectures, discussion, written assignments, demonstrations, experiential learning exercises and activities, and direct consultation with students. The evaluation shall include consideration of effectiveness in imparting knowledge and skills, effectiveness in stimulating students’ critical thinking and/or creative abilities, the development or revision of curricula and course structures, and adherence to accepted standards of professional behavior in meeting responsibilities to students. Other considerations may include the number of students taught, format, preparation time, whether the course is required or elective, availability of assistance and other University instructional duties, such as advising, counseling, supervision of interns, as well as relevant material submitted by the faculty member such as class notes, syllabi, student exams and assignments, and peer evaluations of teaching. The approved written objectives for each course may also be considered in evaluating teaching.
2. **Scholarship/Research.** Evaluation of scholarship and research shall include consideration of the Faculty member’s effectiveness in contributing to the discovery

and of new knowledge, development of new educational techniques, and other forms of research-based productivity or creative activity. Evidence of research effectiveness includes but is not limited to: published books; chapters in books; articles in refereed and un-refereed professional journals; papers presented at meetings of professional societies or associations; book reviews; exhibition reviews; research and creative activity that has not yet resulted in publication; and success in obtaining external support for research-related activities. The evaluation shall include consideration of the faculty member's productivity, including the quality and quantity of the faculty member's research and other creative projects, research activities during the period under evaluation, and recognition by the academic or professional community.

3. **Service.** Evaluation of service shall include consideration of the Faculty member's effectiveness in activities related to and furthering the mission of the University, including service on departmental, college, and university committees, councils, and senates; service in professional organizations; participation in professional meetings, symposia, conferences, workshops; service on local, state, and national governmental boards, agencies and commissions; and service to public schools. Evaluation of service shall include assessment of its contribution to: the orderly and effective functioning of the faculty member's academic unit and the University community; the local, state, regional and national communities, and scholarly and professional associations; other assigned university duties, such as academic administration; and other responsibilities that may be appropriate to the assignment. Evaluations for Department Chairpersons, Associate Chairpersons, and Assistant Chairpersons shall consider responsibilities such as departmental planning and goal setting; assignment of work responsibilities and resources; fiscal responsibilities; recruitment and hiring; mentoring, and evaluation of faculty; handling of personnel issues involving faculty and staff; academic program responsibilities; implementation of University policies; and communication both within the Department and with administrators regarding the Department.

**Section C: Criteria for Evaluation of Specialized Faculty.** As detailed under Section A above and consistent with the policies and procedures described in the University's Faculty Handbook, during the spring semester each year, each Specialized Faculty member in the Department shall be evaluated on their performance during the preceding calendar year in accordance with their Assignment of Responsibilities. The purpose of this evaluation is to acknowledge performance, communicate performance effectiveness, aid in improving performance in assigned duties, and, if necessary, develop a performance plan to assist in correcting deficiencies in faculty performance. The evaluation process assesses the quality of the Faculty member's performance in the functions of teaching, research or creative activity, service, and any other duties that may be assigned. The Faculty member's history of annual evaluations will be considered in recommendations and final decisions on tenure, promotions, salary increases, and reappointment or non-reappointment.

1. **Teaching.** Evaluation of teaching effectiveness shall include consideration of the Faculty member's effectiveness in engaging students and stimulating student learning by means or methods such as lectures, discussion, written assignments, demonstrations, experiential learning exercises and activities, and direct consultation with students. The evaluation shall include consideration of effectiveness in imparting knowledge and skills, effectiveness in stimulating students' critical thinking and/or creative abilities, the development or revision of curricula and course structures, and adherence to accepted standards of professional behavior in meeting responsibilities to students. Other considerations may include the number of students taught, format, preparation time, whether the course is required or elective, availability of assistance and other University instructional duties, such as advising, counseling, supervision of interns, as well as relevant material submitted by the faculty member such as class notes, syllabi, student exams and assignments, and peer evaluations of teaching. The approved written objectives for each course may also be considered in evaluating teaching.
2. **Scholarship/Research.** Evaluation of scholarship and research shall include consideration of the Faculty member's effectiveness in contributing to the discovery and of new knowledge, development of new educational techniques, and other forms of research-based productivity or creative activity. Evidence of research effectiveness includes but is not limited to: published books; chapters in books; articles in refereed and un-refereed professional journals; papers presented at meetings of professional societies or associations; book reviews; exhibition reviews; research and creative activity that has not yet resulted in publication; and success in obtaining external support for research-related activities. The evaluation shall include consideration of the faculty member's productivity, including the quality and quantity of the faculty member's research and other creative projects, research activities during the period under evaluation, and recognition by the academic or professional community.
3. **Service.** Evaluation of service shall include consideration of the Faculty member's effectiveness in activities related to and furthering the mission of the University, including service on departmental, college, and university committees, councils, and senates; service in professional organizations; participation in professional meetings, symposia, conferences, workshops; service on local, state, and national governmental boards, agencies and commissions; and service to public schools. Evaluation of service shall include assessment of its contribution to: the orderly and effective functioning of the faculty member's academic unit and the University community; the local, state, regional and national communities, and scholarly and professional associations; other assigned university duties, such as academic administration; and other responsibilities that may be appropriate to the assignment.

## Article VI: Promotion and Tenure

**Section A: Progress Toward Promotion Letter.** Each year, every Faculty member who is not yet at the highest rank for their position will receive a letter that outlines progress toward promotion and/or tenure.

**Section B: Third Year Review for Tenure-track Faculty.** Tenure-track faculty in their third year of service will receive an evaluation of their progress in meeting the Department's expectations for promotion and tenure.

1. Pursuant to Article 15.3(e)(3) of the Collective Bargaining Agreement, Assistant Professors hired July 1, 2019 or later shall receive a tenure review in their third year.
2. Assistant Professors hired before July 1, 2019 and who have not yet had a 2nd-year review may choose between a 2nd and 4th year set of reviews or a 3rd year review.
3. Assistant Professors hired before July 1, 2019 and who have already had a 2nd year review shall have a 4th year review.
4. These reviews are mentoring opportunities during which the Department's Promotion and Tenure Committee shall provide specific feedback and advice reflecting expectations for tenure and how the faculty member is progressing toward meeting those expectations.
5. The faculty member shall meet with the department/unit's chair to discuss the report.
6. Tenure Review Reports shall be included in the tenure binder.
7. Assistant Professors hired with credit toward tenure shall have credited years included in the determination of the timing of the third-year review unless an alternative schedule is mutually agreed upon by the faculty member and his or her supervisor.

**Section C: Peer Involvement in Evaluation of Promotion and Tenure of Faculty.** The process for peer involvement in the evaluation of promotion and tenure of Faculty is as follows:

1. The Chairperson shall notify all Faculty of their eligibility for promotion and tenure, as determined by the Promotion and Tenure Committee, and shall aid and advise Faculty concerning the preparation of supportive evidence for consideration.



2. The Promotion and Tenure Committee organizes and oversees the Department's evaluation process in accordance with the Promotion and Tenure Guidelines adopted by the Faculty.
3. It is the responsibility of the candidate to ensure that the promotion and/or tenure file is complete.
4. The decision shall take into account the Third-Year Review (or Second- and Fourth-Year Reviews, if applicable) for Assistant Professors and "Progress Toward Tenure and/or Promotion" letters for all other faculty member.
5. Faculty serving on the Promotion and Tenure Committee shall evaluate the candidate and make recommendations for promotion and tenure by secret ballot.
6. All tenured members of the Faculty shall evaluate the candidate and make recommendations for promotion and tenure by secret ballot.

**Section D: Criteria for Promotion from Assistant to Associate Professor.**

Candidates normally become eligible for tenure and promotion to Associate Professor in their sixth year of service and must show evidence that they are clearly becoming recognized nationally and internationally as a scholar in their field. Usually in the Spring of the fifth year, the P&T Committee considers candidates for tenure the following year, and, if eligible, candidates must start preparing the material for promotion as early as February-March of the fifth year so that their application can be considered by the College and University in their sixth year. In exceptional circumstances, P&T Committee can consider candidates in their sixth year for tenure the following year (Florida State Regulation 1.004 (6)(b)7.a)

1. **Research.** The department aims to promote and grant tenure to candidates who display a vigorous, sustained, and promising program of research. Evaluation of a candidate's research activity shall focus primarily on the quality of published scholarly work as assessed by the department and external referees. While evidence of other types of research activity (such as presentation of papers at academic conferences; submission of proposals for internal and external research funding; and participation in fieldwork or other research projects) shall be taken into consideration, ultimately the department expects the candidate to prove their eligibility by submitting a minimum of three pieces of substantial scholarly work. These shall necessarily include a single-authored monograph with a university or academic press of national or international standing. More specifically:
  - a. If the monograph is not yet published at the time of the application, there must be proof of imminent publication. This is provided by the following:
    - i. the publication agreement or contract;

and/or

- ii. a letter from the publisher or editor-in-chief of the series certifying that the manuscript has undergone peer review; that the author has responded to the reviewers' reports; that the definitive version of the manuscript with the required corrections and revisions has been successfully submitted; that the manuscript is scheduled to be published within a year from the current date (a delay up to two years is acceptable if convincingly justified in the letter);

and

- iii. submission of the final manuscript by the candidate as the chief piece for external evaluation.
- iv. The P&T Committee can start the process of promotion even in the absence of 1) and 2) as long as the applicant pledges to provide these by the time the Chair reviews the final submission (usually prior to the Fall of the candidate's sixth year). 2) can replace 1), but not vice versa.

- b. A museum exhibition catalogue can be considered the equivalent of the single-authored monograph only when:
  - i. the candidate is the curator or co-curator of the exhibition;
  - ii. the candidate is also the editor or co-editor of the exhibition catalogue;
  - iii. the catalogue contains a piece of scholarly work by the candidate of sufficient length and import (minimum 30,000 words) considered acceptable in light of the department's research standards;
  - iv. the catalogue is published by an accredited museum press of national or international standing.
  - v. The P&T Committee and the Chair will need to assess the quality of the scholarly work. Length is a necessary, but not a sufficient condition for acceptability. Quality is the determining factor.
- c. Candidates are also entitled to submit a co-authored book as long as they are the author of at least 50% of its contents. In this case, however, candidates will need to submit three (and not two) other pieces of scholarly work (such as essays, articles, book chapters) in addition to the co-authored monograph.
- d. The P&T Committee and the Chair must make sure that the co-authors are at a similar level in their academic career. Any discrepancy in this regard must be considered carefully in order to establish whether it is possible to assess the scope of the applicant's specific contribution to the work.
- e. Essays (including those in exhibition catalogues), articles, book chapters, submitted by the candidate in addition to the monograph must be published by the date of the application.

2. **Teaching.** Candidates for tenure and promotion to Associate Professor are expected to provide evidence of teaching effectiveness and of demonstrable contribution to the teaching mission of the department. In evaluating the candidate, the department shall consider:
  - a. Teaching effectiveness
  - b. Contribution to the department's teaching mission. This may include:
    - i. Development of new courses or teaching formats;
    - ii. Engagement with both undergraduate and graduate teaching;
    - iii. Engagement with undergraduate and graduate research.
3. **Service.** The department considers service an important component of the duties of its faculty. Although the service assignments of Assistant Professors are kept to a minimum, candidates for tenure and promotion to Associate Professor are expected to have fulfilled the duties of any departmental, college, or university service assigned to them or for which they have volunteered.

**Section E: Criteria for Promotion to Full Professor.** Promotion to Full Professor shall be based on clear evidence of superior research, teaching, and service carried out since appointment as an Associate Professor.

1. **Research.** Candidates for promotion to Full Professor are expected to show clear evidence of having achieved a national or international reputation in their field. While evidence of other types of research activity (such as presentation of papers at academic conferences; submission of proposals for internal and external research funding; and participation in fieldwork or other research projects) shall be taken into consideration, ultimately the department expects the candidate to prove their eligibility by submitting a minimum of four pieces of substantial scholarly work. These shall necessarily include a single-authored monograph with a university or academic press of national or international standing. More specifically:
  - a. This monograph cannot correspond to a reprint or a revised version of previous monographs.
  - b. If the monograph is not yet published at the time of the application, there must be proof of imminent publication. This is provided by the following:
    - i. the publication agreement or contract;
    - ii. a letter from the publisher or editor-in-chief of the series certifying that the manuscript has undergone peer review; that the author has responded to the reviewers' reports; that the definitive version of the manuscript has been successfully submitted; that the manuscript is scheduled to be published within a year from the current date (a delay up to two years is acceptable if convincingly justified in the letter);

- iii. submission of the final manuscript by the candidate as the chief piece for external evaluation.
  - c. A museum exhibition catalogue can be considered the equivalent of the single-authored monograph only when:
    - i. the candidate is the curator or co-curator of the exhibition;
    - ii. the candidate is also the editor or co-editor of the exhibition catalogue;
    - iii. the catalogue contains a piece of scholarly work by the candidate of sufficient length and import (minimum 30,000 words) considered acceptable in light of the department's research standards;
    - iv. the catalogue is published by an accredited museum press of national or international standing.
    - v. The P & T Committee and the Chair will need to assess the quality of the scholarly work. Length is a necessary, but not a sufficient condition for acceptability. Quality is the determining factor.
  - d. Candidates are also entitled to submit a co-authored book as long as they are the author of at least 50% of its contents. In this case, however, candidates will need to submit four (and not three) other pieces of scholarly work (such as essays, articles, book chapters) in addition to the co-authored monograph.
  - e. The P & T Committee and the Chair must make sure that the co-authors are at a similar level in their academic career. Any discrepancy in this regard must be considered carefully in order to establish whether it is possible to assess the scope of the applicant's specific contribution to the work.
  - f. Essays (including those in exhibition catalogues), articles, and book chapters submitted by the candidate in addition to the monograph must be published by the date of the application.
2. **Teaching.** Candidates for promotion to Full Professor are expected to demonstrate their sustained commitment to teaching excellence, continued contribution to the teaching mission of the department at all levels, and continued engagement with undergraduate and graduate teaching and research.
  3. **Service.** Candidates for promotion to Full Professor are expected to have served or be serving as director of one of the three principal service assignments within the department: Director of Undergraduate Studies, Director of Graduate Studies, or Director of MCHS. As an alternative, candidates need to demonstrate the scope of their engagement with service either at the College or the University level.

**Section F: Criteria for Promotion of Specialized Faculty.** Non-tenure-earning Faculty shall be reviewed annually by the Promotion and Tenure Committee in accordance with their annual assignments of responsibility. All such Faculty shall report on their annual activities on the department's Annual Evaluation Form. Promotion decisions shall take into account the following: a) annual evaluation; b) annual assignments; c) evidence of sustained effectiveness; d) time in rank.

**Section G: Emeritus Status.** Any retiring faculty member may request that the Faculty consider recommending them to the Dean for emeritus or emerita status, in recognition of meritorious contributions to the University and to the Department in research, teaching, and service. The request will be discussed and voted on by the tenured Faculty, which will send its recommendation (but not the particulars of the vote that determined it) to the Dean. A simple majority determines the Department's recommendation.