

Nancy Hall

From: William Ganis
Sent: Friday, September 29, 2017 1:20 PM
To: Nancy Hall
Subject: Re: Current version of Review Documents
Attachments: Dept Art Bylaws & Handbook.pdf

Importance: High

Hello Nancy,

The Senior Instructor document is correct. I would use appropriate sections (per the table of contents) of the attached 2012 Bylaws for P&T and Biennial Review. We've made tweaks since, but have never finished the approval process to have a newer document in effect.

Best,

William

From: Nancy Hall <Nancy.Hall@indstate.edu>
Date: Wednesday, September 27, 2017 at 3:49 PM
To: William Ganis <william.ganis@indstate.edu>
Subject: RE: Current version of Review Documents

Hi William,

Please take a moment to review the attached Review documents and then email me to confirm that they are the department's currently approved documents.

Many thanks.

Nancy

From: Nancy Hall
Sent: Wednesday, September 20, 2017 2:37 PM
To: William Ganis
Subject: Current version of Review Documents
Importance: High

Hi William,

We are gearing up for P&T and Biennial Review here in the Dean's Office. Please review the attached to verify that they are the most current documents for departmental procedures. We will be providing this information to the College-Wide Promotion and Tenure Committee to assist them in the reviews.

Please email me by Friday, September 22nd to let me know if they are current, or to provide me with an updated version(s).

Many thanks!

Indiana State University Department of Art and Design

Bylaws and Handbook (Approved 12-7-2012)

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Prologue

Indiana State University Mission Statement

Indiana State University combines a tradition of strong undergraduate and graduate education with a focus on community and public service. We integrate teaching, research, and creative activity in an engaging, challenging, and supportive learning environment to prepare productive citizens for Indiana and the world.

Department of Art and Design

The undergraduate programs offered by the Department of Art and Design encourage students to think and work creatively, and to become engaged members of a variety of artistic and scholarly communities. The programs are designed to develop broad and versatile creative abilities while providing a highly professional education that prepares students for careers as studio artists, designers, educators, multimedia practitioners, and a host of other creative endeavors, as well as for future graduate study.

In support of the liberal arts and sciences mission of the College of Arts and Sciences and Indiana State University, the Department of Art and Design participates in the Foundational Studies Program and the Honors Program. The goals of the Department are:

1. To deliver a professional, quality education in the various concentrations offered by the Department in the B.A., B.S., and BFA degree programs.
2. To provide future school teachers with disciplined-based and pedagogical skills required to be successful teachers in the B.S. program.
3. To engage our students in opportunities for experiential learning.
4. Through outreach and service, to provide assistance and leadership beyond the campus to the communities ISU serves.

Accreditation

The University is accredited by the North Central Association of the Commission of Higher Education. All degree programs are accredited by the National Association of Schools of Art and Design (NASAD). The Art Education program is accredited by the Indiana Department of Education.

ORGANIZATION

President

Vice President/Provost

Dean Arts and Sciences

Dean Graduate & Professional Studies

Department of Art and Design

Departmental Committees and Boards

Assessment

Budget

Core

Curriculum

Graduate

Personnel

Recruitment/Scholarships

Visiting Artist/Scholar and Gallery

University Gallery Advisory Board

Ad hoc and Search Committees

Bylaws of the Department of Art and Design

The authority of the Bylaws of the Department of Art and Design is derived from section VIII of the Constitution of the College of Arts and Sciences, "Government and Authority of Academic Departments and Equivalent Entities." It states, "The faculty of each Department... is guaranteed a representative form of government in respect to the formulation and administration of internal policy and the right to participate in the selection of its chief administrative officer(s)."

I. Governance

- A. Voting Faculty: All full-time tenure track faculty of the Department of Art and Design *with* academic rank are voting members (with the exception of the Chairperson who only votes in the event of a tie).
- B. Full time and part time employees of the Department in instructional and administrative positions may attend regularly scheduled faculty meetings and are eligible to voice comments and concerns, but have no voting rights.
- C. The Department of Art and Design shall endeavor to conduct its programs and business according to the highest standards of the National Association of the Schools of Art and Design, the College Art Association, and the National Art Education Association.
- D. The Chairperson will be a nonvoting (ex officio) member of all committees. The Chairperson may not attend meetings of the Personnel Committee when it is reviewing faculty for promotion, tenure, or biennial reviews or when the Committee is conducting a review of the Chairperson.

II. Procedural Rules for Departmental Meetings

The action of the Faculty of the Department of Art and Design shall be taken through the Departmental meetings.

- A. Quorum—A quorum is constituted by a simple majority of the voting members. A motion may be passed by a majority of the votes cast, a quorum being present and abstentions not counting.
- B. All decisions and recommendations, with the exception of Bylaws revisions (see section E.1), shall be determined by a majority vote of the members present.
- C. The presiding officer at Departmental meetings is the Chairperson or, in the Chairperson's absence, the Chairperson's designee.
- D. A meeting may also be called by the Chairperson of the Personnel Committee as a part of the evaluation process of the Department Chairperson.

- E. The Chairperson shall appointment a Parliamentarian at the first meeting of each Fall semester.
- F. There shall be at least six regular sessions of the Departmental meeting each year, to be called by the Chairperson of the Department of Art and Design.
 - 1. The Chairperson of the Department of Art and Design shall send written notice of the time and place of the regular faculty meetings and shall request agenda items; this communication will take place at least 7 school days before each regular meeting and will have as its deadline for faculty agenda input three working days before the meeting date.
 - 2. At each regular session, the standing Committees of the Department shall report to the Faculty.
 - 3. In addition to the established regular sessions of the Departmental meeting:
 - a. the Chairperson may call such special sessions as he/she deems necessary,
 - b. the Chairperson will, within ten days, call a special session upon receiving either:
 - 1) a request from a standing Committee;
 - 2) a written petition, signed by at least half the full-time members of the Faculty, stating the purpose of a meeting. When a meeting is called to discuss a proposal generated by a committee, or group of faculty, that proposal must be distributed in writing at least one week in advance.
 - 4. Although the Meetings will be open to visitors, including students, no visitor will have voting privileges. The Department reserves the right to move into executive session.
 - 5. Departmental Meeting Procedures:
 - a. Meetings will be conducted according to criteria set forth by *Robert's Rules of Order*, as interpreted by the Parliamentarian.
 - b. Topics which appear on the agenda may be voted upon during the faculty meeting for which the agenda was prepared (with the exceptions noted below). However, any "call for the question" will be delayed until the chair determines that sufficient discussion on a topic has occurred among faculty at the meeting.
 - c. The following two topics, which are excluded from the provisions as outlined above in point III.5.b. must be introduced to the faculty one meeting prior to the vote. The time lapse between meetings will be determined by a majority vote of the faculty at the initial meeting.
 - 1) amendments to the Bylaws,
 - 2) tabled old business, the character of which changes substantially at a subsequent meeting.
 - d. Absentee voting:
 - 1) Absentee votes will be accepted for Bylaws revisions, staffing and/or program changes from faculty.
 - 2) The absentee vote must be presented in writing to the Chairperson of the Department of Art and Design prior to the meeting in which the issue comes up for a vote.
 - 3) If a substantial change is made on the proposal under consideration, absent faculty members must be consulted and their vote recorded in the minutes.

- e. Minutes will be taken at each faculty meeting and distributed for approval at a subsequent meeting. A permanent file of minutes will be maintained in the office of the Chairperson.
- f. A record of attendance shall be part of the minutes.

III. The Approval of and Amendment of the Bylaws

- A. The Bylaws of the Department may be amended by a two-thirds majority vote of the faculty at an announced meeting at which a quorum of voting faculty is present. The amendment(s) must be introduced at a meeting of the Department prior to the meeting at which a vote will be taken.
- B. These rules apply to the amendment of the Bylaws only. The Handbook may be modified at a regular meeting of the Department when the proposed changes have been properly distributed prior to the meeting when a vote will be taken.
- C. The Chairperson shall issue a revised edition of the Bylaws at the beginning of the school year when revisions have been made in the previous school year.

Department of Art and Design Handbook

I. Structure of the Department

A. Personnel

The duties and responsibilities of the Faculty, Chairperson, and Graduate assistants will be governed by the following: the regulations of Indiana State University and the College of Arts and Sciences; the Handbook of Departmental Guidelines and Procedures, and the Bylaws of the Department of Art and Design, as set forth below.

1. Instructional

a. The Academic areas of the Department of Art and Design

- 1) Cognitive (Art History, Art Theory and Criticism, Art Education)
- 2) Three-Dimensional
- 3) Two-Dimensional
- 4) Graphic Design

b. Faculty Duties and Responsibilities

Members of the faculty of Indiana State University are expected to abide by established policies for the operation of the University and the conduct of its instructional programs, to participate in and contribute to the development and improvement of educational services within the scope of the mission of the University, to perform assigned duties to the best of their ability, and to be concerned about the educational welfare and achievement of students. Each faculty member should continuously endeavor to achieve scholarly attainments, to participate in appropriate organized professional activities and, through research and teaching, to contribute to the expansion of knowledge and the advancement of learning. Personal conduct and relationships with students and colleagues should conform to accepted ethics.

c. Teaching Responsibilities. Teaching assignments will depend on the schedule requirements of the Department, the nature of courses taught, and on non-teaching assignments of the faculty. The normal teaching load will be 12 semester credit hours of course work per semester or 24 semester credit hours per academic year (or equivalent). (See Appendix 1: Faculty Workload Policy) A load reduction of 3 credit hours for a semester shall be granted in lieu of a demonstrated creative/research agenda.

d. Hiring Procedures

- 1) Recommendations for Faculty positions shall be made by the Department Chairperson following University guidelines.
- 2) These recommendations shall be based upon, and justified by:
 - a) evaluation of the overall Departmental needs,
 - b) faculty discussions,

- c) adherence to the document "Criteria and Procedures for Selection of New Faculty Members" (refer to Appendix 2), and
- d) recommendations of the Department Search Committee.

B. Personnel Policies and Procedures (Tenure, Promotion, Biennial Review)

1. Faculty Evaluation Criteria for Promotion and Tenure

Faculty members in the Department of Art and Design who are candidates for promotion and/or tenure must meet Departmental, College, and University expectations. The Department of Art and Design Evaluation Criteria for Promotion and Tenure only outlines the expectations of the Department of Art and Design. For information regarding College and University expectations respectively Candidates should familiarize themselves with the documents *Guidelines for Academic Tenure and Promotion--College of Arts & Sciences* and the appropriate sections (3-12 to 3-17) in the *University Handbook* that discuss faculty tenure and promotion.

The Department of Art and Design recognizes three broad categories for evaluation: teaching, research/ creativity, and service. These categories may be applied to the three areas of specialization within the Department: Art History/Theory, Studio Art and Design, and Art Education. Regardless of specialization, each candidate must meet three general expectations:

- a. The candidate must demonstrate satisfactory performance in the category of teaching.
- b. The candidate must demonstrate satisfactory performance in the category of research/creativity.
- c. The candidate must demonstrate satisfactory performance in the category of service.

Additionally, the Department recognizes that a candidate's effectiveness cannot always be measured solely by these criteria. The accumulated benefits of a candidate's experience, including his or her contributions to the life of the Department are abstract but important elements that should be considered during evaluation of that candidate for promotion, tenure, or higher-than-standard salary consideration.

2. Considerations Affecting Promotion

As one moves through the ranks from Instructor to Professor, one is evaluated at each step in the categories of Teaching, Research/Creativity, and Service. Increasingly high standards of quality, not merely the quantity of accomplishments, will be expected with the evaluation of a faculty member for each successive rank.

As described below, *Satisfactory* and *Unsatisfactory* are the two recognized performance levels used in making evaluations. A rating of *Satisfactory* ought not to be understood as a standard which accepts mediocrity. Rather, a rating of *Satisfactory* signifies that the faculty member's performance has met a high standard, as understood in the faculty member's field of expertise, within the Department of Art and Design, and within the University community. Without a rating of *Satisfactory* in each of the three basic areas of academic responsibility --

teaching, research and/or creative achievement, and service -- a faculty member cannot expect to receive a positive recommendation for tenure or promotion. Sustained, noteworthy success in all three areas is important for those seeking the rank of professor. The criteria provided below under each category are to serve as a guideline for candidates and, therefore, should not be thought of as exclusionary.

a. Teaching

Satisfactory Teaching -- A demonstration of satisfactory performance in the classroom is essential for any candidate seeking promotion, tenure or above-average salary consideration in the Department of Art and Design. To qualify for a *Satisfactory* rating, a faculty member applying for tenure and/or promotion to the rank of associate professor must: (1) present a variety of significant evidence which documents teaching effectiveness; (2) receive favorable peer evaluations to be conducted by the Departmental Personnel Committee (such evaluations must be conducted annually, in the case of pre-tenure faculty); (3) receive overall favorable student evaluations, which must be conducted in each class, each semester; and (4) meet the basic instructional expectations of University faculty specified in the *University Handbook* (3-2 to 3-5) and in the *Guidelines for Academic Tenure and Promotion - College of Arts & Sciences*.

Those aspiring to the rank of professor must demonstrate the maturity of their teaching by showing that their instructional contributions are significant and multi-faceted and have developed to a high level, which has been sustained over time. Contributions may include the use of experiential learning activities as well as community engagement consistent with Indiana State University's Mission and the Mission of the Department of Art and Design.

Documentation of satisfactory teaching, for the period under consideration may include, but is not limited to, the following:

- Student evaluations.
- Peer evaluation (conducted by Departmental Personnel Committee, advisory to the Chair).
 - (1) class visitation and/or presentation to Departmental Personnel Committee.
 - (2) review of student evaluations.
 - (3) review of letters of recommendation from, for example, Departmental colleagues and students.
 - (4) review of instructional materials.
- Evidence of innovation in teaching.
- New course development.
- Teaching awards.
- Record of being sought after as a visiting lecturer.
- Presentation of a seminar or a workshop in area of professional expertise.
- Course-oriented research.
- Well-organized course syllabi and related instructional materials that challenge the students.
- Upgrading class material and maintaining professional expertise.

- Other pertinent information.

Unsatisfactory Teaching -- An *Unsatisfactory* rating means that the candidate has not fully met performance expectations and/or has not sufficiently documented teaching effectiveness. This judgment may result from the fact that the candidate has not presented enough evidence of high instructional quality and/or has not presented sufficiently compelling evidence.

b. Research/Creativity

The Department of Art and Design views research as the backbone of excellent instruction. It must be understood, however, that the nature of what is meant by research within the visual arts will vary, depending upon an individual candidate's particular area of professional specialization. This is due, in part, to the fact that the nature of the art world has undergone massive changes since the mid-nineteen-sixties. During this period the boundaries between the various visual art disciplines became blurred. Although some artists continued to perfect their use of one medium, others have expanded traditional studio practices into allied fields of creative expression such as music, theater and dance. At the same time, visual artists have become more interdisciplinary, probing the relationship between the visual arts and other disciplines with which the visual arts had previously been considered to be incompatible. Consequently, no single standard exists for the evaluation of artistic research/creativity. This is complicated by the fact that the criteria by which visual artists are evaluated are ephemeral. Moreover, there is no common center in the form of mainstream, noncommercial journals, conferences and/or exhibition venues toward which faculty artists may aspire to present their professional accomplishments. This makes any evaluation by a cross-section of peers extremely difficult. Additionally, the professional arenas in which visual artists must compete have become increasingly beset by unpredictable forces such as aesthetic fashion and economic cycles. In fact, although artists can continue to grow and mature professionally, the very nature of their work may preclude the procurement of a mainstream exhibition venue. Further, the Department of Art and Design recognizes and supports the idea that some examples of scholarly and/or artistic research may engage the broader community (including, but not limited to, Indiana).

Satisfactory Scholarly and Creative Achievement -- To qualify for a *Satisfactory* rating, a faculty member applying for tenure and/or promotion to the rank of associate professor must demonstrate a record of *sustained* scholarly or creative achievement within his/her academic discipline (Art History, Art Education, Studio Arts, Graphic Design). Specific expectations regarding the type and quantity of these scholarly and/or creative achievements will vary, depending on one's academic assignment and discipline, but in each case the candidate's achievements will have earned professional recognition at the national or regional level. For those in the cognitive areas of Art History and Art Education, a *Satisfactory* rating requires a body of published, refereed research that has earned favorable peer recognition at the regional/national level (typically four or more substantial refereed journal articles, or their equivalent). For those in the Studio Arts, a *Satisfactory* rating requires a body of creative work that has earned favorable peer recognition at the regional/national level (typically four or more juried or invitational exhibitions, or their equivalent). For those in the Graphic Design area, a satisfactory

rating requires a body of client-based or other professionally recognized work on a regional/national level (typically four substantial projects).

Candidates for promotion to the rank of professor must demonstrate that they have achieved national recognition in a discipline by producing a coherent body of substantial, favorably reviewed scholarly and/or creative work which has influenced the candidate's profession. For those in Art History and Art Education, national recognition will typically be reflected in such accomplishments as one or more well-reviewed books or a series of major articles, and/or regular participation in national conferences. For those in the Studio areas, national recognition will typically be achieved with an extended series of art exhibitions (see further information about art exhibitions below). For Graphic Designers, national recognition will typically be achieved through works for clients with a national reputation or professional projects at a national level.

It must be noted that evaluation of visual art faculty within institutions of higher learning must be based upon criteria that are sufficiently flexible and that are responsive to the diversified conditions of professional art practice as it exists today. Nevertheless, regardless of their unique situation, the artist, like the scholar, is expected to provide some evidence of on-going professional achievement. The artist/scholar should submit appropriate documentation of professional accomplishments in this category.

Examples of research/creative activities, for the period under consideration may include, but are not limited to, the following:

- Exhibitions.
- Performances.
- Publications.
- Critical reviews (about the candidate).
- Lectures/workshops.
- Consultancies.
- Grants or awards.
- Client-based design production.
- Presentation of papers.
- Attendance at professionally related conferences, workshops, symposia.
- Other evidence of on-going creative endeavors including letters of recommendation from professionals in the field.

Clarification of Visual Arts Exhibition

For the purposes of evaluating studio faculty performance in the category of creative research, it is important to note that visual art exhibitions are presented in a wide variety of venues, and in a variety of formats. While exceptions to the following occur, in general the Department of Art and Design recognizes that exhibitions that are presented in the following institutions are all recognized as constituting the equivalent of a peer-reviewed achievement in other academic disciplines:

- (non-profit) art museum

- (for-profit) art gallery
- (non-profit) artist-run alternative exhibition space
- art gallery affiliated with a university or college

Within any of these institutional settings, the following typically constitutes a ranking of the professional importance of an exhibition for the visual artist:

- solo (one-person) exhibition
- two-four person exhibition
- invitational exhibition
- juried exhibition
- group exhibition

Exhibitions may be organized by a process of selection by a qualified arts professional – curator (organizing an exhibition); jurying process; art gallery director (organizing an exhibition), and other recognized options.

For the purposes of evaluating a candidate’s achievement in the category of research in the studio area, the following standards are recognized:

NATIONAL achievement:

- an art exhibition organized and presented in any institution OUTSIDE of the region;
- an art exhibition organized and presented by an institution inside the region that had a professionally-acceptable selection process to secure and evaluate inclusion of artists on a NATIONAL basis (e.g. a widely advertised juried exhibition);
- an art exhibition organized and presented by a MAJOR institution with a national reputation located in a MAJOR metropolitan area outside the state of Indiana but within the Midwest region (e.g. St. Louis Art Museum).

REGIONAL achievement:

- an art exhibition organized and presented by an institution located in Indiana.
- an art exhibition organized and presented by an institution in the Midwest region that accepted artist proposals only from artists located within the region.
- an art exhibition organized and presented by an institution in the Midwest region not located in one of the MAJOR metropolitan areas.

LOCAL achievement:

- an art exhibition organized and presented by an institution in Wabash Valley
- an art exhibition organized and presented by Indiana State University

Unsatisfactory Scholarly and Creative Achievement -- An *Unsatisfactory* scholarly and creative rating indicates that the faculty member's scholarly and/or creative achievements

fail to meet Departmental expectations fully, and/or that the faculty member has not sufficiently documented his/her scholarly or creative achievements. This judgment may result from the fact that evaluators deem the quality and/or quantity of the faculty member's scholarly and/or creative achievements to be insufficient.

c. Service

The Department of Art and Design expects all faculty members to actively engage in activities that advance the goals of the Department, the College, and the University.

Satisfactory Academic Service -- To qualify for a *Satisfactory* rating, a faculty member applying for tenure and/or promotion to the rank of associate professor must make contributions to the Department, the College, and the University and to either the profession or the community that are significant in quality and quantity. Such service could take the form of major intra-departmental assignments; a range of Departmental, College, and University-level assignments; or major efforts that draw upon a faculty member's professional expertise in service to the profession or the community. Such efforts may include activities that engage the broader Wabash Valley and global communities.

Candidates for promotion to the rank of professor must document a pattern of active, significant service to the University, the profession, *and* the community. Typically, this means that the individual will have successfully assumed leadership roles on the campus, and sometimes off.

Examples of service activities, for the period under consideration may include, but are not limited to the following:

- Serving on committees (Department, College, University).
- Program coordinators, advisors or boards, which are professionally related.
- Student advising.
- Recruitment activities.
- Grant writing for Departmental purposes.
- Adjudication of exhibitions, books and/or articles, for professional organizations, societies or groups.
- Holding offices and/or membership(s) in professionally related societies or associations.
- Professionally related service to the community including but not limited to: participation on local/advisory boards, international partnerships, or participation in discipline-specific workshops or programs.
- Other pertinent service activities.

Unsatisfactory Academic Service -- An *Unsatisfactory* service rating indicates that the faculty member's service achievements fail to meet Departmental, College, and/or University expectations fully, and/or that the faculty member has not sufficiently documented his/her service effectiveness. This judgment may result from the fact that evaluators deem the quality and/or quantity of the faculty member's service achievements to be inadequate.

3. Time in Rank Requirements for Promotion and Tenure

Also effective with the 2003-2004 academic year, individuals beginning their probationary period as assistant professor become eligible to apply for tenure and promotion during the sixth year of a regular faculty appointment, including at least four (4) years under a regular faculty appointment at Indiana State University. Individuals beginning their probationary period as associate professors may be given credit for up to three (3) years of regular faculty appointments at other accredited institutions, and persons beginning their probationary period at the rank of professor may be given credit for up to five (5) years of regular faculty appointments at other accredited institutions.* Those appointed as associate professors or professors become eligible to apply for tenure during the year in which years credited and years at Indiana State University total six (6).

Also effective in the 2003-2004 academic year, a candidate in the fourth or fifth pre-tenure year may, under exceptional circumstances, be considered for promotion and tenure prior to the end of his/her six-year probationary period. For this to occur, the candidate's exceptional performance must be formally recognized by his/her Chairperson's nominating the candidate for early consideration, and the candidate must, in turn, earn the support of every reviewing entity in the process. A negative vote from any review committee or administrative reviewer stops the review process and precludes the candidate's again being given early consideration. An associate professor is eligible to apply for a professorship in his/her fourth year in rank.

*The probationary period for professors may be waived, and tenure may be awarded at the time of appointment, subject to the following conditions: (1) the appointee must have previously earned tenure and the rank of professor at one or more accredited educational institutions; (2) the academic Department and the program area to which the candidate is to be assigned must recommend appointment with tenure. A positive recommendation shall advance through the Department committee and Chairperson, the College Committee, and the College Dean to the Provost; (3) the Provost and the President shall consult with the Executive Committee of the Faculty Senate and receive its recommendation; and (4) the President shall convey the actions on the recommendation at each level to the Board of Trustees. The documents that accompany a recommendation for appointment with tenure must include the complete application materials for the position (letter of application, vita, letters of reference, etc.), sample publications/slides/recordings, and representative recent teaching evaluations. Individual Departments may require additional materials.

4. Procedures for Tenure and Promotion

All evaluations for promotion, tenure, and higher-than-standard salary increases shall be initially executed by the Personnel Committee, which is advisory to the Chairperson of the Department of Art and Design. This Committee is composed of four full-time, regular faculty members selected by the faculty-at-large of the Department of Art and Design.

a. Procedures for Evaluation for Tenure

- 1) By the end of the spring term of every academic year, the Department Chairperson shall notify eligible Faculty of the anticipated deadline for the

- receipt of tenure applications in the following academic year. This notification will be accompanied by a copy of the Department of Art and Design Tenure Guidelines and Application for Tenure Form.
- 2) For the purpose of helping the faculty member prepare her/his dossier, it is recommended that at the beginning of the fall semester any faculty member eligible for tenure consult with the Chairperson.
 - 3) The Department Chairperson shall notify the Personnel Committee at the beginning of the academic year of those Faculty who will come under tenure evaluation/review.
 - 4) The Chairperson of the Personnel Committee shall notify each candidate scheduled for tenure review and provide him/her with a copy of Departmental policy and date of evaluation/review and the deadline for submission of the candidate's dossier.
 - 5) The Personnel Committee will solicit considered opinions from the faculty-at-large relative to each candidate being considered for tenure.
 - 6) Representatives of the Personnel Committee will conduct classroom visitations and/or attend a presentation by the candidate about his/her teaching to aid in the evaluation of teaching performance.
 - 7) Teaching performance will also be assessed on the bases of student evaluations.
 - 8) The Personnel Committee will formulate a preliminary evaluation and forward it to the faculty member in question. The evaluation will include an explanatory paragraph clarifying those factors which are unique to the candidate's discipline so that subsequent evaluating bodies will be able to understand the specific nature of the candidate's research/creativity and its relative importance.
 - 9) After receipt of a preliminary evaluation the faculty member under review will be given the option to meet with the Committee before its final deliberations.
 - 10) The Personnel Committee will formulate its final written evaluation with justification and supporting materials which, in turn, will be forwarded to the Chairperson of the Department of Art and Design.
 - 11) The Chairperson of the Department of Art and Design will use the same criteria as the Committee in his/her evaluation.
 - 12) The Chairperson shall inform the Personnel Committee of his/her recommendations and provide justification for rankings that differ from those of the Committee.
 - 13) The Chairperson will inform the candidate of the findings before the material goes forward.

b. Procedures for Evaluation for Promotion

- 1) By the end of the spring term of every academic year, the Department Chairperson shall notify eligible Faculty of the anticipated deadline for the receipt of promotion applications in the following academic year. This notification will be accompanied by a copy of the Department of Art and Design Promotion Guidelines and Application for Promotion Form.

- 2) At the beginning of the fall semester, it is recommended that any faculty member eligible for promotion who intends to apply consult with the Chairperson to review the faculty member's achievements among the three categories of teaching, research/creativity and service.
- 3) A minimum of three weeks prior to the Departmental deadline for the receipt of promotion applications by the Personnel Committee, candidates must notify the Committee of their intent to apply.
- 4) Representatives of the Personnel Committee will conduct classroom visitations and/or attend a presentation by the candidate about his/her teaching to aid in the evaluation of teaching performance.
- 5) The Personnel Committee will formulate a preliminary evaluation and forward it to the faculty member in question. The evaluation will include an explanatory paragraph clarifying those factors which are unique to the candidate's discipline so that subsequent evaluating bodies will be able to understand the specific nature of the candidate's research/creativity and its relative importance.
- 6) After receipt of a preliminary evaluation the faculty member under review will be given the option to meet with the Committee before its final deliberations. At this point the candidate may elect to allow her/his promotion papers to go forward, or to withdraw her/his papers from further consideration.
- 7) The Personnel Committee will formulate its final written evaluation with justification and supporting materials which, in turn, will be forwarded to the Chairperson of the Department of Art and Design. This will include an explanatory paragraph clarifying those factors which are unique to the candidate's discipline so that subsequent evaluating bodies will be able to understand the specific nature of the candidate's research/creativity and its relative importance. This paragraph is to be attached to the credentials to be forwarded.
- 8) The Chairperson of the Department of Art and Design will use the same criteria as the Committee in his/her evaluation.
- 9) The Chairperson shall inform the Personnel Committee of his/her recommendations and provide justification for rankings that differ from those of the Committee.
- 10) The Chairperson will inform the candidate of the findings before the material goes forward.

5. Biennial Review Policies and Procedures

a. Purpose

The biennial evaluation of faculty is an important component within the university's operation influencing strategic as well as tactical planning. It provides a means for the university to showcase to the broader community the work done by faculty and is a primary source of information for external reports. Ultimately, it serves as a means to evaluate Departmental and individual faculty achievements.

Regular evaluation provides a means to ensure faculty are successfully engaged in meeting their teaching, service and creative/research responsibilities. Evaluation results are both summative and formative and are intended to inspire and recognize the quantity and quality of faculty performance.

Characteristically, some measure of interpretation in the implementation of these guidelines can be anticipated. Fair interpretation of the guidelines in individual cases is the responsibility of the personnel committee and Department chair. Ultimately, however, it is the intent of these guidelines to establish sample measures and weights with which to evaluate individual faculty performance.

b. Evaluation Process

The content of the evaluation is to be drawn from a period of time to be determined by the university, college and Department.

The evaluation is conducted by the Department chair and the personnel committee. The personnel committee will formulate its recommendations and forward them to the Department chair who will formulate his/her own recommendations and forward both sets of recommendations to the Dean. Notification of the results of the review by the Personnel Committee and the chair will be provided each faculty member.

c. Appeal Process

A faculty member has the opportunity to respond to the evaluations in writing and to forward a one-page objection to the Dean. The chair must inform faculty of the date he/she will transmit the evaluation materials to the Dean in order to provide 5 business days for the faculty member to file the objection.

d. Weights

Faculty members in the Department of Art and Design are to be evaluated on the basis of their strengths. Faculty may select weights to emphasize areas of strength in teaching, creative/scholarly productivity, and service. Assigning these weights is the responsibility of each faculty member and must be specified at the time evaluation materials are submitted by the faculty member. Selected weights must be within the Department-approved ranges. Weights must total 100%.

Teaching	40-80%
Scholarship/Creative	20-50%
Service	20-40%
Other Assignments	0-100%

Faculty with administrative assignments (Department Chairperson, faculty fellow, etc.) or other special assignment (e.g. teaching abnormally large sections) will have their permissible ranges adjusted to reflect the change in expectations associated with the assignment. The faculty member, in consultation with his/her supervisor, will determine the permissible weights in each category. The faculty member will select weights within those agreed upon.

Faculty on sabbatical may have the ranges of weights adjusted following the procedure described immediately above.

The Dean will evaluate the administrative assignment of the Chairperson after receiving input from the Department.

Faculty with 12 SCH loads may reduce the weight for scholarship and service to 10% each. A faculty member may not claim a higher percentage of weight for teaching than his/her average semester credit hour load relative to 15. (e.g., a 9 hour load allows a maximum 60% weight for teaching). Faculty teaching classes that count double (125 students or more) may count those classes as 6 semester hours.

The assessment rubric that will be used is available at:

http://www.indstate.edu/academicaffairs/faculty_resources.htm

e. Process-Materials to be Submitted

In preparation for the biennial evaluation, each faculty member will submit electronically to the chair a report of his/her teaching, service and research/creative work or other administrative assignment. Teaching material for untenured faculty will include both the numerical and written information from the student evaluations forms as well as other information deemed appropriate. This might include narrative self-evaluation, peer/Department chair classroom observation and/or evaluation of course materials. The individual must also specify the weights for each year of evaluation. Faculty reports may not exceed 3 pages in length and must be submitted no later than September 1 after the end of year two.

f. Internal Review

The Personnel Committee of the Art Department will review the report of each faculty member carefully considering all material presented and the individually provided domain-specific weights. The committee will forward its report to the Department chair who will develop his/her own review of each faculty member.

In the event of disagreement between the Personnel Committee and the chair, the chair will meet with the Committee in an effort to resolve differences. If the differences are not reconciled, the Dean will meet with the Personnel Committee and chair and make a final decision. If the Dean disagrees with the Departmental evaluation, he/she must meet with the Personnel Committee and Department before making a final recommendation. This review process must be completed no later than November 15th of the review period.

g. Pre-Tenure Faculty Participation

Pre-tenure faculty may elect not to participate in this review, but in doing so will forgo the opportunity to achieve the "exceptional" designation or the raise that might accompany it.

h. Ratings

Each faculty member will be evaluated in the respective categories of teaching, scholarship/creative work, and service based upon the criteria established for the ratings of:

Point Ranges

Exceeds expectations	3
Meets expectations	1.5
Below expectations	0

i. Teaching

Teaching is a significant element of a faculty member's work load. Teaching includes course materials, presentation of course content, class management, evaluation of students, advising and mentoring, supervising theses, independent studies and student exhibitions, course revision and development, maintaining currency in one's teaching field, assisting the Department in meeting student needs and contributing to program breadth and flexibility. Documentation may include, but is not limited to the criteria given below.

Exceeds expectations: Classes include content, activities, outcomes that push well beyond expectations of the curriculum. Syllabi are clear, current, and promote learning. Classes are met and faculty member is accessible to students. Student and peer evaluations and comments suggest students are learning/performing at high levels. New courses are developed or courses regularly taught are substantially revised and current. Develops new curriculum for a certificate or program. Receives a teaching award. Successfully receives external funds directed toward curriculum development or creativity. (3)

Meets expectations: Content and activities in the courses fulfill expectations of the curriculum, syllabi and assignments are clear and reasonable. Faculty members meet with classes regularly and are accessible at designated and/or appointed times. Teaching evaluations suggest students are engaged and stimulated to learn. Engages in professional development activities that improve teaching and learning. Shows evidence of course-oriented research and updating of course materials. (1.5)

Below expectations: There is little evidence of good teaching as described above. Teaches in a manner that produces substantiated breaches of propriety or professionalism; refuses to have his/her teaching evaluated; does not substantively cover the prescribed course content, has evaluation well below those typical for the Department (multiple measures may be used) or generally fails to facilitate student learning. (0)

j. Scholarship/Creative Activities

The diversity of disciplines in the Department of Art and Design suggests there is no single standard for the evaluation of research/creativity. While the criteria may be flexible, creative/research activity should be ongoing and more than local, enhance teaching, and judged to be of high quality. Examples of research/creative activities may include, but are not limited to, the following:

- Exhibitions
- Performances

- Publications
- Critical Reviews
- Lectures/Workshops
- Consultancies
- Grants or awards
- Client-based product design
- Presentation of papers
- Attendance at professionally related conferences, workshops, symposia
- Other evidence of on-going endeavors including letters of recommendation from professionals in the field.

For most of these activities an outside verification of the quality of the product is expected. Faculty members are responsible to make the case for the importance of a specific venue or publication. Each instance of a professional accomplishment or formal publication or exhibition should be credited as a separate instance.

The Department recognizes that major research and creative projects may not be accomplished within the span of one year. Although incomplete, such “works in progress” can often be evaluated through peer/external recognition. The Department chair may give consideration to work that significantly advances beyond that of the previous review period or if the work is of notable size or complexity.

Exceeds expectations: Achieves recognition for peer-reviewed scholarly or creative work at the state, national or international levels. This might include: a solo exhibition at a museum or gallery of national reputation, curating a complex exhibition, winning a highly competitive award, publishing a book or book length catalog or two substantial articles, a commission, competitive fellowship or residency, obtaining funding for a project. Dissemination in a peer approved venue at the national or international levels resulting from juried invitation or peer review sponsored by: academic or commercial presses, universities or museums, professional meetings. Major exhibitions at the state, national or international levels or serving as a keynote or featured presenter. (3)

Meets expectations: Demonstrates substantial progress toward completion of scholarly or creative work that has not yet achieved recognition. Criteria include, but are not limited to: reaching accepted milestones beyond that achieved in the previous evaluation period or a project of unusual size and/or complexity. Exhibition/presentation in a peer reviewed venue at the state or regional level. Publish or have accepted for publication a peer-reviewed book review, exhibition review, encyclopedia entry or reviewed a manuscript. Serve as a consultant to a government, institution, or professional or educational organization in an area related to one’s field. Emphasis is placed upon the research/disciplinary basis of the consultancy. (This type of work might also be appropriately listed under service.) Serve as a principal researcher or contribute to the preparation of a significant grant proposal. Make a presentation or serve as a panelist at an

international, national or regional venue. Engage in professional development activities that furthers one's creative or research skills. (1.5)

Below expectations: Does not meet criteria above or fails to show significant improvement following a previous evaluation. The faculty member does not have a current record of scholarship/creative production of any form and cannot show substantive progress on any project of significant merit currently or in the foreseeable future. The chair will meet with the faculty member to develop a plan to remedy identified deficiencies during the next evaluation period. (0)

k. Service

Faculty is credited for service to the public, their discipline, the university and other external communities at the local, national and international levels. Service includes professional service such as consulting, training, holding office, institutional service, time-intensive special projects, recruitment, retention, alumni activities, guest lecturing at community events, jurying, donating art work, or other equivalent examples. It is expected that all faculty will perform basic Department service such as attending meetings, participating in advising, recruitment and special projects. Extra weight should be given to faculty who chair committees.

Exceeds expectations: Faculty member must demonstrate significant leadership with tangible outcomes such as chairing a university or college committee or holding office in a regional or national professional society or show sustained contributions to at least four committees or boards (three if chairing one) or projects. Obtaining grant funding that advances the service mission of the Department, college or university or in the broader community. (3)

Meets expectations: Faculty member must demonstrate basic Department service and have contributed to at least three committees or boards (two if chairing one) or projects at the Department, college or University levels or in the broader community. (1.5)

Below expectations: There is little to no evidence of service as defined above. Faculty member fails to work with colleagues to advance the Department, college and/or university. He/she does not participate in substantive service or is demonstrably detrimental to the progress of colleagues' work. (0)

l. Other Assignments

Occasionally, faculty members may be assigned work that does not fit the categories of teaching, research and service. For example, one might be assigned short term administrative duties that meet special needs at the Department, college or university levels. The measure used to evaluate performance in this category will need to be determined in cooperation with the administrator responsible for the special project and appointment.

m. Overall Evaluation

The overall evaluation of faculty performance during a given period is based upon reasonable consideration of rankings for each of the specific evaluation categories

of teaching, research/creative work, service and other assignments. The final overall evaluation is the sum of ratings assigned in each of the areas weighted according to the percentage of work effort assigned to each.

A faculty member's overall performance may be designated *Contributing Exceptionally* if the individual is classified as "Exceeds Expectations" in at least two of the three categories and "Meets Expectations" in the third or is designated "Exceeds Expectations" in a category where the agreed upon weight exceeds 60% when the person simultaneously is meeting expectations in the other two categories.

A faculty member's overall performance may be designated as *Contributing Below Expectations* if designated "Does Not Meet Expectations" in at least two of the three categories.

Adopted: October 21, 2011

C. Administrative and Non-Instructional

1. Chairperson

- a. The Department Chairperson is appointed by the University President on the recommendation of the Provost and Vice President for Academic Affairs and the recommendation of the Dean, based on the formal recommendation of the faculty of the Department. (See Handbook 350.5.3 for search committee formation).
- b. Responsibilities of the Departmental Chairperson. It is the responsibility of the Departmental Chairperson to lead his/her Department through difficult and critical decisions involving faculty appointments, non-renewals, promotion and tenure decisions, awards for meritorious activities, regular evaluations, and compliance with faculty performance expectations. (Outlined in Section 310 (Faculty Duties and Responsibilities), Section 500 (Employment), and Section 570 (Personnel Files) of this Handbook).
- c. Representation of Departmental Faculty. The Chairperson represents the interests of individual faculty members and of the Department to the Dean and to the University administration. The Chairperson is the representative of the Department, but he/she should also be able to convey to his/her colleagues the positions of the University administration.
- d. Official Departmental Spokesperson. The Chairperson is authorized to speak officially for and on behalf of the Department in matters concerning personnel decisions, budget requests, recommendations for membership in the graduate faculty, approval of grant and contract applications, and other issues concerning resources.
- e. Advocacy. The Chairperson is an advocate for the academic interests of the faculty of the Department, especially in curricular affairs wherein faculty

of teaching, research/creative work, service and other assignments. The final overall evaluation is the sum of ratings assigned in each of the areas weighted according to the percentage of work effort assigned to each.

A faculty member's overall performance may be designated *Contributing Exceptionally* if the individual is classified as "Exceeds Expectations" in at least two of the three categories and "Meets Expectations" in the third or is designated "Exceeds Expectations" in a category where the agreed upon weight exceeds 60% when the person simultaneously is meeting expectations in the other two categories.

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- e. Advocacy. The Chairperson is an advocate for the academic interests of the faculty of the Department, especially in curricular affairs wherein faculty

authority is paramount. Those issues that require approval beyond the Department will ordinarily be firmly advocated by the Chairperson. If earlier internal deliberations result in the Chairperson's disagreement with the majority opinion of the Department faculty, and if the Chairperson cannot support the majority position, he/she is obliged to make known to the Dean the position of Department colleagues together with his/her own position with appropriate justification and rationale for both positions. The Chairperson will inform, in writing, Departmental colleagues of his/her opposition to or disagreement with the majority view.

- f. **Course Scheduling.** The Chairperson, acting on the advice of the Curriculum Committee, has responsibility for scheduling classes, arranging teaching hours, and meeting student needs in graduate and undergraduate programs in accordance with the policies and procedures of the University and the standards of the Department.
- g. **Administration of Departmental Office.** It is the duty of the Chairperson to administer the Department office, to request supporting resources for the work of Department faculty, to provide the administration with a means of communicating with faculty and students, to handle the routine paperwork and serve as mediator in faculty-student disputes.
- h. **Operational Duties.** The Chairperson has responsibility and authority for the hiring of support staff; the hiring of temporary and part-time help; the preparation and submission of catalog materials based on the curricular decisions and recommendations of the faculty; the supervision of the procedures of budget development; the administration of the operating budget (the Chairperson has the responsibility of maintaining Department expenses within the allocations to the Department operating budget); the maintenance of Department files and records; the supervision of procedures for developing the schedule of classes; the representation of the Department in administrative matters relating to the school/college and to the University as a whole; the supervision of student advisement procedures; nominations for Department representation to the school/college committees; the supervision of Department publicity (brochures, program announcements, news releases, catalog and bulletin copy, state and regional outreach information); the control of Department equipment, properties, books, records, and supplies; and coordination, through the appropriate Dean's office, of activities that cross Department lines.
- i. **Regular Consultation with Departmental Faculty.** It is a general principle of the administration of academic Departments that the Chairperson should consult regularly with members of his/her Department. To consult is to seek the opinion, judgment, and advice of the members of the Department. It remains the prerogative of the Chairperson to make determination contrary to this counsel, but if he/she does so, it is his/her duty to explain the reasons both to colleagues within the Department and (if it is a matter which is forwarded to higher administrative authority) to administrative superiors, together with the nature and extent of the disagreement.

- j. Once each semester, the Chairperson shall invite each faculty member to discuss mutual professional concerns.

2. Review of the Chairperson

- a. The Chairperson's performance of his/her duties and responsibilities shall be reviewed by the Faculty of the Department of Art and Design annually until tenured and thereafter at least once every three years while serving as Chairperson. The Chairperson shall not be evaluated more than once every academic year.
- b. The review will be undertaken at a Special Meeting of the Faculty. The chair of the Personnel Committee will act as the chair of the Special Meeting. A quorum for the Special Meeting shall be three-fourths of the full-time Faculty of the Department eligible to vote. Should the Chairperson fail to receive the vote of confidence, as defined in the University Faculty Handbook, it is expected that he/she resign from the position of Chairperson as soon as possible.
- c. The Chairperson of the Special Meeting will submit to the Dean of the College of Arts and Sciences and to the Chairperson of the Department of Faculty of the Department deriving from the Special Meeting.

3. Appointment of Interim Chairperson

- a. When needed, the Personnel Committee will request nominations of tenured faculty members to serve as Interim Chairperson. An individual may be self-nominated or nominated by a member of the faculty.
- b. Faculty will be provided a questionnaire to address the strengths and weaknesses of each candidate and the faculty will also be asked to rank the candidates. If there is only one candidate, the faculty will be asked if they do or do not support the candidate.
- c. The Personnel Committee will review the information received and submit a brief report to the Dean indicating the candidate with the strongest support. The questionnaires will also be sent to the Dean.
- d. In the event no candidate is nominated, the Dean may confer with the Personnel Committee and identify potential candidates. The Dean will confer with the candidates to determine interest and from that group make a selection of a faculty member to serve as Interim Chair.
- e. Ideally, the Department will begin a search for a permanent Chair during the first year of service of the Interim Chair. In the event a Permanent Chair is not hired, the Personnel Committee will meet at the end of the Interim Chair's first year in office to confer regarding the continuation of the sitting Interim Chair and

make a recommendation to the faculty and the Dean. If the faculty is in disagreement with the recommendation of the Personnel Committee, both reports will be forwarded to the Dean who will mediate the matter. This policy will be followed for subsequent years should a permanent chair not be appointed.

4. University Curator

Item 4 above was not included in the approved Handbook and Bylaws and will be added by amendment at a future date.

II. ELECTED COMMITTEES/POSITIONS

A. Functions and Operation

1. Committees will receive their respective charges from the Chairperson after the selection of new committee members. Committees normally function from the first Departmental meeting of the academic year to the formation of new committees at the beginning of the new academic year.
2. All committee recommendations affecting Departmental policies must be presented to the faculty-at-large.
3. All committees shall be advisory to the Chairperson who may serve as an ex-officio, but not participatory member of all committees.
4. In each case, a quorum shall be constituted by a majority of the Committee.

B. Selection

1. For committee purposes, when applicable, the academic areas of the Department are: Cognitive, Three-dimensional and Two-dimensional.
2. Each committee listed below under C. will be elected, in the given order, at the beginning of the fall semester of each academic year, at the first Departmental Meeting of the academic year, as described below under each committee.
3. For committees on which representation is according to academic areas, members will be chosen by the respective areas. For committees representing the Department-at-large, members will be selected by secret ballot.

C. Standing Committees

1. Personnel Committee
 - a. Responsibilities:

- 1) The Personnel Committee shall screen and review petitions, within the parameters of the Department's policies and procedures for:
 - a) contract renewals
 - b) tenure (See section B of the Department Handbook.)
 - c) promotion (See section B of the Department Handbook)
 - d) leaves and sabbaticals
 - e) graduate faculty status (See Appendix 3)
 - f) performance-based or other additional salary adjustments and
 - g) when a faculty member grieves a decision of the Personnel Committee, the faculty member by-passes the Committee and appeals directly to the Chairperson.
 - 2) Evaluation for tenure should be made by the entire tenured faculty, by secret ballot in a faculty meeting called by and chaired by the Personnel Committee's Chairperson.
 - 3) The entire Personnel Committee shall write the shared reflections they perceive as accurate into the final statement which they present along with the precise tabulation of the faculty vote.
- b. Structure: The Committee shall be composed of *five* tenured members to be selected from the Department with the Personnel Committee chair convening.
 - c. Selection: Members to be elected by the faculty at large.
 - d. Term of Office: Two of the members will have two-year overlapping appointments, two members will have one year appointments. All members may be re-elected.
 - e. Committee will operate according to the procedures established by the Department for Guidelines and Procedures for tenure, promotion, graduate faculty status and above average salary increases.
2. Curriculum Committee
- a. Responsibilities: The Curriculum Committee shall be responsible for making recommendations to the Faculty concerning the structure and coordination of the Department's undergraduate and graduate curricula.
 - b. Structure: The Committee shall be composed of three members, one each from Two-Dimensional, Three-Dimensional, and a Cognitive Area.
 - c. Selection: Members to be elected by area.
 - d. Term of Office: Two members shall be elected for one year and one member shall be elected for a two-year overlapping appointment; all members may be re-elected.
3. Budget Committee
- a. Responsibilities: The Budget committee shall serve as an advisory body to the Chairperson on budgetary matters, including the preparation of budget requests, expenditures for major items of equipment, funds for meetings and seminars, and any other budgetary matter upon which the Chairperson requests advice.
 - 1) Priority for travel requests will be given to tenure or tenure-track faculty.
 - 2) Faculty travel funding priority levels shall be in order of importance:

- a) Number One: Major events related to a faculty member's research and creativity as explained in the Faculty Evaluation Criteria for Tenure and Promotion (pp.8-17) Biennial Review Process (pp. 17-22).
 - b) Number Two: Critical screening or interviews for faculty positions at conferences.
 - c) Number Three: Field trips; faculty travel to major professional conferences and events.
 - b. Structure: The Committee shall be composed of three members including one each from Two-Dimensional; Three-Dimensional; and a Cognitive Area.
 - c. Selection: Members to be elected by area.
 - d. Term of Office: The members shall be elected for one year and may be re-elected.
4. Recruitment/Scholarship Committee
- a. Responsibilities:
 - 1) To oversee the design and publication of Departmental brochures and other promotional literature.
 - 2) To oversee and implement recruitment efforts.
 - 3) To oversee selection of recipients of scholarships to the Department of Art and Design
 - b. Structure: The Committee shall be composed of three members.
 - c. Selection: Members to be elected by the faculty-at-large.
 - d. Term of Office: The members shall be elected for one year and may be re-elected.
5. Graduate Committee
- a. Responsibilities:
 - 1) To oversee, to act upon, and to recommend to the Faculty any matters regarding the graduate degrees. (refer to M.F.A./M.A. Policies and Procedures Handbook)
 - 2) To recommend acceptance or conditional acceptance or rejection of M.F.A. and M.A. applicants. The Committee will meet at least twice each semester to review applications for admission for following semester.
 - 3) To recommend recipients and assignments of Graduate/Teaching Assistantships and Fellowships.
 - b. Structure: Three members who have graduate faculty standing (one each from Two-Dimensional, Three-Dimensional, and a Cognitive Area) and as ex-officio, the Graduate Coordinator.
 - c. Selection: Members to be elected by area.
 - d. Term of Office: One year. All members may be re-elected.
 - e. In the event of extenuating circumstances, the Chairperson of the Department in consultation with available Committee members has the authority to assign graduate assistantships/fellowships.
 - f. The Committee will recommend and conduct recruitment activities for entry into the Graduate Program.

6. Assessment Committee
 - a. Responsibilities:
 - 1) To design and coordinate Departmental assessment tools.
 - 2) To analyze and compile assessment data and, where appropriate, make recommendations for improvement.
 - 3) To guide the assessment activities of the Department.
 - b. Structure: The Committee shall be composed of three members.
 - c. Selection: Members to be elected by the faculty-at-large.
 - d. Term of Office: Two members shall be elected for one year and one member shall be elected for a two-year overlapping appointment; all members may be re-elected.

7. Visiting Artist/Scholar and Gallery Committee
 - a. Responsibilities:
 - 1) To plan, coordinate, and oversee the Departmental visiting artist/scholar program and to advise the University Curator.
 - b. Structure: The Committee shall be composed of five members.
 - 1) Membership of the committee will include five members of the Department of Art and Design's Visiting Artists/Scholars and Gallery Committee (comprised of the *University Curator*, two faculty members from the Department of Art and Design, the graduate student Director of the Bare-Montgomery Memorial Student Gallery, and one undergraduate student from the Department of Art and Design.
 - c. Selection: Faculty members to be elected by the faculty-at-large.
 - d. Term of Office: One member shall be elected for one year and one member shall be elected for a two-year appointment; all members may be re-elected.

8. Search Committee (refer also to Appendix 2: Selection of New Faculty Members)
 - a. Responsibilities: As mandated by the Chairperson (in consultation with the Faculty) as appropriate.
 - b. Structure: To be determined according to the charge of the Committee.
 - c. Selection: To be elected by the faculty-at-large. In the event that the faculty-at-large cannot be convened, the Chairperson may appoint a committee from available faculty.
 - d. The Search Committee for the Chairperson position will follow University Policy

Handbook 350.5.3. 350.5.3.1 Nominating Committee. The full-time tenured and tenure-track faculty members of the Department should then proceed to elect a nominating committee composed of at least five (5) but not more than seven (7) full-time tenures(sic) or tenure-track faculty members who shall conduct a search for candidates.

9. Other Elected Positions: Shall be elected by the faculty-at-large at the first fall Departmental Meeting and shall serve for that academic year.
 - a. Arts & Sciences Faculty Council Representative
 - b. University Art Gallery Board of Advisors Representative (refer to Appendix 4: University Art Gallery Advisory Board Mission Statement and Responsibilities)
 - c. Library Representative
 - d. Parliamentarian

- e. Other (e.g. Department Representative to CAS Tenure/Promotions Pool, CAS Faculty Council, and CAS Grievance Pool).

III. COMMITTEES OR COORDINATORS APPOINTED BY CHAIR

- A. Undergraduate Academic Adviser
 - 1. Responsibilities: To advise all freshmen and all transfer students and to advise all undergraduates on their general education program.
 - 2. Term of Office: One year (may be reappointed).
- B. Graduate Coordinator
 - 1. Responsibilities: To work with the area advisors to ensure that complete files on student progress toward graduation are maintained and on file in the Department office; to be an ex-officio member of the Graduate Committee.
 - 2. Term of Office: One year (may be reappointed)
- C. Departmental Ad-Hoc Committees
 - 1. Responsibilities: As mandated by the Chairperson (in consultation with the Faculty, as appropriate).
 - 2. Structure: To be determined according to the charge of the committee.
 - 3. Selection: Appointed by the Chairperson.
- D. Other (in consultation with the faculty, as appropriate).

Approved 9/17/93 updated 1/1/2000, 4/11/2003, 12/7/2012

Appendix 1

Department of Art and Design Faculty Teaching Load Policy

Introduction

The faculty work load reflects the teaching needs of the diverse undergraduate and graduate programs of the Art & Design Department as well as the maintenance of service and scholarship/creative activities that are consistent with the mission of the Department. (Throughout this document a distinction is made between teaching load and work load—the latter refers to the total expectations of faculty including teaching, scholarship/creative production, and service.) Exceptions to the standard teaching load that infringe on the individual's ability to perform adequately in all three areas of responsibility should be only for extreme reasons and temporary (See: NASAD Handbook 2010-2011, 53).

Departmental Mission Statement

The mission of the Department of Art and Design is to promote excellence in the creation, understanding, appreciation of, and education in the visual arts. Through a comprehensive curriculum in studio, graphic design, art education, art history, and art appreciation, students are provided with the essential elements of a visual arts education in an environment that is responsive, critical and challenging. Along with its primary mission to its students, the Department contributes to the aesthetic and cultural atmosphere of the campus community, region, and state.

Standard Work Load for Tenured and Tenure-Track Faculty

Teaching responsibilities in the College of Arts and Sciences vary considerably in terms of class sizes, course levels and contact hours relative to credit hours. In the Department of Art and Design, in addition to meeting classes, faculty also has responsibility for facilities, equipment maintenance, classroom safety and technology in order to maintain an environment conducive to learning (NASAD Handbook, 55). While faculty members are responsible for meeting these needs during regular class hours, students in Art must also have access to studio facilities at other than scheduled class times and faculty have responsibilities to assure equipment is accessible and in good working order beyond normal class times.

Policies regarding the teaching load of faculty in the Department of Art and Design are described below and reflect the diversity of educational, artistic and administrative responsibilities as well as the relationship of contact to credit hours (NASAD Handbook, 53).

The standard teaching load for all full-time faculty in the College of Arts and Sciences is 4/4 (12 semester hours per semester). For Art/Design faculty this corresponds to 24 contact hours and Art Education and Art History faculty 12 credit hours. (At comparable institutions, the typical teaching load for studio faculty is 18 contact hours per semester.) In the case of all art classes, credit hours do not accurately reflect contact time. Art education faculty, similar to studio faculty, has lab components in the curriculum, and, in addition, site visits involving faculty travel time off-campus. Preparation for art history, studio and art education courses involves locating slides and acquiring visual images not contained in the slide library—a task that normally amounts to a minimum of an hour for the preparation of visual materials for each hour of lecture.

The following provisions apply:

1. All courses with an enrollment of 125 or more will count as 6 semester hours.
2. Lower division classes must have a minimum of 15 enrolled students except in the case of studio instruction where the minimum is 10. Reassignment of teaching load may be considered for reasons of creative activity/scholarship, administrative responsibilities, or cases in which contact hours impede upon the ability of a faculty member to perform effectively in all three major workload areas. (In the Art and Design Department, a class may include multiple courses taught by the same instructor at the same time.)
3. Upper division and graduate courses must have a minimum of 10 enrolled students although consideration will be given to the unique aspects of studio instruction.
4. Graduate seminars must have a minimum of 5 enrolled students (NASAD Handbook, "Class Size standards," 54).
5. Faculty whose course enrollments fall below these minimums will be given the option to:
 - a. Drop the course and be assigned another;
 - b. Continue offering the course, but teach an additional course in the current or a future semester as an overload.
6. Faculty may team teach a course within normal course load, first, with the permission of the Department chair and second, when there are at least 10 students enrolled for each faculty member in the teaching team.
7. Classroom responsibilities may be modified for one semester when necessitated by the care of a family member when these modifications are in the best interest of the University's instructional program. This policy does not apply to situations where the use of sick leave is appropriate.

Teaching Load Reassignments

Full-time faculty in Art/Design may request and, upon approval, receive a teaching load reassignment. The reassignment is made in consideration of the faculty member's total workload. The reassigned load is designed to promote excellent teaching as well as enable faculty to maintain a strong and productive commitment to their creative/scholarship and/or service agenda. When considering load reassignments, the Art/Design Department Chairperson has the responsibility to assure teaching loads are equitably distributed, that student and programmatic demands are being met, and that faculty have adequate time to "provide effective instruction, advise and evaluate students, supervise projects, research, and theses, continue professional growth, and participate in service activities" (NASAD Handbook, 53).

Criteria and Procedure for Requesting Teaching Load Reassignment.

Procedurally, faculty will set annual goals for teaching, research and service annually and review these with the Chairperson. Faculty requesting a load reassignment to emphasize research/creative productivity will have demonstrated above average performance in the preceding year (as defined in the Department of Art and Design Annual Evaluation criteria) and will have definitive goals for the coming year's productivity that warrant reassignment consideration. Goals and approvals must be completed in time to assure preparation of the final schedule of classes.

Because faculty work is diverse in the Department of Art and Design, significant goals might include preparing for a scheduled one-person exhibit at a major venue, preparing a monographic manuscript or major article(s) for a referred journal, editing a peer reviewed journal, developing a major design project, serving as a major officer of a regional or national discipline organization, or taking on a major task at the request of the Dean, Provost, or President of the University.

The Chairperson will review all requests and forward his/her recommendations to the Dean for approval.

Administrative Load

Administrative releases are limited to the Department chair (teaching load will be 1/1). All other administrative releases must be approved by the Dean of the College of Arts and Sciences.

Instructors and Temporary Faculty

Instructors (those faculty who are on multi-year contracts) are expected to teach a 15 hours per semester (5/5 course load) or the equivalent. Additionally, full-time temporary faculty (those on a semester or single-year contract) are expected to teach 15 hours (5/5 courses) or the equivalent. Consideration, however, should be given to limiting the teaching load to 4/4 in view of the added responsibilities for maintenance of studios, preparation time, and the 2:1 ratio of contact to credit hours required in studio classes. Faculty members in these categories of employment have no research or service expectations.

Overload Policy

Tenure-track and tenured faculty must teach 4 courses (12 semester hours) to receive overload compensation for teaching a 5th course. Instructors and Temporary faculty must teach 5 courses (15 semester hours) to receive overload compensation for a 6th course. Full-time tenured and tenure-track faculty engaged in overload teaching must continue to fulfill their responsibilities for service and creative/scholarship as well as their normal teaching load.

Adopted: October 21, 2011

Appendix 2

Criteria and Procedures for Selection of New Faculty Members

I. Education Requirements:

- A. Art History: Ph.D., or equivalent professional achievements.
- B. Studio: M.F.A., or equivalent professional achievements.
- C. Visual Arts Education: Ph.D. or Ed.D., or equivalent professional achievements.
- D. Gallery Director: M.F.A. or Ph.D., or equivalent professional achievements.
- E. Slide Curator: M.A. in Art with major in Art History preferred; M.F.A. or Ph.D. required for tenure track.
- F. Rotating Visiting Instructors in Professional Programs: In areas of emerging new technology or content, an appropriate degree with appropriate experience and achievements is expected. In areas requiring professional experience--e.g., rotating graphic design position--quality client experience and/or professional achievements is expected, as well as collegiate level studies in the areas to be taught.

II. Professional Achievement:

- A. Art History: research and professional publication and/or other professional achievements appropriate to the primary area(s) of instructional assignment.
- B. Studio: creative productivity, professional exhibitions and/or other professional achievements appropriate to the primary area(s) of instructional assignment.
- C. Visual Arts Education: research and professional publications and other professional achievements appropriate to the primary area(s) of instructional assignment.
- D. Graphic Design: professional research, publications, client based experience, competitive exhibition and/or other professional achievements appropriate to the primary area(s) of instructional assignment.

III. **Teaching or Professional Experience:** Teaching or other professional experience in appropriate areas is preferred.

IV. Materials Required from Applicants

- A. Resume to include, where appropriate, accomplishments and other material appropriate to the given position.
- B. All College-Level Transcripts
- C. References (three minimum)
- D. Course outlines or description of proposed methods and content of instruction or other equivalent duties in primary area(s) of assignment.
- E. Teaching Philosophy where appropriate.
- F. General Statement of Goals where appropriate.
- G. Additional supportive Materials as deemed appropriate by the Search Committee for the position under consideration.

Appendix 3

Graduate Faculty Membership and Provisional or Adjunct Graduate Faculty Membership

The Department of Art and Design recognizes two broad categories for the evaluation of faculty applying for Graduate Faculty Status: teaching, and research/creativity. Regardless of specialization, each candidate must meet three general expectations:

1. Hold an earned doctorate or terminal degree in the field of specialization (exceptions may be made as per any current guidelines of the College of Graduate and Professional Studies.)
2. For renewal applications, the candidate must provide evidence of satisfactory performance in graduate level teaching on a consistent basis since the time of the last review. For initial applications, the candidate will be evaluated on the basis of the teaching experience that is documented.
3. The candidate must provide evidence of continuing scholarly or professional competency in the area of research/creativity. The assessment of competency in research/creativity shall be done according to the guidelines and considerations given below.

Considerations Affecting the Evaluation of Faculty for Graduate Faculty Membership and Provisional or Adjunct Graduate Faculty Membership

The criteria provided within each category listed below are to serve as guidelines for candidates and, therefore, should not be thought of as exclusionary.

Teaching

A demonstration of satisfactory performance, on a consistent basis, is essential for any candidate in the Department of Art and Design seeking Graduate Faculty Membership (or Provisional or Adjunct Graduate Faculty Membership). Although the application forms for graduate faculty status allow faculty members to list experiences in graduate instruction only, the Departmental Personnel Committee will review supporting evidence for both graduate and undergraduate education. Documentation of quality teaching, for the period since the time of the last review, may include, but is not limited to, the following:

- student evaluations (* this is required documentation for all candidates)
- peer evaluation
- review of instructional material
- evidence of innovation in teaching
- new course development
- teaching awards
- record of being sought-after as a visiting lecturer
- presentation of a seminar or a workshop in area of professional expertise
- course-oriented research
- well-organized course syllabi and related instructional materials that effectively challenge the students

- upgrading class material and maintaining professional expertise
- number of graduate advisees (service as major advisor)
- service as a member of graduate student advisory committees
- other

Because of the centrality of teaching in the University's mission, it is expected that all Graduate Faculty will maintain a consistent level of good teaching. Good teaching means that a faculty member must (1) meet or exceed the basic expectations of University faculty in carrying out teaching assignments (as stated in the *University Handbook*); (2) meet or exceed all instructional expectations established in annual performance reviews undertaken within the Art/Design Department; and (3) document teaching effectiveness by providing a variety of significant evidence.

Research/Creativity

The Department of Art and Design views research as the backbone of excellent instruction, whether at the graduate or undergraduate level. It must be understood, however, that the nature of what is meant by research within the visual arts will vary, depending upon an individual candidate's particular area of professional organization. Therefore, no single standard exists for the evaluation of artistic research/creativity. Although evaluation of art faculty seeking Graduate Faculty status must be based upon criteria that are sufficiently flexible and responsive to the diversified conditions within the Department, it is expected that creative activities and/or research:

- are ongoing and steady
- are more than local
- reinforce teaching
- are judged to be of high quality

In determining the quality and level of professional and scholarly activities, consideration will be given to source, venue or location, depending on the area of specialization concerned. It is expected that the primary focus of non-performance faculty would be in scholarly work while the primary focus on performance faculty would be in exhibiting their work.

Art/Design faculty must submit appropriate documentation of professional accomplishment since the time of their last review. The order of documentation should reflect individual professional strengths and accomplishments. Examples of research/creative activities for the period under consideration may include, but are not limited to, the following categories:

a. Scholarly Work

- lectures
- paper presentations
- publications
- panels
- refereeing
- critical reviews
- invited scholarly activities

- acknowledgment in published sources
- other

b. Exhibitions/Performances

- solo
- two to four person
- group
- juried
- invitational
- gallery affiliation
- other

c. Professional Activities

- honors/awards
- consultancies
- research grants
- workshop/demonstrations
- lectures on own work
- acknowledgments in published sources
- program/grant evaluation/outside tenure review
- jurying
- curating
- officer of professional society
- other

Because of the interrelationship between ongoing research/creativity and teaching, it is expected that all Graduate Faculty will maintain a consistent and ongoing level of good performance in research/creativity. Good research/creativity performance means that a faculty member must demonstrate a record of *sustained* scholarly/creative achievement within his/her area. Evidence of significant refereed, peer-reviewed work is important in establishing the quality of one's scholarly/creative accomplishments.

Procedures for Graduate Faculty Membership and Provisional Adjunct Graduate Faculty Membership

1. By the 2nd Monday of September, the Personnel Committee shall notify those Department of Art and Design Faculty who are scheduled to apply to prepare applications to be due the 1st Monday of October. The 3rd Monday of October will be the deadline for Committee to request further information if deemed necessary.
2. By the 1st Monday of November, the Committee shall notify applicants of its vote on their applications. All applicants shall be given in writing the reasons for the Committee's decision. Applicants may appeal the Committee's decision by the 3rd Monday of November; the Committee shall consider written appeals only. The 1st Monday of December will be the

deadline for the Committee to respond to appeals and to submit recommendations to the Chair of the Department.

3. The Chairperson shall inform the Personnel Committee of his/her recommendations and provide justification for recommendations that differ from those of the Committee.
4. The Chairperson shall inform the candidate of his/her recommendation before the material goes forward.
5. The 3rd Monday of January will be the deadline for the Chair to submit all recommendations to the College of Graduate and Professional Studies.
6. All terms for Graduate Faculty Membership shall be for a period of six years, with the exception of those individuals qualifying for Graduate Faculty Membership in a year other than that in which the regular Graduate Faculty Review is carried out; those individuals shall be reevaluated in the next regular review. A faculty member who has been awarded Provisional or Adjunct Graduate Faculty status must re-apply at the time specified by the College of Graduate and Professional Studies.
7. Applicants must meet the standards listed on the College of Graduate and Professional Studies Application for Membership In The Graduate Faculty or Application for Membership in the Provisional or Adjunct Graduate Faculty.
8. The Department of Art and Design Personnel Committee will review "evidence of continuing scholarly or professional competency" and "evidence of effective teaching", as stated on the appropriate application form, to ensure that the applicant meets the Department of Art and Design standards for Graduate Faculty Membership, or Provisional or Adjunct Graduate Faculty Membership (as described in "Considerations Affecting the Evaluation of Faculty For Graduate Faculty Membership and Provisional or Adjunct Graduate Faculty Membership").
9. Renewals: Those faculty renewing their graduate faculty (or provisional adjunct graduate faculty) membership will submit to the Personnel Committee the appropriate application form, along with an information sheet listing Experiences in Graduate Instruction, and Research, Publications, Other Scholarly and Professional Activities since the time of the previous application. In addition, supporting evidence for these categories of evaluation should be submitted for review by the Personnel Committee (to be used only within the Department and not sent on to the College of Graduate and Professional Studies).
10. Initial application: Those faculty making initial application must submit the appropriate grad faculty or provisional or adjunct graduate faculty application form and a complete professional vitae listing pertinent information regarding graduate instruction and research, publications, other scholarly and professional activities. In addition, supporting evidence for these evaluation categories will be submitted for review by the Personnel Committee (to be used only within the Department and not sent on to the College of Graduate and Professional Studies).

Appendix 4

University Art Gallery Advisory Board, Mission Statement and Responsibilities

Mission Statement

The University Art Gallery, as a component of the Department of Art and Design, Indiana State University, shares in the overall efforts to achieve the educational objectives of the Department and the University. In particular, through its yearly schedule of changing exhibitions, the University Art Gallery offers direct experience with works of art which provide an invaluable opportunity for students, faculty, staff and community to gain an enriched understanding and appreciation for the visual arts.

The primary focus of the University Art Gallery is to provide opportunities for exposure to and dialogue about contemporary expression within the visual arts. Accompanying publications, lectures and other public programs are designed to place current trends and practitioners within the broader context of historical and cross-cultural achievements and traditions.

Composition

The Advisory Board of the University Art Gallery, Indiana State University, shall be composed of individuals who are able to share effectively in the development of a broad perspective regarding the gallery's operation in achieving its mission of service to the Department of Art and Design, Indiana State University, and the public community. A balance of representation from the University and community is required, including appointments of qualified persons in leadership and support positions with other community cultural and educational institutions.

Members of the Advisory Board shall include: The Dean, or designated representative from the College of Arts and Sciences, Chairperson of the Department of Art and Design, the Gallery Director, two Department of Art and Design faculty members who are on Visiting Artists / Scholars and Gallery Committee, one non-Department of Art and Design faculty member, one campus-wide cultural representative, two community at-large representatives, one graduate student representative and one undergraduate student representative.

The two Department of Art and Design faculty members who are on Visiting Artists/Scholars and Gallery Committee, appointed by the Department of Art and Design Faculty, shall be automatically appointed to the Advisory Board and shall serve on the Advisory Board the duration of their appointment to the Visiting Artists/Scholars and Gallery Committee. The Dean of the College of Arts & Sciences (or designate), the Chairperson of the Department of Art and Design and the Gallery Director shall be automatically assigned to the Advisory Board for the duration of their tenure in those positions. The non-Department of Art and Design faculty representative, the campus-wide cultural representative, the two community at-large representative, the graduate student representative, and the undergraduate student representative shall be appointed by the Department of Art and Design Faculty from a list of candidates prepared by the Visiting Artists/Scholars and Gallery Committee.

In the event that the Dean's appointee to the Advisory Board resigns or must be replaced during a term, an individual will be appointed by the Dean of the College of Arts and Sciences to fulfill the unexpired portion of the original term.

The Advisory Board shall annually elect an Advisory Board Chairperson from among the eleven members of the Advisory board; reappointment is possible.

Responsibilities

The Advisory Board shall meet at least twice per fiscal year (July 1–June 30). Meetings shall be called by the Advisory Board Chairperson. The Board will serve in an advisory capacity offering recommendation and assistance in maximizing the effective utilization of the University Art Gallery's programs and in the achievement of its mission.

The responsibilities of the Advisory Board are to provide input concerning campus-wide and regional needs for a gallery program; to assist in the identification and procurement of sources of funding for special projects; and to provide active leadership in building strong ties between the University Art Gallery and other cultural and educational resources at Indiana State University and in the community.

Advisory Board Members

* It is expected that the appointment of Advisory Board Members from the community-at-large will include persons representative of the broad range of cultural and educational interests of the general community.

Approved 3/13/2000 updated Appendix 4 11/22/2002

Appendix 5

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act is a Federal law that protects the privacy of student education records. The law applies to all schools receiving federal funds which includes ISU.

FERPA gives parents certain rights with respect to their children's educational records.

Authorization of FERPA Rights

- FERPA authorization: Students can choose selected individuals with whom faculty and staff may discuss educational/financial records. Students must complete and submit this authorization form. Submission of the form may be in person with picture identification to the Office of Registration and Records, or via the student's ISU e-mail account. Students will provide their designated code to individuals they want to be authorized to communicate with faculty/staff regarding their educational/financial records. Students have the right to rescind the authorization at any time with a written request and photo identification either in person or via their ISU e-mail account. For questions, contact the Office of Registration and Records at (812) 237-2020.
- Web4parent: Student may also use this authorization form to establish a web4parent account. This account allows students to grant Web access to their parent(s) or legal guardian to view such information as financial aid award packages, account summaries, and grades.

Payment authorization: Students have the right to grant access to authorized users within ISU's payment site. This site is different than web4parent authorization listed above. Once a student provides the user account access, individuals may sign into the authorized payer area, view the student's account balance, and begin making payments. For students wishing to grant authorization, they should visit ISU's Student Account Suite.

Student records are not accessible to any party other than as follows:

- A. Academic, personal, and biographic information will be released to faculty, professional staff and administrative officers within the College on a need-to-know basis only.
- B. Access to a student's records may be provided to officials of other Colleges or universities in which the student seeks or intends to enroll, on the condition that the student requests the intended transfer of records, is given a copy of such records if desired, and is given the opportunity for a hearing to challenge the content of such records.
- C. Access shall be granted to authorized Federal officials auditing Federally-supported education programs and State officials to whom information from student records is required by statute to be disclosed.
- D. Persons processing student's financial aid applications shall have access.
- E. Access will be granted to organizations conducting studies for educational agencies in connection with predictive tests, student aid programs, and the improvement of instruction, provided that the identity of students must not be revealed to anyone other than representatives of such organizations.
- F. Access will be granted to accrediting organizations carrying out their accrediting functions.
- G. Parents of a student shall have access if the student is dependent upon such parents for Federal Income Tax purposes, or if the student has signed a permission of access for parents during registration.
- H. In an emergency, appropriate persons may have access if the knowledge of information from a student's records is necessary to protect the health or safety of the student or other persons.

Appendix 6

Department Policies Concerning Safety

Art studios at ISU are available for use only by students currently enrolled in the art class with which it is associated. This limit is for reasons of safety, liability, and budgeting as well as space limitations. There are exceptions to this rule but only after receiving proper training and permission. (See professor)

Only approved processes and materials/chemicals are allowed in each studio.

The Department of Art and Design is committed to providing a safe and healthful work environment for students, faculty, and staff.

In the event of an event with significant blood loss, contact 911 or the ISU Police (812-237-5555) immediately.

For accidents that result in blood loss that is not severe, contain the blood flow using the supplies in the First Aid Kit available in your area. If you are assisting, be sure to wear protective gloves to avoid contact with another person's blood, and minimize contact with the injury as much as possible.

Once the injury is under control, determine if there is blood on any surfaces that will need to be cleaned. Locate the nearest custodian for assistance.

For burns and other serious injuries that cannot be treated locally, call 911 or ISU Campus Police

Please have the victim (if a non-ISU employee) complete an incident report form and forward it to Risk Management in Business Affairs (Rankin 200).

INDIANA STATE UNIVERSITY
Incident Report for Non ISU Employees
EMERGENCIES – 911

Today's Date: _____

Victim's Name _____ ID # _____

Victim's Address _____ Phone # _____

Date of Incident _____ Time _____

Location of Incident _____

Class Title and Number _____

Description of Incident/Injury (Please be as detailed as possible)

Witness to Incident _____ Phone _____

Nature of Injury (Check all that apply):

Abrasion _____	Puncture _____	Ankle _____	Back _____
Leg _____	Knee _____	Arm _____	Check _____
Amputation _____	Bruise _____	Finger _____	Hand _____
Laceration _____	Burn _____	Scalp _____	Face _____
Concussion _____	Cuts _____	Tooth _____	Foot _____
Fracture _____	Sprain _____	Wrist _____	Nose _____
Scratches _____	Elbow _____	Ear _____	Eye _____

Person in charge when accident occurred _____

Title _____

Phone _____

Immediate Action Taken:

	<u>By</u>	<u>Title</u>
First Aid Treatment	_____	_____
Sent to Health Center	_____	_____
Taken to Hospital	_____	_____
Contacted Fire Dept.	_____	_____
Contacted Public Safety	_____	_____
Called 911	_____	_____
Reported by _____	Title	Phone

FORWARD A COPY OF THIS REPORT TO RISK MANAGEMENT IN BUSINESS AFFAIRS - ASAP

Appendix 7

Academic Credit

The Art/Design Department's award of credit hours shall be in conformity with commonly accepted practices in higher education.

Definitions:

Contact Hour. A unit of measure that represents an hour of scheduled instruction given to students.

Credit Hour. A unit of measure representing the equivalent of an hour (50 minutes) of instruction per week over the entire term. It is applied toward the total number of credit hours need for completing a degree.

Federal Definition: A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally-established Equivalency that reasonably approximates not less that:

- (1) One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester...; (2) at least an equivalent amount of work as required in paragraph (1) of this definition for other activities...including studio work..." (34CFR 600.2 11/1/2010)
-

Indiana State University Department of Art and Design Policy

Credit hours for a course are assigned in keeping with the guidelines and instructional methodology of the course and may include multiple methods of instruction in order to create the credit hour value. In general, three-credit three-hour class will require at least six or more hours of out of class work. Students enrolled in studio courses are expected to participate in nine hours of studio work for 3 units of credit.

Standard Lecture Classes: Valued at 1 credit for 50 minutes of classroom instruction per week for approximately 15 weeks and 2 hours of student preparation time. This may consist of course activities including, but not limited to:

- Face-to-face meeting
- Assigned reading, slide review, study groups
- Out of class student-instructor interaction
- Experiential learning activities
- Assigned gallery visitation and study
- Research and writing
- Practicum placements

Studio Courses: Valued at one credit for a minimum of three hours of student work per week as assigned and evaluated by the instructor. One credit hour of studio represents approximately 3 hours per week of supervised and/or independent practice. Because the emphasis is placed upon student learning and not only contact time, variations may occur. For example, a three-credit studio course allows for not less than nine hours of work which might include five hours of in-

class studio and at least four hours of out-of-class student work. Blocks of 3 studio credit hours represent approximately 135 total hours of work per semester.

Academic Credit: Academic credit for art may be earned through coursework and courses approved for transfer from other institutions. Quarter hours units will be translated into semester hours using the standard formula.