

TTU

SCHOOL OF ART

FACULTY HANDBOOK

(Approved 2016)  
(Revised, April 28, 2017)

# SCHOOL OF ART FACULTY HANDBOOK

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## **SCHOOL OF ART REPONSIBILITIES OF OFFICE PERSONNEL**

### **Joe Arredondo**

#### **Director of Landmark Arts**

- Manage the exhibition and speaker programs in support of the School's academic mission and in support of undergraduate, graduate, and faculty creative research
- Foster intercultural and multi-disciplinary projects within the School, University, and Lubbock communities
- Manage the budget for Landmark Arts, write grants as necessary
- Develop short- and long-term plans for the exhibition and speaker programs and facilities
- Serve as a spokesperson and liaison for the School and Landmark Arts with government entities and cultural organizations
- Hire and train gallery staff and student assistants

### **Mark Bond**

#### **Building Manager and Safety Coordinator**

- Assist the Director on short- and long-term safety standards and facility needs for the School
- Help maintain a safe and healthy work environment (studios, classrooms, etc.)
- Oversee and facilitate the completion of building renovations, maintenance, and other issues related to the facilities of the School of Art, including the Art Building, 3D Art Annex, and SoA areas in the Architecture Building. Serve as a liaison between the SoA, Physical Plant, and outside contractors.
- Coordinate the maintenance of lab equipment as requested by areas. Help procure supplies and equipment as requested by areas. Assist faculty with research into processes and equipment as needed.
- Recommend solutions to supervising faculty regarding the activities of Studio Graduate Assistants. Help coordinate the maintenance of graduate studios, which primarily entails preparing studio spaces when students depart the program.
- Hire and train technicians and student assistants.

It is the responsibility of the Safety Office to maintain healthful and safe working conditions within the jurisdiction to monitor and exercise control over the assigned areas, and to implement the following designated safety-related procedures:

- Supports the Service Philosophy of Texas Tech and School of Art;
- Assists in identifying areas, facilities and equipment that present a health or safety hazard. It is becomes necessary to replace, upgrade or add additional items of equipment to ensure a proper and safe working environment, available School or University funds must be given first priority for such replacement, upgrading or acquisition.
- Ensures that all personnel are briefed and fully understand work procedures and existing safety policies that enforce their use.

- Makes available and enforces the use of necessary safety equipment and protective devices recommended by EH&S for the job being accomplished.
- Makes every effort to observe and comply with all health and safety regulations. EH&S will provide consultation/guidance on local, state and federal regulations and serve as the intermediary and contact point for all health and safety activities involving regulatory agencies.
- Maintains a well-stocked first-aid kit in the School and makes all employees aware of its location.
- Reviews all accidents to help eliminate similar accidents from occurring. Requires all new employees attend the Safety Orientation conducted by EH&S in the first month of employment.
- Solicits suggestions from employees, which will contribute, to the constant improvement and establishment of hazard-free and healthful work environment.
- Notifies EH&S when an unusual circumstance exists that has caused or could cause an accident.

It is also the responsibility of the Safety Officer to instruct personnel in proper operational procedures for the job being performed. Facilities and equipment under faculty/staff jurisdiction are to be monitored and maintained in a safe condition.

- Explains to all new employees' safety regulations that are relevant to their specific work duties and enforces their compliance. If there are questions regarding regulations, consultation with EH&S is available.
- Reports unsafe conditions, equipment and practices observed to EHS on the same day that such deficiencies are noted. Encourages employees to watch for and report unsafe conditions immediately.
- Provides personnel with needed safety equipment, devices and clothing and demonstrates their proper use prior to operation of equipment or performance of hazardous tasks. Enforces the use of personal protective equipment.
- Maintains good housekeeping practices in all work areas.
- Controls unsafe practices and actions of employees such as running, smoking in prohibited areas, operating machinery without safeguards, etc.
- Investigates accidents and incidents promptly, and completes necessary forms to fully document such incidents.
- Makes every effort to seek prompt medical treatment for employees who are injured, including transportation, if needed.
- Notifies director of any employee who may be physically or emotionally incapable of performing duties in a safe manner.

**Allison Boroda**  
**Senior Writer**

- Oversee the preparation, submission, and reporting of grant proposals for the School.
- Assist the Director with the preparation of materials for grantors and potential donors, including prospective letters and individualized stewardship material
- Assist faculty and students in preparing proposals.
- Assist the Director in coordinating the workflow throughout the organization, including the nominating faculty, staff, and students for awards, and other administrative tasks
- Help prepare (gather info, write, edit) institutional/nationwide reports and promotional publications

**Kim Brown**  
**Photography Technician**

Administer, supervises, and oversees operation of the School of Art photography lab, which houses two gang darkrooms with fifteen enlargers each, six individual color and alternate process darkrooms, a Hope roller transport color print processor, a lighting studio, and a large inventory of cameras and other photographic equipment that is checked out for student use.

**Typical Examples of Work Performed**

Supports the Service philosophy of Texas Tech and School of Art  
Monitors students working in photography studios  
Develops and enforces safety policies and procedures  
Supervises and trains student assistants in the proper and safe use of photography equipment and chemistry  
Oversees equipment check-out for student use  
Handles mixing and replenishment of darkroom chemistry for student use  
Administers area budget and orders supplies  
Assists faculty in researching and purchasing equipment  
Maintains and updates annually photography equipment and chemical inventories  
Performs routine maintenance, repair, and installation of photography equipment

**Knowledge, Skills and Abilities**

Thorough knowledge of darkroom processes and equipment  
Thorough knowledge of technical and mechanical skills in photography to include black and white, color and alternate processes  
Thorough knowledge of safety policies and procedures according to standard trade practices  
Ability to perform skilled work required in operation of photography labs and maintenance of equipment  
Ability to train and supervise student employees  
Leadership ability necessary to establish and enforce lab policies and procedures  
Leadership ability necessary to initiate, research, plan, and develop photography facilities  
Ability to establish and maintain effective working relationships with School of Art faculty, students and staff; campus-wide maintenance and EH&S personnel

**Rosa Maria Diaz**

**Senior Business Assistant**

- Procure goods and services for the department, including, processing POs, receiving, paying invoices, assisting with contracts and bids, new vendor set up, etc.
- Reconcile monthly PCard expenditures, including, generating expense reports, contacting faculty, compiling supporting documentation and required forms, keying in, etc.
- Process travel for the department, including, processing vouchers and applications, compiling supporting documentation, advising faculty, staff and students on travel guidelines, etc.
- Keep records for expense transactions, including, POs, PCard, travel, work orders, faculty searches, etc.

**Terry Ford**

**IT Support**

- Troubleshoot, maintain, and upgrade equipment in computer lab and classrooms
- Assist students and faculty with software, hardware, and networking issues
- Train and supervise student and graduate students assigned to the print lab (assign projects, monitor progress, assure deadlines, schedules, timesheets)

**Scotty Hensler**

**Assistant Director of Landmark Arts**

- Perform all duties (correspondence, shipping, condition reports, design and installation, signage, student shows, Satellite Gallery coordination) associated with organizing and installing art exhibitions for the School

- Supervise student works, both grad and undergrad, involved in exhibition installation, weekend gallery attending, and other Landmark Arts office support
- Coordinate all public relations for the exhibitions and speaker programs
- Assist with the speaker series and exhibition curatorial activities as necessary, is generally available for other departmental programs and events

**TBD**

**Woodshop Technician**

- Oversee the operation of the School of Art woodshop, which houses the power tools, hand tools and other equipment available for use by faculty and students, and maintains equipment in good working order
- Enforce safety and policy procedures; provide appropriate training for all students and users in the safe and proper use of equipment and processes in the woodshop. Train student assistants to enforce safety and policy procedures as needed
- Assist faculty and students with technical designs
- Assist Building Manager with construction and repair projects

**Typical Examples of Work Performed**

Support the Service philosophy of Texas Tech and School of Art;  
 Supervises use of shop equipment by faculty and students and enforces safety policies and procedures;  
 Instructs faculty, staff and students in proper use of shop equipment and tools;  
 Assists students and faculty with solving technical design problems;  
 Supervises the circulation of hand tools and supervises use of all shop equipment;  
 Maintains, rebuilds or replaces shop equipment as needed;  
 Orders supplies used in wood shop and maintains shop inventory  
 Supervises and trains assistants in use of shop equipment and safety procedures;  
 Conducts class orientation sessions for student users (equipment tools & safety orientation sessions);  
 Keeps shop equipment clean  
 Performs maintenance, repair, and construction as needed

**Knowledge, Skills and Abilities**

Thorough knowledge of art processes and advanced technical skills in woodworking, metal and structural fabrication;  
 Thorough knowledge of safety policies and procedures according to standard trade practices;  
 Ability to perform skilled work required in operation of wood shop;  
 Ability to oversee technical usage and management of wood shop;  
 Ability to perform work without supervision according to standard trade practices;  
 Ability to train and supervise student employee(s);  
 Ability to establish and enforce shop policies and procedures;  
 Leadership ability to initiate research, plan, and develop wood shop facility;  
 Ability to establish and maintain effective working relationships with multi-discipline faculty and students, gallery director, and campus-wide maintenance and health/safety personnel.

Woodshop Guide and Safety Plan site:

<http://www.depts.ttu.edu/ART/SoA/nav/resources/woodshop/studioguide.pdf>

**Sam Marchman**  
**Senior Business Assistant**

- Serve as the first line of contact for Director's Office, welcoming visitors and answering phones, along with trouble shooting issues for faculty, staff, and students
- Provide academic support to the department, including, scheduling models for life drawing, processing faculty evaluations and student comments, Digital Measures, grad assignment evaluations, reserving rooms for meetings and dissertations, ordering textbooks, etc.
- Provide administrative support to the department, including, making copies of materials for coursework, printing letters and scanning documents, scheduling maintenance of office equipment, processing mail and packages, maintaining "hot files," maintaining the director's calendar, public calendar, parking portal, key request, cash deposits, etc.
- Help provide building support, including, helping to coordinate repairs and maintenance, serving as Building Emergency Manger, etc.

**Anna Vayda**

**Business Manger**

- Assist the Director in program planning, in developing policy and procedures in area, in defining and meeting long- and short-term goals. Represents the Director on financial matters in his/her absence.
- Prepare and monitor all operating budgets/salary funds for the School of Art. Prepares the annual budget. Reconciles Banner operating ledgers with internal ledgers each month, prepares monthly budget reports as needed.
- Coordinate the business office and assign appropriate funds to purchases, travel, supplies, student assistants, work orders, etc. Approve personnel action forms, timesheets, etc.
- Assist the Director in coordinating and administering student scholarships. Prepare and maintain scholarship funds, maintain appropriate records and fund balances as needed
- Prepare financial statistics for all major institutional and nationwide reports. Prepare and present other reports as necessary
- Hire and train office staff and student assistants

**Linda Rumbelow**

**Senior Academic Advisor**

- Advise undergraduate art majors and minors; serve as supplemental advisor for graduate students, as needed
- Coordinate the registration processes for undergraduate art students and conduct Red Raider Orientation sessions; assist with graduate admissions, as needed
- Process and maintain information related to course schedules, including building courses and the management of student files
- Help coordinate recruiting activities and maintain recruiting resources for the School
- Collect and document student and academic information for institutional and nationwide reports
- Collaborate and assist in the implementation of academic policies for TTU, VPA, and SoA

**TBD**

**Studio Technician**

- Maintain studio equipment in good working order
- Provide technical support for faculty and students, design and fabricate projects as needed
- Assist Building Manager in maintaining safe work environments (studios, classrooms, etc.)



- Assist the Building Manager with projects and assist in the woodshop, as needed

**John Wood**  
**IT Manager**

- Assist the Director, in consultation with the Technology Committee, on short- and long-term technology needs for the School
- Provide IT support in computing labs, classrooms, offices and other work areas. Assist faculty and staff with all facets of PC/MAC related issues, including the coordination and performance of software/hardware installations and diagnostics and repairs.
- Manage the computer and print labs, including developing policies and procedures to ensure efficient lab operations and quality service. Maintain records of services and lab usage for assessment and planning.
- Oversee inventory of computer equipment and related technology
- Hire and train IT staff and student assistants.

Responsibilities include high-level administrative and technical skills in the management, planning and coordination of all phases of the Computer Lab. Coordinates the use of the laboratories with faculty and students wishing to use the lab. Performs work under general supervision of the Director with Broad latitude for initiative and independent judgment. Supervises technicians, teaching assistants, and student assistants.

**Typical Examples of Work Performed**

Supports the Service philosophy of Texas Tech and School of Art;  
Schedules use of the lab facilities and equipment with faculty, students and staff based on established policies and procedures;  
Purchases equipment and inventories all computer property;  
Assists in developing training programs for faculty and/or teaching assistants;  
Assists with the design, development, evaluation, implementation and use of computer software, the development of software for general utility functions, the evaluation and acquisition of the computer programs that would enhance computer user capabilities, and the development of technical input for user's guide;  
Develops and implements methods of maintaining the School of Art computer lab, including equipment and other types of security;  
Consults with faculty, students and staff with regard to the computer lab operations;  
Provides highly skilled technical research assistance to faculty, staff and students;  
Ensures that adequate space is available within the lab;  
Ensures that lab is open and functioning properly in accordance with published schedules;  
Provides hands-on-computer work as a computer technician;  
Assists in intermediate and long-germ planning for the computer lab;  
Observes work and safety rules;  
Performs related work as required.

**Knowledge, Skills and Abilities**

Knowledge of modern computing practices, methods, resources, and standards;  
Ability to organize work effectively conceptualizes and prioritizes goals, and exercise independent judgment based on an understanding of organizational policies and activities;  
Ability to plan, direct, and evaluate a complex operation, using manpower, time, funds and other resources for the accomplishment of long and short-term goals of the School of Art;  
Ability to establish and maintain effective work relationships with peers, users, and outside vendors;

Ability to provide administrative guidance within the area of responsibility, providing direct training and supervision as needed;

Ability to apply budget and fiscal planning techniques with financial constraints.

**Gena Woods**

**Senior Business Assistant**

- Help with receptionist duties, including, answering phones and greeting visitors, copying and printing, receiving mail and packages, etc.
- Provide administrative support to department, including, run reports for Director and Business Manager, SECC campaign coordinator, notary, assisting with school-wide events, printing graduate handbooks, tallying MFA rubrics, etc.
- Help process and coordinate human resource requests as needed, including, coordinating searches and new employee processing, employee change requests, payroll requests, training and certifications, work study applications, etc.
- Help maintain records for the department, including, personnel files for faculty, staff, grads, and student employees, student timesheets and work study, employee contact sheets, etc.
- Prepare and distribute departmental letters as needed, including, graduate and instructor appointments, scholarship letters and student thank you letters, recruitment letter, etc.

**Paula Yeager**

**Curator for the Visual Resource Center**

- Manage the VRC in support of the academic mission of the School of Art, providing faculty and students access to technology and resources in support of art curricula and instruction
- Maintain equipment and supplies used in the VRC and art history lecture classrooms, including ordering books, journals, DVDs, scanners, and audio-visual equipment; assist with and troubleshoot AV and computer equipment as needed
- Scan materials and produce digital images and PDF documents for faculty as needed
- Catalog images, books, and DVDs in online databases
- Supervise circulation and conservation of VRC collections
- Maintain digital records of the School's archived materials (institutional records and images)
- Develop long- and short-term plans for visual resource technologies and use of space in VRC and classrooms
- Administers the budget for the VRC
- Serves as a liaison with the University Library in collection development
- Hire and train student teaching assistants

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## **SCHOOL OF ART COMMITTEES COMMITTEE PROCEDURES**

### **Role of School of Art Committees**

School committees are responsible to the faculty and director and play an important role in planning, recommending, and implementing policy related to specific areas of responsibility. These committees provide the mechanism whereby faculty, individually and collectively, participate in the policy decisions and actions of the School of Art.

School committees consist of standing committees and ad hoc committees. Standing committees have ongoing areas of responsibility as defined in the School of Art Faculty Handbook. Ad hoc committees have temporary responsibilities for one-time tasks. Ad hoc committees are appointed with responsibilities defined by the Director of the School of Art. The work of ad hoc committees will be reported to faculty.

### **Committee Procedures**

1. Committees shall meet as appropriate during the academic year.
2. Each committee is at the call of its faculty committee chairperson.
3. Each committee shall appoint one of its members as the recorder of committee business.
4. Agenda. The committee agenda shall be distributed to the committee members and school director one week prior to the scheduled meeting.
5. Record of Meeting. Minutes will be distributed to the membership and to the school director no later than 5 working days of the scheduled meeting.
6. The committee chairperson shall keep the school director apprised of committee business as appropriate or on request.
7. If any committee member fails to attend two meetings without just cause, the committee chairperson, after consulting with that member, will determine whether in the best interest of the committee, the member should be replaced. If so, the school director should be consulted for the purpose of appointing a replacement.

### **ALUMNI AD HOC COMMITTEE:**

- The Alumni Ad Hoc Committee works independently and in conjunction with an alumni advisory group to organize and develop a relationship with our former students
- The committee also works in conjunction with Joe Arredondo, Administrative Assistant, to further the development of a vibrant Art Alumni Association.

### **CURRICULUM COMMITTEE:**

Membership: Appointed by Director. One full-time faculty member from each area within the school.

Responsibilities:

- Reviews proposed undergraduate and graduate degree programs or changes in degree programs;
- Reviews existing programs upon the request of the director;
- Receives and recommends new courses and/or changes in the present course offerings;
- Makes recommendations concerning special academic policies applying to student in categories broader than the school;

- Considers methods of assessment of the school's degree programs and methods for strengthening these programs;
- Makes recommendations to the director with regard to future initiatives.

**EXECUTIVE COMMITTEE:**

Membership: Appointed by Director. One full-time faculty member from each area within the school.

Responsibilities:

- Serves as a liaison between area faculty members and the director;
- Makes recommendations to the director on matters concerning the academic mission of the School;
- Makes recommendations or advises director concerning school policies, procedures, and planning, both short term and long-range initiatives;
- Reviews policies recommended by the director or one of the areas in the school;
- Considers the structure and function of school committees;
- Presents area teaching schedules, budget needs and HEAF requests to the director.

**EXHIBITS AND SPEAKERS COMMITTEE:**

Membership: Appointed by Director.

Responsibilities:

- Serves as counsel to Landmark Arts Gallery Director;
- Advises director vis-à-vis community affairs, and specialized constituency interest;
- Assists gallery director in evaluating procedures and strategies that contribute to the advancement of the goals and objectives of the exhibitions and residency program;
- Assists in evaluating faculty generated proposals;
- Serves as ambassadors for exhibitions and residency program, soliciting support and feedback from students, faculty, colleagues, and community.

**FACULTY AFFAIRS COMMITTEE:**

Membership: Appointed by Director.

Responsibilities:

- Reviews and updates SoA Faculty Handbook.
- Reviews and updates SoA Tenure and Promotion procedure guidelines.
- Reviews and updates SoA CPE guidelines.

**GRADUATE PROGRAMS COMMITTEE:**

Membership: Graduate Coordinators.

**MFA Graduate Coordinator:**

- Conducts academic advising for all of our MFA students each semester.
- The coordinator also meets with prospective MFA students who visit our campus, meets with all students writing their Masters Thesis Report.
- Assists faculty in guiding students through their Masters Exhibition and schedules and conducts the End of Semester Reviews.

**MAE GRADUATE COORDINATOR:**

- The MAE coordinator oversees student progress in the program from first communication to graduation.
- This includes but is not limited to, advising, course scheduling, chair selection, and final presentation choice.
- The MAE coordinator works collaboratively on curriculum development, textbook selection, budgeting and recourse management.
- In addition the coordinator works with the Junction Committee on class offerings and enrollment management.

**MA COORDINATOR:**

- Conducts academic advising for all MA students each semester.

- The coordinator meets with prospective MA students who visit our campus, meets with all students writing their Masters Thesis Report.

**PH.D. COORDINATOR:**

- Define and re-examine program via meetings with faculty.
- Deal with NASAD and other reports.
- Keep current with Strategic plans, Mission, Goals, etc. for PhD program.
- Attend monthly CVPA Graduate Committee meetings.
- Attend Graduate Advisors meetings (Grad School) and keep faculty informed of issues, gathering input from faculty as well.
- Update PhD Handbook as necessary.
- Make sure website and University Catalogue information is current.
- Works with PhD faculty to periodically check Texhsis system for applications, notify PhD faculty when applications arrive, evaluate applications, forward forms and present applications to (FADP) Grad Committee.

**SAFETY ADVISORY COMMITTEE:**

Membership: Appointed by Director.

Responsibilities:

- Advises Safety Coordinator on all matters pertaining to health and safety education program of the School of Art;
- Initiates, receives, considers, and makes recommendations to the Safety Coordinator concerning policies, procedures, purchases, and short-term and long-range planning;
- Recommends purchases/initiatives with the context of the academic mission of the areas/school/university and degree to which the recommendations should command the resources of the school;
- Keeps director informed of all issues and concerns related to health and safety.

**SCHOLARSHIP SUB-COMMITTEE:**

Membership: Appointed by Director.

Responsibilities:

- Establishes criteria for awarding undergraduate scholarships;
- Publicizes all school scholarships to prospective and undergraduate art majors;
- Evaluates applications and recommends recipients for scholarship awards;
- Makes recommendations to the director in regard to raising funds for scholarships.

**TECHNOLOGY COMMITTEE:**

Membership: Appointed by Director.

Responsibilities:

- Reviews computer/technology needs of the school;
- Initiates, receives, considers, and makes recommendations to the Computer Lab Manger concerning policies, procedures, purchases, and short-term and long-range planning;
- Recommends new purchases/initiatives within the context of the academic mission of the area/school and degree to which the recommendations should command the resources of the school;
- Advises director on all matters pertaining to information technology within the school.

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## Teaching Policies and Guidelines: A Summary

- 1) **Posting of Grades.** Legal Counsel has advised us that a policy of posting NO GRADES is the safest guideline for protection of student privacy. Failure to follow this policy could provide a basis for successful litigation in the future. See OP 34.12, Vol. 1.
- 2) **Course Syllabus.** Every faculty member will provide, at the beginning of each semester, a syllabus for every organized course. Course syllabi are filed via Raiderlink in order to have syllabus included on the TTU – Public Access to Course Information site. Syllabus should include office hours for the instructor, course pre-requisites, course objectives, content outline, criteria for determining course grades, attendance policy, semesters weekly calendar of meeting times and the following statements:
  - a. **Academic Honesty (OP 34.12):**

The faculty is strongly committed to upholding standards of academic integrity and students are expected to abide by the Student Code of Conduct. These standards, at the minimum require that students never present the work of others as their own. PLEASE NOTE: It is absolutely never acceptable to turn in the same work for credit in more than one class unless there is a clear understanding between the student and instructors as to the way in which the quantity of work will be credited between the classes. In cases where there is such an understanding, the instructors involved must know what quantity or percentage of work completed is to be attributed to their specific course. Generally, the quantity of work produced overall should be at least equivalent to the combined minimum requirements for each course. Always check on any question of this nature directly with your instructor.
  - b. **Health and Safety Policy:**

In an effort to maintain a safe academic and working environment the School of Art will endeavor to comply with the intent of state laws or acts and the University Health and Safety Program.
  - c. **Civility:**

Students are expected to assist in maintaining a classroom environment, which is conducive to learning. In order to assure that all students have an opportunity to gain from time spent in class, unless otherwise approved by the instructor, students are prohibited from using cellular phones or beepers, eating or drinking in class, making offensive remarks, reading newspaper, sleeping or engaging in any other form of distraction. Inappropriate behavior in classroom shall result in, minimally, a request to leave class.
  - d. **Policy on withdrawal:**

It is the students' responsibility to go to 101 West Hall to drop a course
  - e. **Absence Policy for Religious Holidays (OP 34.19):**
    - o "Religious holy day" means a holy day observed by a religion whose places of worship are exempt from property taxation under Texas Tax Code 11.20.
    - o A student who intends to observe a religious holy day should make that intention known to the instructor prior to the absence. A student who is absent from classes for the observance of a religious holy day shall be allowed to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence.



- A student who is excused under Section 2 may not be penalized for the absence; however the instructor may respond appropriately if the student fails to complete the assignment satisfactorily.
- f. **Reporting Illness** In case of an illness that will require absence from class for more than one week, the student should notify his or her academic dean. The Dean's office will inform the student's instructors through the departmental office. In case of class absences because of a brief illness, the student should inform the instructor directly. Other information related to illness is found in the Student Handbook and the Residence Halls Handbook.
  - g. **Conflict Resolution**  
The Office of the Ombudsman is available to assist students with any conflict/problem that has to do with being a student at Texas Tech. You may visit the Ombudsman in 237 Student Union Building or call 742-4791.
  - h. **American with Disabilities Act and the Classroom:**  
Any student who, because of a disabling condition, may require some special arrangements in order to meet course requirements should contact the instructor as soon as possible so that the necessary accommodations can be made.
- 3) **Office Hours.** Each faculty member should maintain office hours. The schedule of office hours, outside of regular class-time, should be indicated on the course syllabus and made available to students.
  - 4) **The Meaning of a Credit Hour.** A semester hour of credit represents three hours of work each week, on the average, for a semester of 15-16 weeks. Credit for summer sessions and short term workshops should be computed on the same basis (45-48 clock hours) for one semester hour of credit. In lecture and seminar courses, an hour of credit represents one hour each week in class and two hours of work outside of class.  
  
In studio and laboratory courses, where all or most of the work must be accomplished in the school studios, three hours per week of reserved studio time and space per credit hour are recommended. Faculty contact shall be adequate to provide thorough instruction. In introductory courses, faculty should meet with students for a minimum of two out of every three allotted hours. Students should be afforded sufficient and convenient access to studio space to allow them to complete all required work.
  - 5) **Class Enrollment.** The minimum allowable enrollments for organized courses are currently 10 for undergraduate courses and 5 for graduate courses.
  - 6) **Class Attendance.** In the matter of class attendance students must deal directly with the instructor and comply with the rules set out regarding absences in their courses. The effect of absences is determined by the instructor.
  - 7) **Class Absences.** There are no official excused class absences for students who participate in off-campus trips by student organizations. Students will be responsible for making their own individual arrangements with instructors for class work missed while participating in an off-campus trip. Instructors are free to set their own requirements for class work missed under such circumstances, although they should grant students an opportunity to make up all course work missed while participating in an official off-campus trip.
  - 8) **Professional Responsibility.** Always meet your classes, arrange for coverage, or exercise reasonable judgment in rescheduling if an emergency makes it impossible to arrange coverage.
  - 9) **Students Dropping Courses.** The new policy for dropping courses allows for an additional period when students can drop classes with the approval of the instructor or advisor, receiving a grade of W or WF

as determined by the instructor.

- 10) Teaching Evaluations.** The College of Arts and Sciences requires course evaluations to be completed by students for every course taught each semester, including summer sessions. Refer to OP 32.32, Vol. 1.
- 11) Final Examinations.** All faculty members giving final examinations must adhere to the printed scheduled time; no extracurricular activities of any kind may be scheduled; days of no classes are designated as study days and no class review sessions, make-up exams, etc. may be scheduled then or during final exams. As a matter of clarification, the "last week of classes" is defined as the last five class days prior to the first day of final examinations. OP 34.10, Vol.1.
- 12) Change in Grading Graduate Research Courses. PR** (in progress) grades have been replaced by the symbols CR (credit) or NC (no credit). NC grades will be calculated as O in grade point averaging. CR is normally assigned for every enrollment for a master's thesis, dissertation, or individual research course in progress. When the research is completed, a standard letter grade should be assigned for the final semester. CR is not an appropriate grade for regularly organized courses. I (incomplete) grades may be given when work in such courses is not finished for reasons beyond the student's control.
- 13) Grade-Change Forms** must give a reason and be signed by the instructor and the School Director. Incomplete grades require completion of a form, which is available in the Art Office. Keep grade records for at least one year after the course is over.
- 14) Grade Appeals.** A grade can be formally appealed only when there is demonstrable evidence that prejudice or arbitrary or capricious action on the part of the instructor has influenced the grade. The burden of proof rests with the student who appeals the grade. Grades and other academic grievances may be discussed informally with the instructor and with the Director.
- 15) Textbooks** and other required educational materials for class must be sold to students only through an established bookstore or copy shop, authorized by Texas Tech University. (Refer to Copyright Guidelines: OP 30.22.)
- 16) Sexual Harassment** is a violation of university policy (OP 10.09) and the Code of Student Conduct. It is also prohibited under Title VII of the Civil Rights Act of 1964, as amended, and Title DC of the Educational Amendments of 1972. Students should report sexual harassment to the TTU Dean of Students Office. Faculty and staff are encouraged to discuss the complaint first with their immediate supervisor. However, faculty members and employees may report the incident directly to the Affirmative Action Office. Sexual harassment includes, but is not limited to, unwelcome behavior such as sexual advances, requests for sexual favors and verbal or physical conduct of a sexual nature. Consensual sexual relationships between faculty and student or between supervisor and employee, while not expressly prohibited, are generally deemed very unwise.

### **College of Visual Arts Extra Credit**

Extra Credit should be readily available to all students or no student. Making extra credit available to selected students opens a faculty member to accusations of discrimination, to grade appeals, and to possible legal action.

## **College of Visual and Performing Art**

### **Teaching Load Policy**

In addition to their teaching and service assignments, all faculty members are expected to be engaged in research or other creative activity related to their academic specialization. The minimum teaching load for such faculty is nine semester hours or the equivalent, if 100% of their salary comes from state instructional funds.

For faculty members who are not engaged in research, the minimum teaching load is twelve semester hours or the equivalent.

Each academic administrator shall determine the appropriate teaching load for every faculty member in his/her unit each semester.

## Example of Course Syllabus Outline

All course syllabi should include the following:

SCHOOL OF ART

Faculty name and TTU email:

Office:

Office Hours:

Course number:

Credit hours:

Days/Time/Room of meeting:

### COURSE SYLLABUS OUTLINE

- I. Title
- II. Catalog Description
- III. Pre-requisites
- IV. Purpose
- V. Course Outcomes and Assessments
- VI. Content Outline
- VII. Instructional Activities
- VIII. Resources
- IX. Grading Procedures (reference OP 34.12)
- X. Attendance Policy
- XI. Text and References
- XII. Academic Honesty Policy
- XIII. American with Disabilities Act and the Classroom
- XIV. Civility in the Classroom (reference Faculty Handbook, p. 30)
- XV. Conflict Resolution
- XVI. Health and Safety Policy
- XVII. Policy on withdrawal

XVIII. Religious Holy Day

XIX. Reporting illness policy

**Americans with Disabilities Act (ADA) (Faculty Handbook 2014-2015, Ch. 5 Faculty Affairs p. 29-30)**

The Americans with Disabilities Act, Public Law 101-336, was signed into law on July 26, 1990. This far-reaching statute does more than simply add "disability" to the list of protected classes under federal law and is not simply a duplication of The Rehabilitation Act of 1973. It was the institution of Congress to effect sweeping changes in the attitudes and practices of American businesses and state and local government agencies in order to remove barriers to employment and services for persons with disabilities. With the growing number of disabled students on campus, it is important that faculty members be aware of how they are identified, when and how to make reasonable accommodation, the services available to disabled students, and the assistance available to faculty in this process.

Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act (ADA) require that universities, and all faculty and staff therein, make reasonable accommodation for all students with disabilities in all programs and activities, both academic and nonacademic. If such reasonable accommodation is denied to any disabled student, the institution may be held in violation of the law.

It is advisable that you ask in each first class session that students with disabilities or health problems identify themselves to you (privately after class or during your office hours) and indicate to you any special accommodations you will need to make for them during the semester (for example, extended time examinations). Examples of how this may be done are included below. While disabled students are always told to notify their professors, some may be reluctant to do so.

Faculty are not allowed to provide accommodation for a student's disability needs unless the student provides proof of a disability for which the accommodation requested is appropriate. While such proof should ideally be provided at the beginning of the semester, accommodation requests can be submitted at any time during a semester. The accommodations begin on the date the letter is signed by both the instructor and the student and are NOT retroactive.

The university-approved mechanism for doing so is a Letter of Accommodation (LOA) from Student Disability Services. The LOA on official university letterhead indicates to professors that the student has given proof of his or her disability and that the accommodation noted is considered appropriate and reasonable.

No further proof of disability should be required of the student. Students presenting verification other than the LOA should be referred to Student Disability Services in West Hall, Room 335 for the appropriate identification. No requirement exists that accommodation be made prior to completion of the approved university process.

Faculty should be aware of the related student grievance process as detailed in the Student Handbook.

It is our hope that this system will enable faculty and staff to easily and quickly access those resources necessary to respond effectively to these students' needs, particularly those students whose disabilities are not visible or as familiar as others. Student Disability Services is available to advise and assist faculty members in the accommodation process.

Faculty can train in disability awareness and accommodation procedures for any employees of the university. Student Disability Services also provides a comprehensive faculty guide to working with students with disabilities. Copies are available to any faculty member either electronically or in printed version. They can be reached at 806.742.2405.

Keep in mind that the purpose of classroom accommodation is to eliminate the competitive disadvantage caused by the disability itself. Students with disabilities should be expected to do the same quality of work and the same quantity of work as every other student. It is the method by which this is accomplished that is some- times different.

An example for a statement in class would be: "I would appreciate hearing from anyone who has a disability that may require some special accommodations. I am sure we can work out whatever arrangements are necessary. Please see me after class or during my office hours."

To assist the university with maintaining ADA compliance, faculty are required, per OP 34.22, to insert the following into each course syllabus:

**Any student who, because of a disability, may require special arrangements in order to meet the course requirements should contact the instructor as soon as possible to make any necessary arrangements. Students should present appropriate verification from Student Disability Services during the instructor's office hours. Please note instructors are not allowed to provide classroom accommodations to a student until appropriate verification from Student Disability Services has been provided. For additional information, you may contact the Student Disability Services office in 335 West Hall or 806.742.2405**

**Academic Honesty: Grading Procedures (Refer to OP 43.12)**

**University Health and Safety Program (Refer to OP 60.01)**

**Civility in the Classroom (Faculty Handbook, p. 30)**

Texas Tech University is a community of faculty, students, and staff that enjoys an expectation of cooperation, professionalism, and civility during the conduct of all forms of university business, including the conduct of student–student and student–faculty interactions in and out of the classroom. Further, the classroom is a setting in which an exchange of ideas and creative thinking should be encouraged and where intellectual growth and development are fostered. Students who disrupt this classroom mission by rude, sarcastic, threatening, abusive or obscene language and/or behavior will be subject to appropriate sanctions according to university policy. Faculty members are expected to maintain the highest standards of professionalism in all interactions with all the constituents of the university. Visit the Ethical Principles section of the *Undergraduate and Graduate Catalog* for more information.

**School of Art Guidelines for Dealing with Troublesome Behavior**

**Recommended Procedures:**

1. First Incident – Instructor talks with student about his/her inappropriate behavior immediately and follows up after class or with a scheduled meeting.
2. Second Incident – Instructor should refer the student immediately to the School of Art Associate Director. The Associate Director may inform student that repeated deviations from expected classroom behavior shall result in an immediate referral to the Office of the Dean of Students for disciplinary action in accordance with the Code of Student Conduct described in the TTU Student Affairs Handbook.



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### II. d. Faculty Responsibilities: Class Attendance and Absences

- **Class Attendance (Refer to OP 34.04 Academic Regulations Concerning Student Performance, Class Attendance)**
- **Student Absences for Religious Holy Day Observance (Refer to OP 34.19 Student Absence for Observance of Religious Holy Day)**
- **Faculty Absence for Religious Holy Day Observance (Refer to OP 32.12 Faculty Absence for Religious Holy Day Observance)**
- **Letter for Student Absences (Sent to faculty by Associate Dean of the College)**
- **Absence Report Form (Refer to your Raiderlink under Faculty and Advisor Links)**

### II. e. Faculty Responsibilities: Grades

- **Grading Procedures (Refer to OP 34.12 Grading Procedures)**
- **Grading Criteria**
- **CR (Grading for Graduate Research Courses)**
- **Advanced Problems Course Proposal Form (Special Problems & Ph.D. forms)**
- **University Policy Governing Students Dropping Courses**
- **University Policy Governing Posting of Grades**
- **Grade of Incomplete**
- **Change of Grade Form**
- **Hold Records**
- **Grade Point Average Adjustment**

## **Grading Procedures**

(Refer to OP 34.12 Grading Procedures)

### **Grading Criteria**

Every faculty member will provide, at the beginning of each semester, each of his/her organized classes with a syllabus that includes an explanation of how the final course grade will be determined. A copy of the syllabus is to be registered on line via faculty Raiderlink.

### **Changes in Grading Graduate Research Courses**

The following information applies to a change in grading procedures for students enrolled in graduate research courses (Art 6000, 7000, and 8000 numbers).

#### **PR GRADING**

PR (in progress) grading at the Graduate Level is eliminated. The Graduate School has determined that the grade of PR will not be used for Research courses. Instead a grade of CR, credit, will be assigned each semester, except for the semester of enrollment. During the last semester of enrollment in a research course, a standard letter grade will be assigned. A PR may be given as the appropriate grade for some undergraduate courses such as an internship.

#### **30-HOUR RULE**

30-Hour Rule. During the first 30 hours of post-baccalaureate education, graduate students may not enroll for dissertation 8000. First-year students should enroll for 7000 or for 6000 if writing a master's thesis.

**SCHOOL OF ART**

**PROPOSAL FOR REGISTRATION IN SPECIAL PROBLEMS COURSES:**

**ART 4304, 5304, and 5305** (to be completed by the student and signed prior to registering for the course)

Name of Student: \_\_\_\_\_ R #: \_\_\_\_\_

Circle Degree Program:    BFA                      BA                      MFA

Course Title: \_\_\_\_\_

Course Number:

Term:      Fall      Spring      Summer I      Summer II      Year:

Title of Project: \_\_\_\_\_

Project Outline (use additional sheet if more space is needed):

Form of final product (paper, artworks, film, interdisciplinary project, etc.):

Signatures:

Student: \_\_\_\_\_ Date \_\_\_\_\_

Advisor: \_\_\_\_\_ Date \_\_\_\_\_

Instructor of Course: \_\_\_\_\_ Date \_\_\_\_\_

Director: \_\_\_\_\_ Date \_\_\_\_\_

XC: Student, Instructor, & Advisor

**SCHOOL OF ART**

PROPOSAL FOR REGISTRATION IN ART 7000 OR ART 8000 COURSES (to be completed by the student and signed prior to registering for the course)

Name of Student: \_\_\_\_\_ R #: \_\_\_\_\_

Circle Degree Program:    MFA                      MAE                      Ph.D.

Course Title: \_\_\_\_\_

Course Number: \_\_\_\_\_

Term:            Fall            Spring            Summer I            Summer II            Year:

Title of Project: \_\_\_\_\_

Project Outline (use additional sheet if more space is needed):

Outcome of Project:

Signatures:

Student: \_\_\_\_\_ Date \_\_\_\_\_

Advisor: \_\_\_\_\_ Date \_\_\_\_\_

Instructor of Course: \_\_\_\_\_ Date \_\_\_\_\_

Director: \_\_\_\_\_ Date \_\_\_\_\_

XC: Student, Instructor, & Advisor

## University Policy: Students Dropping Courses

As in the past, students can for the first 30 days of the semester and 12 days of a summer session drop classes and receive automatic grades of W. This can be done at the school, West Hall, or on the web. The new policy allows an additional period when students can drop classes. Students no longer need approval from the instructor and advisor to drop a class at any time. Students dropping a class after the 30 day automatic W drop date will receive a grade of W or WF as determined by the instructor. The most important facts are as follows:

1. The period of W or WF drop is from the 31<sup>st</sup> day of a semester (13th day of a summer session) through the last day to withdraw from the University.
2. After the automatic W date, students are encouraged to speak to their instructors prior to dropping a class and obtain in writing the grade they will receive (W or WF) on the final grad
3. Students must go to room 100 of West Hall to drop a class after the automatic W date.
4. The instructor will assign a grade of W or WF on the final grade roll.
5. Grades of "F" and "WF" are figured into student's GPA.

## **University Policy Governing Posting of Grades**

The University Faculty Handbook (p.37) advises against posting grades at any time:

### **Posting of Student Grades**

Posting of student grades poses several legal problems for the university. Texas Tech policy is that no grades should be posted at any time. However, classes with several hundred students enrolled must have test grades returned during the semester, which is impossible on an individual basis. In these cases, if the department chairperson grants permission, grades may be posted by randomly generated identification numbers without student names, social security numbers, or Banner R numbers. Furthermore, students may receive grades before they are mailed by the Registrar if they have provided the professor a signed statement with a self-addressed envelope. Grades may also be reported to email addresses verified as belonging to the student.

Failure to follow this policy could provide a basis for successful litigation in the future. Legal Counsel has advised us that posting no grades is the safest course of action for protection of student privacy (OP 34.12).

### **Grade of Incomplete Form**

Refer to Raiderlink under Faculty tab for incomplete form.

### **Change of Grade Form**

Refer to Raiderlink under Faculty tab for change of grade form.

**TO THE REGISTRAR**

**HOLD RECORDS**

1. REQUEST BY THE SCHOOL OF ART

2. DATE: \_\_\_\_\_

3. STUDENT'S NAME: \_\_\_\_\_  
(LAST) (FIRST) (MIDDLE)

4. SOCIAL SECURITY NUMBER: / \_ / \_ / \_ / \_ / \_ / \_ / \_ / \_ / \_ /

5. BANNER R# \_\_\_\_\_

6. HOLD ACTION REQUEST:  
(CHECK ONE OR BOTH)

A. ( ) TRANSCRIPT

B. ( ) REGISTRATION

<p style="text-align: center;"><b>REGISTRAR'S USE ONLY ALL HOLDS</b></p> <p>Make 1 original for student's file, and one copy for "Hold" file in Registration Dept.</p> <p><b>INITIAL</b> _____</p> <p><b>DATE</b> _____</p> <p><b>DEPT. CODE</b>   _   _   _     <b>M</b>   7   _   39                      41                      79                      80</p>
--

7. ACTION REQUIRED CLEARANCE: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

8. HOLD/S REQUESTED BY: \_\_\_\_\_

9. PLEASE RELEASE HOLD; THE ACTION REQUIRED IN ITEM #6 IS NOW COMPLETE:

DATE: \_\_\_\_\_

SIGNED BY: \_\_\_\_\_

**Grade Replacement Policy**  
**(Adjusted Grade Point Average)**

Refer to OP 34.15 Grade Replacement Policy for grade point replacement.



**II. f. Faculty Responsibilities: Student Evaluations of Teaching**  
(Refer to OP 32.32 Performance Evaluations of Faculty)

**II. g. Faculty Responsibilities: Sexual Harassment Policy**  
(Refer to OP 40.02 Discrimination or Sexual Harassment)

**II. h. Faculty Responsibilities: Final Exam Policies**

- **Examinations** will take place in the rooms in which the individual classes have been meeting, unless a change is announced, or a common final examination is given. A change in the final examination time or room assignment may only be made with the written approval from the department chair and dean of the college or school in which the course is taught. Approvals and justification should be sent to Academic Support and Facilities Resources, and the request will then be forwarded to the senior vice provost with the recommended accommodations.
- **Common final examinations** occur when all sections of the course meet simultaneously. No courses other than those listed on the Official Publications website may use a common examination time. Departments approved to administer common final exams are responsible for making arrangement for those students who have a conflict with a regularly scheduled class exam.
- **Instructors of sections taught exclusively online** who wish to give a final exam should select a 24 hour period within the final exam week (excluding Sunday) in which to make the exam available. Up to a 2 ½ hour period can be used for timed exams.
- **Off-time-cycle courses** have final exams at the same time as the on-time-cycle course immediately preceding their class time. For example, a MWF 3:30 pm class will test at the same time as the MWF 3:00 pm classes. For more information regarding standard university time-start and time-stop cycles, refer to OP 61.23.
- **Students should check the Final Examination Schedule prior to registration** in order to avoid an inconvenient overload during final exams. There is no university policy that provides relief to student who have three examinations scheduled the same day. In that situation, students may seek the assistance of the course instructors, department chair, and/or dean of the college.
- **In accordance with OP 34.10, class-related activities, with the exception of office hours, are prohibited on designated individual study days and during the final examination period.** These dates are set aside for students to prepare for and take scheduled final examinations. During this period, review sessions are not to be scheduled, quizzes are not to be given, and no other class-related activities can be scheduled.
- **No substantial examinations, other than bona fide makeup examinations, may be given during the last week of classes or during the individual study day.** Courses in which lab examinations and design studio reviews are normally scheduled the week prior to finals are excluded from this policy.
- **No extracurricular activities of any kind may be scheduled in academic space within the individual study day and the final examination period** without written permission of the Office of the Provost.

For additional information regarding final examination policies, refer to OP 34.10.

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### III. Faculty Development Opportunities

- **Faculty Development Leaves (OP 32.15 Faculty Leave of Absence)**
- **CVPA Awards & Funding**  
(<http://www.depts.ttu.edu/cvpa/facultystaff/FacultyAwardsFunding.asp>)
- **TTU Faculty Awards and Funding Sources**  
(<http://www.depts.ttu.edu/vpr/funding/faculty-awards.php>)

**Faculty Development Opportunities: Development Leaves**  
(Refer to OP 32.15 Faculty Leave of Absence)

**Faculty Development Opportunities: CVPA Awards & Funding**  
• (<http://www.depts.ttu.edu/cvpa/facultystaff/FacultyAwardsFunding.asp>)

**CVPA Awards for Sponsored Funding for Research**

**Eligibility:**

Because obtaining grant funding is ancillary to their positions, faculty members of units in the CVPA are eligible for the award.

**Awards:**

- Faculty members are awarded 15% of amount obtained in Sponsored Funding for Research, up to \$1,500.00 maximum per annum.
- Award is granted as reimbursement for future research activity, not as cash.
- Award must be used within the academic year of its announcement.
- Recipients must submit plans for award usage to the CVPA prior to the expense.
- Qualification: awards are contingent on funding. In exceptional cases, the CVPA may reimburse awards over more than one year, and/or reduce all awards for the year on a proportional basis.

**Procedure:**

- Office of Research Services documents funds obtained each Fiscal Year (academic year plus summer, to August 31) as Sponsored Research Funding. These reports also include grants in support of educational programs.
- Chairs & Directors confer with faculty and define parameters of reported projects that are considered to constitute Research rather than outreach or program support.
- Recipients of reimbursement awards a Fiscal Year are announced at the fall CVPA convocation held during the next Fiscal Year (see note below on time lag).
- Recipients must submit plans for award usage to the CVPA prior to the expense (late submissions are funded as funds may permit).
- **Time Lag:** ORS reports FY results (multi-year grants credited on basis of disbursement in year), so the college award may come a year or more after the actual grant. For example, a grant won for October 2007 is FY08, which is reported definitively to colleges during FY09 (January 2009). The reward would be announced in August 2009 (still FY09); reimbursements proceed in the Fiscal Year that is just about to begin; i.e., FY10.

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**Fine Arts Awards for Excellence in Creative/Research**  
SPONSORED BY THE FINE ARTS DOCTORAL PROGRAM

Number of Awards: 3 (one per unit)

Number of Reimbursement Awards: 2

1. Nominations proceed in accordance with the form, materials, and timeline required for nomination to the university's Bernie E. Rushing, Jr., Award for Distinguished Research (see OP32.24 and attachments). Criteria include significance, publication, and sustained activity in creative / research. Dossiers must observe published restrictions in page length.
2. Self-nominations are accepted if the nominee provides all required materials in a completed dossier that complies with format requirements, and if s/he explains the significance of research, honors, and so on, for use by the college's Faculty Awards and Research committee should the self-nomination be selected as the college's nominee.
3. All nominations must be routed through the unit's Chair or Director, who may add

commentary for consideration by the college's Faculty Awards and Research committee. Should a self-nomination be selected as the college's nominee, the Faculty Awards and Research Committee will act as the nominating committee.

4. The Faculty Awards and Research Committee ranks all dossiers received. The highest-ranking dossier is sent forward as the college's nomination for the Bernie E. Rushing, Jr., Award and is named the college's outstanding creative / researcher at the university's spring convocation.
5. In addition, the candidate nominated for the Rushing Award will be designated that unit's recipient of the Fine Arts Award for Excellence in Creative / Research.
6. The top ranking candidate in each of the other two units will receive the Fine Arts Award for Excellence in Creative / Research, and, in addition, a stipend worth \$500.00 credit for reimbursement of allowable research expenses during the next academic year.
7. Fine Arts Awards for Excellence in Creative / Research will be announced at the CVPA convocation each autumn.

### **International Travel Funding**

#### **APPROVAL OF INTERNATIONAL TRAVEL (official travel application)**

(Effective 2 September 2008)

All international travel by state employees on state business, immaterial of funding source (e.g., official, personal, or third party), will be submitted for approval to the Vice Provost for International Affairs for evaluation of safety/security factors. The new system allows zero cost applications to be submitted – so the traveler will still be covered by an official travel authorization even if personal funds are used. The preparer or traveler must print a copy of the online travel application with the signature lines. The application must be signed by the traveler, the fund/org manager and the Chair or Dean, as appropriate. The signed application must then be sent to the Office of International Affairs (OIA) at M.S. 5004. The application will be reviewed by OIA for safety/security considerations, and that office may schedule consultations with the traveler if specific circumstances so warrant before approval. OIA will forward the application to the Provost for final approval. The approved application will be returned to the originator to be included with the online travel voucher.

#### **APPLICATION FOR INTERNATIONAL TRAVEL FUNDING**

1. Complete the form for Consideration of International Travel funding below, and route to the dean's office via your chair or director, who will indicate funds to be provided by your home unit. The college will designate an amount to be funded, and monies will be held in reserve for your use.
2. Complete the official application for travel at least one month in advance of your trip in order to allow time for it to be approved by various offices.
3. Please inform the college as soon as possible should your plans change so that funding can be directed to others' use.

Application for International Travel Consideration

#### **Grants Application Outline - Arts & Humanities**

##### **Notes:**

- This outline is intended for novice grant-writers.
- Attach a budget and/or address requirements of the specific grant program.
- Abstract: one paragraph that condenses the entire proposal.
- Scrutinize the following sections especially closely when preparing the abstract: 1c, 2c, 2d, 3a (overview), 4a, 4b, 4c.

1. **First paragraph: Introduction.**

- a. Opening Sentence.
- b. Important Knowns. (2-3 sentences)
- c. Gap in the Knowledge Base, or Critical Need, that needs to be Addressed. (2-3 sentences)

**TIP:** At the conclusion of this first paragraph, the reviewer should fully understand that there is a scholarship problem that critically needs to be addressed. The reviewer should also have a sufficient knowledge base to appreciate why there is a problem and to be sufficiently educated that s/he can understand everything that will follow in the proposal without having to learn additional new 'knowns'.

2. **Second paragraph(s): 'What's Going to be Done by Whom' Paragraph**

- a. Your Long-Term Goal. (1 sentence)
- b. Objective of this Application. (1-2 sentences)
- c. Central Hypothesis or Statement of Need. (1-2 sentences)
- d. Statement of Rationale. What will become possible after the proposed studies are completed that is not possible now? (1-3 sentences)
- e. Why you are well-prepared to undertake the study or activity and how your environment/institution will be an asset. (1-3 sentences)

**TIP:** At the conclusion of the second paragraph, the reviewers should know:

- I. in general, what you plan to do;
- II. that what you are proposing will fill the gap in the knowledge base or address the problem that you have delineated;
- III. that yours is the best prepared group to undertake the proposed work;
- IV. and that it will be done in an environment and at an institution that are conducive to its success.

3. **Third paragraph(s): Specific Aims/Goals/Objectives Paragraph.**

- a. Specific activities that you will undertake to achieve the objective of the proposal.

**Note:** In this paragraph(s), the objective is to delineate for the reviewer exactly what the specific steps are that you will take during the tenure of this project. These specific aims/goals/objectives are the 'Approach' that you will use to either test your central hypothesis or fill the critical need that was identified in the second paragraph.

4. **Fourth paragraph: 'Payoff' Paragraph**

- a. Innovation.
- b. Expected Outcomes.
- c. Impact.

**TIP:** The fourth, 'payoff' is another one of those rare chances you have to develop enthusiasm and advocacy for your application. This paragraph describes the return that the reviewers can expect, should they decide to 'invest' in your application. For that reason, a great deal of effort should be spent making it as exciting as you possibly can, without stepping across the line of over-promising what can be expected.

*Adapted from The Grant Application Writer's Workbook: Guide to a Competitive Application by David C. Morrison and Stephen W. Russell, 2003.*

**Faculty Development Opportunities: TTU Faculty Awards and Funding Sources**  
(<http://www.depts.ttu.edu/vpr/funding/faculty-awards.php>)

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- **Equipment Inventory Guidelines: Removal and Temporary Use of Equipment**

## Student Employment

The Student Employment Program of Texas Tech University consists of the Federal Work-Study Program and the University Student Employment Program. Students employed in either program must be approved and authorized to work by the Student Financial Aid Office.

The following regulations apply:

Students who wish to be considered for the work-study program must complete the forms available at the Financial Aid Office in West Hall.

Students cannot begin working until their authorization form has been processed and sent to the School of Art.

Student workers cannot be released or transferred to another area or department until approved by the supervising faculty member and the director.

Students cannot be employed to do personal research, dissertation preparation, or any projects which are not considered work for the institution.

Student employees may not work more hours than the number allotted per week. Students will not be paid for additional hours.

Problems: If work-related problems occur during the semester, the supervisor or faculty member should discuss the matter with the student. If this is not successful, the director intervenes. If the situation does not improve, the student's employment will be terminated and another student will be hired.

At the end of the semester the supervisor or faculty member should request student workers for the following semester. If you are requesting a student worker please fill out the application for College Work Study Position and return it to School of Art Business Assistant in art office.

### SAMPLE FORM (On-line?)

#### COLLEGE WORK STUDY POSITION

DEPARTMENT \_\_\_\_\_ TELEPHONE NUMBER \_\_\_\_\_

ADDRESS \_\_\_\_\_ PERSON TO CONTACT \_\_\_\_\_

JOB TITLE \_\_\_\_\_ NO. OF STUDENTS \_\_\_\_\_

JOB START \_\_\_\_\_ SEMESTER (s).

DUTIES AND OTHER INFORMATION \_\_\_\_\_

SALARY \_\_\_\_\_ CALL OR GO BY DPT \_\_\_\_\_ TOTAL HOURS PER WEEK

DATE OF REQUEST \_\_\_\_\_

## SCHOOL OF ART

### KEY POLICY

Key requests are made by faculty or staff directly to the main Art Office. Key request forms are available through office staff. Key request forms for graduate students and/or student assistants must be signed and dated. (yes, faculty and staff sign these)

Faculty can request keys for themselves, graduate students and/or student assistants.

Staff can request keys for themselves and/or student assistants.

Key requests are sent to the Lock Shop in the Physical Plant Building. Key requestors will be notified when keys are ready for pickup at the Lock Shop in the Physical Plant Building, Room 108.

Keys *may not* be loaned or duplicated.

Keys issued to student employees must be returned to the Art Office.

When a graduate student changes studios, work assignments or culminates their degree, keys are to be returned to the Art Office.

Transcripts will be held until the student who is leaving the institution returns his or her keys to the Art Office.

Requests to change locks or to replace keys will be initiated by faculty or staff members directly to the Director.

Fees:

Lock Charges - \$25

Replacement - \$5.00

Example Key Authorization and Loan Agreement Policy form to follow.



SCHOOL OF ART

KEY AUTHORIZATION AND LOAN AGREEMENT POLICY

Please issue the following key(s) to:

\_\_\_\_\_ R# \_\_\_\_\_ email \_\_\_\_\_
(Name)

\_\_\_\_\_ Faculty \_\_\_\_\_ Employed as Adjunct \_\_\_\_\_ Staff

\_\_\_\_\_ Employed as TA/GPTI \_\_\_\_\_ Student Assistant

\_\_\_\_\_ Student taking Graduate course ART \_\_\_\_\_ for \_\_\_\_\_ semester \_\_\_\_\_
(course/section) (F/S/Su) (year)

CATEGORY OF KEYS

Outside Door – Art Building \_\_\_\_\_ yes \_\_\_\_\_ no

Outside Door – Architecture Building \_\_\_\_\_ yes \_\_\_\_\_ no

Outside Door – 3D Annex \_\_\_\_\_ yes \_\_\_\_\_ no

Art Office \_\_\_\_\_ yes \_\_\_\_\_ no

Assigned Classroom \_\_\_\_\_ yes \_\_\_\_\_ no Room # \_\_\_\_\_ Annex Rm# \_\_\_\_\_

Assigned Studio \_\_\_\_\_ yes \_\_\_\_\_ no Room # \_\_\_\_\_ Annex Rm# \_\_\_\_\_

Lab and/or Storage Area \_\_\_\_\_ yes \_\_\_\_\_ no Room # \_\_\_\_\_ Annex Rm# \_\_\_\_\_

\_\_\_\_\_ yes \_\_\_\_\_ no Room # \_\_\_\_\_ Annex Rm# \_\_\_\_\_

Supervisor’s Office \_\_\_\_\_ yes \_\_\_\_\_ no Room # \_\_\_\_\_ Annex Rm# \_\_\_\_\_

\_\_\_\_\_  
Supervisor/Faculty Signature Date

(Signature verifies that faculty/staff supervisor will oversee return of keys to office at conclusion of course/contract or TA/GPTI appointment.)

STUDENTS – PLEASE READ BEFORE SIGNING:

I am responsible for the keys that are issued to me and will return them to the Art Office prior to leaving Texas Tech University, School of Art. I understand the keys in my possession are not to be loaned or duplicated. If I fail to return them to the Art Office I am aware that I am responsible for the following costs: Lock Charge - \$25.00; Key Replacement - \$5.00. I also understand a hold will be placed on my records until these charges are paid.

My signature verifies that I have read the policy and agree to these conditions.

\_\_\_\_\_  
Requestor Signature Date

## **School of Art Travel Procedures**

Faculty must complete an Application for Official Travel whenever professional business requires missing classes, whether or not funding is requested. Forms can be found at the SoA office.

Complete the form and turn it into the Senior Business Assistant for approval. If funds are requested, approved form will be routed to Business Manager for an account number with final approval from SoA Director. After these steps are completed, the application will be routed to the Senior Business Assistant who will submit the application electronically to the Travel Office.

In-State Travel: All requested should be submitted to the Director a minimum of 10 workings prior to the departure date.

Out of Country Travel: Foreign travel applications (excluding Mexico and Canada) must be approved by the Provost fifty (50) days prior to the trip, even if traveling on personal funds.

If the trip is in-state and overnight, request a Tax Exemption form from the Art Office. Texas Hotel Occupancy Tax Exemption forms are also available in the Art Office.

Upon completion of a trip where funds were requested, a Travel Voucher will be filed electronically within five (5) business days of the completed trip. Confirm with Senior Business Assistant for documentation needed for this voucher.

Reimbursement checks will be deposited directly to your checking account.

## School of Art Guidelines for claiming Per Diem Travel Expenses

### Allowable Travel Expenses:

Personal automobile mileage from headquarters (home or office) to place of official business. Reimbursement rate, as of January 4, 2016 is – 54 cents per mile. Mileage cannot exceed the mileage allowed in the Official State Mileage Guide.

Any personal automobile mileage incurred for official business. This mileage may be within headquarters, to or from an airport, to or from a place of business or residence as long as the shortest possible route is claimed and is for official business.

Airfare at the lowest fare available. (Airfare must be documented with receipt.) If first class, a statement that only first class airfare was available must be attached to the required airfare receipt.

Rental of an automobile. The amount of reimbursement is limited to the state contracted rates charged by state contracted rental car agencies. Collision/loss damage waiver charges may be claimed on a travel voucher provided that the total cost does not exceed the state contracted rate. Tax on rental automobiles is reimbursable. Rental receipts must accompany travel vouchers. Receipts for gasoline purchased for a rental automobile must also be submitted.

Airport parking.

Parking and toll road expenses while on official business. These may not be claimed while on personal business, such as obtaining a meal.

Lodging is reimbursed at actual cost not to exceed \$85.00 per day. Lodging must be documented with a receipt. City and county tax is allowed; state tax is not allowed. It is the traveler's responsibility to get a tax exemption card from the office or Travel Office prior to their trip in order to not pay state tax on lodging.

Meals are reimbursable up to \$36.00 per day. Receipts are not required except international travel. International travelers are reimbursed actual meal expense, requiring detailed meal receipts. Reimbursed meals are determined by the departure and return times of traveler, i.e., traveler does not leave until mid-morning; thus, breakfast cannot be claimed for that day. Meals included in banquet and/or conference registrations cannot be claimed separately if they are paid for with the registration.

Receipts are required for taxi fares for official business; tips are not allowed.

Receipts are required for registration fees not paid on Purchase Order or RI in advance of trip.

Receipts are required for Itemized miscellaneous expense, i.e. business phone calls, printing, materials, supplied by contractor and used in carrying out services described in the contract.

### Unallowable Travel Expenses:

First class airfare.

Tips of any kind.

Alcoholic beverages.

Entertainment/recreation

Any expense of other persons.

Meals that are unreasonable in cost.

Unreasonable accommodations such as a penthouse, unnecessary suite or expensive hotel/motel room.

Mileage, parking and toll road expenses for purposes other than for official business.

Personal Accident Insurance or Personal Effects coverage for rental cars.

Rental car for personal use or for purposes not associated with the performance of services specified in the contract.

Any expenses, with the exception of parking and toll expenses that are related to the operation of an automobile.

### Refer to the TTU Faculty Manual

**OP 61.01: Use of University Facilities, Equipment, Vehicles, Supplies, and Services for Private Purposes Prohibited** DATE: October 8, 2013 <http://www.depts.ttu.edu/opmanual/OP61.01.pdf>

## **Equipment Inventory Guidelines: Removal and Temporary Use of Equipment**

### **Surplus Property Removal:**

Contact SoA Building Manager for transfer of any items to the Surplus Property Facilities. They will complete the requisite paperwork and make the necessary arrangements.

### **Using Equipment outside the Art Building (off campus)**

Equipment used off campus must be accounted for, even if you intend to use it at home. Please contact the Computer Lab Manager for temporary use of computer equipment, or the Building Manager for temporary use of any other equipment. They will assist with the requisite paperwork.

## Used Equipment

Purchase of used equipment or material are made with state-appropriated funds only under certain, special circumstances. The requisition of used or demonstrator equipment must be accompanied by supporting documentation:

- A letter or signed statement from the vendor guaranteeing the equality or condition of the merchandise.
- A letter from the school or project administrator on the need for the used equipment and the approximate cost of the same equipment if purchased new. The letter should also include the administrator's evaluation of the condition and value of the equipment.
- Letters from two disinterested, reliable, and informed persons giving their opinion of the price, value, and condition of the used equipment.
- The Director of Purchasing/Payables and/or Director of HSC Procurement will secure a written bid.

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### **V. School of Art Facilities:**

- **Computer Lab**
- **Landmark Arts: The Galleries of Texas Tech University**
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- **Facilities**

## Computer Lab

Staff: Unit IT Manager and Lab Supervisor

Hours of Operation: Semester and holiday hours will be posted on the door of the lab and through email.

### Access

Access to the School of Art computer Lab is limited to Students currently enrolled in classes in the School of Art. When there is a class in session the lab is exclusively for that class. When no class is in session the lab is available to any School of Art students. There is no allowance to printing out of Electronic Reserve documents posted by the professors on the Internet nor pictures posted through the VRC. Any printing done in the lab will be only for classes in the School of Art.

### Lab Fee

There is a \$25 or \$75 special usage fee per course taught in the computer lab. These fees are collected as part of the registration and are used for the following: \* Consumable Supplies (i.e. paper, ink) \* Equipment purchases used in classroom demonstrations \* Service contracts for maintenance of instructional equipment \* Wages for student assistants \* Salaries for departmental staff who are involved in the preparation and distribution of classroom materials \* TAs who are not the instructor of record \* Reference materials available in the classroom, in the departmental library, or distributed to students.

For more information go to: [www.art.ttu.edu](http://www.art.ttu.edu). Under Resources > Computer & Printing Lab.  
(<http://www.depts.ttu.edu/art/soa/nav/resources/printlab/printlab.>)

## Landmark Arts: The Galleries of the School of Art

Staff: Gallery Director, Assistant Gallery Director and student teaching assistants

Hours of operation: Each gallery maintains M-F 8-5:00 hours. Satellite Gallery is open by appointment.

The mission of Landmark Arts is to promote fine arts growth and development in our community through a comprehensive program of exhibitions, symposia and workshops, publications, and hands-on experience with working artists. As a component of the Texas Tech University School of Art, the strength of the program is in the integration of academic, professional, and real-world experience afforded by its broad association with the University and the Lubbock Community of arts supporters.

### Galleries

The Galleries that comprise the program include: The Landmark Gallery, Studio Gallery, The Folio Gallery, and the SRO-Photo Gallery. **The Landmark Gallery** is dedicated to the highest quality of exhibitions of contemporary art. Typically, presentations include topical exhibitions of work by nationally and internationally recognized artists. A feature of the gallery mission is to host programs that engage campus and Lubbock community participation. The **Folio Gallery** is an extension of the professional mission of the Landmark Gallery, featuring small exhibitions of artworks by visiting artists during each semester Speakers Series. In the **Studio Gallery** audiences can expect to see innovative final BFA and MFA exhibitions by students as they conclude their Fine Arts degrees. The **SRO-Photo Gallery** annually presents eight solo exhibitions of contemporary photographic artwork by emerging art photographers from around the USA. **The Satellite Gallery at CASP/LHUCA** presents work that represents the SoA programs, community, and region. The gallery is located within the Lubbock Arts District 5<sup>th</sup> street and Ave. J, providing an extended exchange for the community at large a greater participation.

### Speakers and Other Programs

In addition to the exhibitions, Landmark Arts with the guidance of the Exhibitions & Visiting Artists Committee coordinates each semester's Speakers Series, presenting a selection of top artists and art historians from around the country. Landmark Arts, in supporting the academic mission of the School of Art, also supports ancillary projects of the School of Art such as assisting in the coordination of the Texas Sculpture Symposium at the Junction Campus, annual Sculpture Area exhibition in Marfa and off-site exhibitions of faculty and students.



## Visual Resource Center

Staff: Curator and student assistants

Hours: Monday-Friday, 7:30 am-6:00 pm. Hours for summer and during breaks will be posted.

The VRC is located in the basement of the Art building in room BIO, directly across from the courtyard facing the Architecture building.

### SLIDES

The slide collection of the Visual Resource Center is a teaching collection for use primarily by faculty offering regularly scheduled classes in the School of Art. Graduate teaching assistants and faculty from the College of Architecture may also use the collection. Faculty from other Texas Tech University departments may use the collection for a fee. No use is permitted by individuals outside of Texas Tech University.

Staff members and student assistants are available to assist borrowers in using the collection, locating slides, and checking slides in and out. Borrowers select and pull their own slides from the drawers, replacing each slide taken with a color-coded borrower card. The circulation policy varies depending on the category of borrower. If you have a special request for use of the collection that is not covered in the circulation policies below, please see the Curator.

**NOTE ON COPYRIGHT: Slides from this collection are lent under the express condition that they will be used for teaching and study purposes only. No VRC collection slide that has been purchased from a vendor may be reproduced by any means, electronic or mechanical, including digital scanning, slide duplication or any other means now known or yet to be invented. If you wish to scan any slides from the VRC collection, please see the Curator to be sure you are not violating copyright. The VRC will not be responsible for any violation of copyright that may occur if slides are scanned without our knowledge.**

### All Users

Each user or category of users is assigned borrower cards of a specific color as described below. Please insert your borrower card in place of each slide that you remove from the drawer. Do not remove the matching slide card that is already in the drawer.

Faculty, graduate students and teaching assistants wishing to borrow slides for lectures away from campus may do so if the removal of slides does not interfere with the teaching program in the department. Slides should be taken off campus only for the shortest time possible. Please complete a circulation form in advance, itemizing each slide to be used off campus, so that we can determine if there will be any conflict in use with scheduled classes. Slide circulation forms are available at the VRC circulation desk. You will also need to make a Xerox copy of the slides you are borrowing. See below under "Slide Copying and Checkout Procedures." VRC staff will check out the slides for you and check them in when you return. Faculty on leave from Texas Tech University to teach at another university may not borrow slides from the VRC collection during the leave.

If you are teaching a graduate seminar and expect to have students making presentations using VRC collection slides, please notify the Curator in advance at the beginning of the semester. If you wish to incorporate undergraduate slide presentations in a class, please make arrangements with the Curator in advance. The faculty member or graduate instructor who is teaching the class is responsible for ensuring that any slides borrowed by undergraduates are returned to the VRC promptly after class is over. Also, please inform your students that they must schedule an orientation with VRC staff before using the slide collection.

### **Art History Faculty**

If you are an Art History faculty member in the School of Art, or are a member of another Texas Tech University department and are teaching any art history classes in the School of Art, you may use the slide collection and VRC equipment. Each Art History faculty member is assigned a carrel in the slide room for lecture preparation and given a specific color-coded borrower card (with name label) for selecting slides from the files. School of Art faculty are also assigned a key to the VRC for access after hours. Slides that you borrow are to remain in the slide room in your carrel, except during actual class time. Please do not keep any VRC collection slides in your office or at home. Following class, return the slides to the VRC and place them in the re-file box in your carrel or the general re-file box on the light table in the slide room. If your class extends past the closing hours of the VRC, please use your assigned key to get in and return the slides so we can re-file them as soon as possible for other users. Please be sure to return all slides before the end of each semester.

Art History faculty are NOT required to fill out a circulation form or make a Xerox copy of the slides they are borrowing, unless taking them off campus.

### **Studio, Visual Studies, and Design Communication Faculty**

Studio, Visual Studies and Design Communication faculty may use the slide collection for classes they are currently teaching within the School of Art. VRC staff will provide new faculty members with an orientation before using the collection. Each area is assigned a specific color card for borrowing slides: Studio uses bright blue, Visual Studies uses brown, and Design Communication uses peach. If you anticipate borrowing a large quantity of slides for the semester, please inform VRC staff and we will make you borrower cards with your name on them. Before taking slides from the VRC, please fill out a circulation form and make a Xerox copy of the slides as described below under "Slide Copying and Checkout Procedures."

### **Faculty Emeriti**

Faculty who are retired from the School of Art are welcome to use the VRC collection for special lectures, if arrangements are made with the Curator in advance. We will provide borrower cards for you. Before taking slides from the VRC, please fill out a circulation form and make a Xerox copy of the slides as described below under "Slide Copying and Checkout Procedures."

### **Graduate Students and Teaching Assistants**

School of Art graduate students and teaching assistants may use the slide collection for classes they are currently teaching or for any lectures they are giving. VRC staff will provide you with an orientation before you use the collection for the first time. Graduate students and teaching assistants use royal blue cards for borrowing slides. If you anticipate borrowing a large quantity of slides for the semester, please inform VRC staff and we will make you borrower cards with your name on them. If you are teaching a regularly scheduled class, you do NOT need to Xerox your slides or fill out a circulation form. If you are borrowing slides for a special lecture on or off campus, please fill out a circulation form and make a Xerox copy of the slides as described below under "Slide Copying and Checkout Procedures."

### **Undergraduate Students**

Undergraduate students, except those enrolled in graduate seminar classes, do not generally have access to the slide collection. Undergraduate students who are enrolled in graduate seminars will follow the same circulation policies as graduate students. Faculty wishing to incorporate undergraduate slide presentations in their classes must notify the VRC Curator prior to the assignment. VRC staff will provide an orientation and assist the student with using the collection and checking out slides. Before borrowing slides, undergraduate students must fill out a circulation form and make a Xerox copy of the slides as described below under "Slide Copying and Checkout Procedures." The faculty member or graduate

instructor is responsible for ensuring that the slides are returned to the VRC promptly after class is over.

### **Faculty from Departments outside the School of Art**

Texas Tech University faculty from departments outside the School of Art are permitted to borrow slides from the collection for university classes, lectures, or special presentations. Borrowers must be current faculty members and slides may be borrowed for use on campus only. Before borrowing slides, you must fill out a circulation form and make a Xerox copy of the slides as described below under "Slide Copying and Checkout Procedures."

Slide carousels, audio-visual equipment, and computer projection equipment are NOT made available to faculty outside the School of Art. Please go to the Teaching, Learning, and Technology Center (TLTC) to check out computers and digital projection equipment. The TLTC is located in the north wing of the main university library <http://library.ttu.edu/> 806-742-0133.

### **Guest Speakers**

If you have a guest speaker who needs to borrow slides from the VRC collection for a class presentation or special lecture in the School of Art, please notify the Curator in advance. Before borrowing slides, you or the guest speaker must fill out a circulation form and make a Xerox copy of the slides as described below under "Slide Copying and Checkout Procedures." The faculty member, staff member, or graduate instructor who is sponsoring the guest speaker is responsible for ensuring that the slides are returned to the VRC promptly after the class or lecture is over.

Guest speakers as described above are permitted to use slide carousels, audio-visual equipment, and computer projection equipment from the VRC.

### **Slide Copying and Checkout Procedures**

To make a Xerox copy of the slides you are borrowing, open the copier lid and place each slide face down on the copier bed. (Note: if you wish to keep the slides in order, start them from the *top right* corner on the copier bed so that they fall in order from the *top left* on your copy.) You can fit four slides across and five down for a total of twenty per sheet. Attach the copies to your circulation form and submit it to a VRC staff member. Please return your slides to the VRC as soon as possible after your class or lecture. VRC staff will check in the slides for you and re-file them. If your class extends past the VRC closing hours and you do not have your own assigned key, please make arrangements with the Curator to borrow a key for the VRC so that you can return the slides. Please do not keep any VRC collection slides in your office, studio, or at home.

### **DIGITAL IMAGES**

The VRC is in the process of creating a digital image collection that will be accessible to faculty and students on a password-protected website. At the time of writing, we have digital images only for the Art Appreciation textbook, *A World of Art*, by Henry Sayre (revised 4<sup>th</sup> edition, Prentice-Hall, 2004). This is a complete set corresponding to all the images in the book and is available in Power-point presentations by chapter as well as individual images. Faculty and graduate students are welcome to use their own digital images for projection using VRC equipment.

**NOTE ON COPYRIGHT: Slides from this collection are lent under the express condition that they will be used for teaching and study purposes only. No VRC collection slide that has been purchased from a vendor may be reproduced by any means, electronic or mechanical, including digital scanning, slide duplication or any other means now known or yet to be invented. If you wish to scan any slides from the VRC collection, please see the Curator to be sure you are not violating copyright. The VRC will not be responsible for any violation of copyright that may occur if slides are scanned without our knowledge.**

## **BOOKS AND PERIODICALS**

The book collection of the Visual Resource Center is a limited collection intended for browsing and casual reference. It should not be seen as a replacement for the university library. The books do not circulate and must be used in the Visual Resource Center. Books are arranged by topic on the shelves and catalogued according to the Library of Congress classification system, but not all the books have been accessioned into the VRC database. VRC staff are available to help you find books if necessary. If you would like to request a book to be added to the VRC collections, please see the Curator.

Students and faculty are encouraged to use the collections of the university library for research. Art books (call numbers beginning with N and others) are housed in the main library building across from the Student Union Building. Architecture books (call numbers beginning with NA) are housed in the architecture library located on the ninth floor of the Architecture building.

The VRC also has subscriptions to current periodicals related to various areas of art and art history. Many of these subscriptions are duplicated by the university library, and will eventually be discontinued by the VRC. Back issues of periodicals are only retained in the VRC for subscriptions that are received through VRC memberships to associations, and for titles that are not carried by the university library. Back issues of other titles may be housed in the areas covered by those titles (ceramics, photography, design communication, etc.)

## **MEDIA**

The VRC has a collection of DVDs, VHS tapes, and CD-roms that can be borrowed for presentation in classes. Please reserve these items in advance whenever possible, referring to the "Equipment and Media Checkout Procedures" below. If media is not reserved, it is available on a first-come, first-served basis.

If you wish to request a DVD, VHS tape, or CD-rom to be added to the VRC collection, please check first to see if it is held in the collections of the university library. Go to the online library catalog at <http://librarv.ttu.edu/ul/> and limit your search to Format DVD/Audio/Video. The Curator will consider any requests for DVDs, VHS tapes, or CD-roms that are not already held by the university library. Faculty may place books, media and other materials on reserve in the VRC for students. Students may check out reserve materials for a maximum of two hours, and they must remain in the VRC. Faculty may place digital images on a password-protected website for student review by making arrangements with the curator.

## **EQUIPMENT**

### **Computers**

The VRC has a limited number of desktop computers available for use by students, faculty and staff of the School of Art. These computers are intended for casual reference and short-term class assignments, and do not serve as a computer "lab." Students are strongly encouraged to make use of the School of Art computer lab on the second floor of the Architecture building for in-depth class work, graphic design projects, or any work that requires a long period of time at the computer. Personal documents may NOT be saved on VRC computers, and will be deleted on a regular basis.

Three Macintosh desktops and a printer are also available in room B10C for use by graduate teaching assistants and Art Appreciation instructors in preparing class lectures and presentations. These computers are password-protected. Teaching assistants and instructors may save documents related to their classes on these computers.

The VRC has two scanners, one for books and other printed material, and one for slides. Please sign up for a specific time to use the scanners. If no one has signed up for a scanner on a particular day and time, it is available on a first-come, first-served basis.

VRC staff and student assistants will scan slides and other images for faculty if they will be added to the VRC digital image collection.

**NOTE ON COPYRIGHT: Slides from this collection are lent under the express condition that they will be used for teaching and study purposes only. No VRC collection slide that has been purchased from a vendor may be reproduced by any means, electronic or mechanical, including digital scanning, slide duplication or any other means now known or yet to be invented. If you wish to scan any slides from the VRC collection, please see the Curator to be sure you are not**

**violating copyright The VRC will not be responsible for any violation of copyright that may occur if slides are scanned without our knowledge.**

The VRC also has a laptop computer (Macintosh) that is available for faculty travel to conferences, etc. If you wish to borrow this computer, please see the Curator. You will need to sign a statement of personal responsibility, which will be kept on file in the School of Art computer lab on the second floor of the Architecture building. At all times when the laptop is not being used for specific travel, it will be available for faculty, graduate teaching assistants, and other instructors to use in class lectures and presentations.

### **Projection Equipment**

Please reserve all equipment in advance whenever possible, referring to the "Equipment and Media Checkout Procedures" below. If equipment is not reserved, it is available on a first-come, first-served basis. Projection equipment is housed on carts that are identified by their color.

The VRC has several slide projectors for use in class lectures and presentations by faculty and students in the School of Art. Slide projectors can be borrowed as a pair on the Red Cart, or individually. Carousels are kept in the slide room, and a pair of slide viewers is also available. Two digital projectors are available in combination with Macintosh computers on the Blue Cart and Burgundy Cart. DVDs and VHS tapes can be shown using the Yellow Cart which has a digital video projector, or the Black Cart which has a large television monitor.

Projection equipment is also available in certain classrooms. B01 and B02 each have a pair of slide projectors in a booth as well as a digital projector, Macintosh computer, and DVD/VCR player. AH01 (in the Architecture building) has a pair of slide projectors in a booth and a digital projection cart housed in a locking cabinet. No digital projection carts (Blue, Burgundy, or Yellow) may be taken from the Art building to the Architecture building. You may take the Black Cart over there by using the elevator and passing under the courtyard.

No projection equipment may be taken off campus, with the exception of individual slide projectors on a case-by-case basis. Please see the Curator to request special permission to take a slide projector off campus. Digital projection equipment may not be taken from the Art building. Please go to the Teaching, Learning, and Technology Center (TLTC) to check out computers and digital projection equipment for use outside the Art building. The TLTC is located in the north wing of the main university library ([www.tlrc.ttu.edu](http://www.tlrc.ttu.edu), 806-742-0133).

### **Other Equipment**

The VRC also has two opaque projectors and an overhead transparency projector that can be borrowed for use in class presentations or studio work. Two digital cameras and a digital camcorder are also available for faculty and student use. However, students are encouraged to check out digital cameras from the School of Art computer lab on the second floor of the Architecture building, or from the Digital Media Studio in the main university library (<http://librarv.ttu.edu/dmsA>). The VRC copy-stand can also be used for shooting film or digital images with a VRC or personal camera if we are not in the process of shooting slides for faculty request, and if it does not inconvenience VRC staff or users. VRC needs will always take priority for copy-stand use. Please reserve all equipment in advance whenever possible, referring to the "Equipment and Media Checkout Procedures" below. If equipment is not reserved, it is available on a first-come, first-served basis.

A copy machine and printer is available for School of Art use. As of this writing, students pay 10 cents per page for copies and computer printouts. Faculty and graduate teaching assistants may copy or print class materials at no charge.

### **Equipment and Media Checkout Procedures**

The VRC maintains an online calendar with the schedule of regular art classes that are held in rooms B01, B02, and AH01. The calendar is also used to reserve VRC equipment, books, media, or other materials for class lectures and presentations. All School of Art members can view the calendar at <http://calendar.vahoo.com/vrcsoattu>. You may not make reservations or change any information on the calendar yourself- it is for your convenience in determining when rooms, equipment, or materials are available. Please contact VRC staff in person, by phone or by to make reservations. Please return equipment and items as soon as possible after your class.

Further VRC information can be found at:  
<http://www.depts.ttu.edu/ART/SoA/nav/resources/vrc/vrc.php>

## **Facilities**

### Special Classrooms

Rooms B01 and Arch 01 are available for special presentations and lectures. The Conference Room 102 and Room B02 can be scheduled for seminars and small conferences.

### Scheduling

Art History Lecture Rooms B-01 and Architecture 01: Faculty, staff, and graduate students may schedule these facilities with prior approval through Business Assistant in SoA office.

School of Art Conference Room: The Conference Room is reserved on a first-come, first served basis. For scheduling purposes, please see the Business Assistant in the SoA Office. Room information will be recorded on the master calendar in the front office.

Seminar Room B-02: Faculty teaching upper level courses and graduate seminars will have scheduling priority. Scheduling arrangements are requested through Business Assistant in SoA office. Key to B-02 is requested through Business Assistant in SoA office. Reservations can be recorded through Business Assistant in SoA office.

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**TEXAS TECH UNIVERSITY**  
**MINIMAL POSITION DESCRIPTIONS OF VARIOUS ACADEMIC RANKS**  
**WITHIN THE SCHOOL OF ART AS OF NOVEMBER 5, 1974**

Revised November 1976

Revised April 2000

Revised September 2004

Assistant Professor: Distinct ability as a teacher with adequate educational and professional experience in the area(s) of specialization. The individual must have the appropriate terminal degree in the field from a recognized institution and program. Creative efforts, whether studio/design oriented or written and published, must exhibit a growing potential toward outstanding accomplishment. Willingness to contribute time and effort to the total creative and educational climate of the school.

Associate Professor: Outstanding ability as a teacher. Terminal degree from a recognized institution and program in the area(s) of specialization. Full-time experience as an educator or distinguished professional experience, which could in part substitute for length of service as a teacher. Creative or research activities which indicate a superior effort and expertise in one of more areas of specialization. The individual should continually make creative contributions to the program of the school through innovative teaching, counseling and leadership roles to the students, other faculty, university, and the community as a whole.

Professor: Distinguished ability as a teacher. Terminal degree from a recognized institution and program in the area(s) of specialization. Acknowledged by one's peers as having exceptional abilities in teaching, service, and creative or research activities. Able to assume a role of mature leadership within the school in giving directions and support to other faculty, to students, and to general goals and roles the school plays within the framework of the college and university.

It must be noted that in the field of visual arts a Ph.D. degree is not offered or required in many areas of specialization. In general, the PhD. in Art History and the PhD/EdD. in Art Education are the terminal degrees in these field. The M.F.A. or appropriate master's degree is the terminal degree for the studio/design faculty in the School of Art

Research need not be limited to the pursuit of studio/design production and/or exhibition and publication records. The growth of individual faculty members within their areas of specialization may in fact take many different forms supportive to the primary role of a teacher. However, the accountability of such efforts must be in the responsibility of each individual. Such accountability must be subject to examination by one's peers and the Faculty Tenure/Promotion Guidance Committee in order to equate the value of the individual's activities in relationship to their responsibilities within the School of Art.

Tenure: Outstanding ability as a teacher. Terminal degree from a recognized institution and program in the area(s) of specialization. Full-time experience as an educator or distinguished professional experience, which could in part substitute for length of service as a teacher. Creative or research activities which indicate a superior effort and expertise in one or more areas of specialization.

The individual should continually make creative contributions to the program of the school through innovative teaching, counseling and leadership roles to the students, other faculty, university, and the community as a whole.

## **ANNUAL FACULTY REPORT**

**Refer to your Raiderlink site, faculty tab, and Digital Measures to run a report for your Annual Faculty Report.**

**SCHOOL OF ART**  
**Evaluation of Research**

**Teaching Evaluation for:** *title, faculty name*

**Review Number:** *ex: First Review for year -----*

**Evaluator:** *title, faculty name*

Signed: \_\_\_\_\_ (evaluator) Date: \_\_\_\_\_

**SCHOOL OF ART**  
**Evaluation of Teaching**

**Teaching Evaluation for:** *title, faculty name*

**Review Number:** *ex: First Review for ----- year*

**Evaluator:** *title, faculty name*

Signed: \_\_\_\_\_(evaluator) Date: \_\_\_\_\_

**SCHOOL OF ART**  
**Evaluation of Teaching – Classroom Observation**

**Teaching Evaluation for:** *title, faculty name*

**Review Number:** *ex: 1<sup>st</sup> Review for ----- year*

**Evaluator:** *title, faculty name*

**Course:** *ex: # and Title*

**Date(s) Observed:** \_\_\_\_\_

**Comments:**

(1) Preparation:

(2) Presentation and delivery:

(3) Interaction with students:

(4) Knowledge of subject matter:

---

Additional comments:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**SCHOOL OF ART**  
**Evaluation of Service**

**Service Evaluation for:** *title, faculty name*  
**Review Number:** *ex: First Review for ----- year*  
**Evaluator:** *title, faculty name*

Signed: \_\_\_\_\_(evaluator) Date: \_\_\_\_\_

**Texas Tech University**  
**School of Art**  
**Midterm Review**  
(Revised February 2010)

See the College of Visual and Performing Art's document governing Midterm Review.

**I. Purpose of the Midterm Review**

In the School of Art, a comprehensive evaluation of the tenure-track faculty member's performance will be undertaken in a formal Midterm Review. The Midterm Review is the means by which the tenure-track faculty member is advised as to whether his or her Guidance Committee and the tenured faculty consider that satisfactory progress is being made. The Midterm Review includes a meeting at which the Guidance Committee presents its assessment of the tenure-track faculty member's performance to the entire tenured faculty. The tenured faculty members consider these assessments, along with the dossier, as they cast a preliminary ballot regarding tenure and promotion. Since this ordinarily occurs in the sixth semester of employment, the candidate for tenure has the opportunity to make adjustments, if necessary, prior to the expiration of the probationary term.

**II. Standards for satisfactory progress**

"Satisfactory progress" involves evidence of the tenure-track faculty member's competence in teaching, maintenance of standards relating to scholarship / creative activity, and contribution to the operations and mission of the School of Art through service.

**A. Teaching**

To assess competence in teaching, the tenure-track faculty member's Guidance Committee annually assesses the objectives, methods, and materials of courses the individual has taught and/or designed. Whenever possible, this evaluation will include evidence concerning the continuing performance of students taught by the tenure-track faculty. The Director is responsible for compiling student evaluations and comments, which the Guidance Committee considers as it writes the evaluation.

**B. Scholarship and creative activity**

Standards for scholarly / creative activity are set forth by each area within the School of Art. Tenure-track faculty are encouraged to discuss – well in advance of the third year review-- the documents governing such standards with their colleagues and guidance committee. Such discussion should clarify the School's expectations regarding scholarly / creative activity and also allow the tenure-track faculty to recommend that standards be adjusted to reflect the outlets for scholarship / creative activity within that faculty's field of specialization.

**C. Service**

In terms of service, the evaluation of faculty members is considered on a qualitative as well as quantitative basis. Tenure-track faculty is responsible for maintaining an attitude of objectivity, industry, and cooperation with their associates within the university and for contributing to the mission and objectives of the School of Art.

**III. The responsibilities of the tenure-track faculty in facilitating the Midterm Review**

A. By the first week of March, ordinarily in the 6<sup>th</sup> semester of employment, the tenure-track faculty must have compiled a dossier containing the following materials:

1. A CV written in the format prescribed for the application for tenure. This should clearly distinguish accomplishments made prior to employment at Texas Tech from those made during employment at Texas Tech.
2. The annual reports from all completed calendar years of employment.
3. The Director's annual assessments from all completed calendar years of employment.



4. The guidance committee assessments on teaching, research, and service for all completed years of employment.
5. Student evaluation summaries (scores and comments) from each completed semester of employment.
6. Personal statements (maximum 1 – page, single-spaced) setting forth the individual's philosophy regarding teaching, research, and service.
7. The tenure-track faculty is encouraged to provide samples of scholarly / creative activity as an appendix to the dossier.
8. The tenure-track faculty is encouraged to provide documentation of student work as an appendix to the dossier.

This dossier is made available to tenured faculty for review at least ten days prior to the meeting for the Midterm Review.

- B. The tenure-track faculty attends the Midterm Review meeting, answers any questions, and then leaves the meeting to allow discussion among the tenured faculty.

#### **IV. The responsibilities of the Guidance Committee during the Midterm Review process**

- A. The three tenured faculty members who comprise the Guidance Committee members write objective assessments of the tenure-track member's performance in teaching, research, and service and provide formative suggestions for improvement where warranted. Classroom teaching observations will be conducted every semester.
- B. The Guidance Committee Chair sets the meeting time for the Midterm Review.
- C. At the Midterm Review meeting, the Guidance Committee members present their assessments of the tenure-acquiring faculty to the tenured faculty members. After the tenure-acquiring faculty leaves, the Guidance Committee clarifies any questions and discusses any concerns held by the tenured faculty members.
- D. The Chair of the Guidance Committee provides a ballot to the tenured faculty, which is due within ten days.
- E. Ordinarily the Guidance Committee Chair and the Director meet within a week to tally the ballots and read the comments.
- F. The Guidance Committee and the Director meet prior to the end of the current semester to discuss the ballots and comments with the tenure-track faculty member.
- G. The Guidance Committee Chair provides the Director a single written summary (separate from the dossier) of the committee's assessments in each of the three areas, signed by all committee members.

#### **V. The responsibilities of the Director of the School in the Midterm Review Process.**

- A. The Director is responsible for compiling student evaluations and comments, which the Guidance Committee considers as it writes the evaluation.
- B. The Director attends the Midterm Review meeting.
- C. The Director meets with the Guidance Committee chair to tally ballots and read and discuss comments.
- D. The Director meets with the Guidance Committee and the tenure-track faculty to discuss the ballots and the candidate's progress.

- E. Taking into consideration the ballot-count and faculty comments, current and past assessments by the Guidance Committee, and previous Directors' Faculty Evaluations, the Director writes a letter of assessment and meets with the candidate to discuss that letter.
- F. In the case of a negative vote by the tenured faculty, the Director immediately follows the procedures outline in the CVPA Midterm Review procedure, 5b through 5e.
- G. The Director sends to the Dean, by the end of the week following commencement in May, the Director's letter of assessment, a summary of the ballot and typewritten comments, and the Official Recommendation form taken from OP 32.01.

**VI. The responsibility of the tenured faculty at the Midterm Review**

Tenured faculty members attend the Midterm Review meeting and vote on whether the progress of the tenure-track faculty member is satisfactory. Comments are encouraged but should be restricted to the issues relevant to the tenure-track member's performance in teaching, research, and service.

**VII. Outcome of the Midterm Review**

If progress is deemed to be satisfactory at this time, the candidate gains a sense of the standards for acquiring tenure and the assessment of her or his performance by the faculty. Nevertheless, such performance must be maintained or improved, and there is no guarantee of ultimate tenure.

If progress is deemed to be unsatisfactory in the Midterm Review, first, the tenure-track faculty member must be given an opportunity to respond to the unsatisfactory performance rating. Thereupon, two alternatives are available to the School: (1) a determination will be made to issue the tenure-track faculty member a terminal contract (See College of Visual and Performing Arts Midterm Review procedure 5b-5e), or (2) the School Director, in consultation with the Guidance Committee, will provide in writing specific requirements setting forth the conditions for continued employment within appropriate deadlines (see the procedure specified in the College of Visual and Performing Arts Tenure and Promotion Guidelines).

**Texas Tech School of Art  
Unit Guidelines  
for  
Tenure & Promotion  
(approved April 14, 2017)**

Four documents govern the Tenure and Promotion process:

- the University OP 32.01,
- the J.T. & Margaret Talkington College of Visual and Performing Arts Guidelines for Tenure and Promotion,
- the School of Art Unit Guidelines for Tenure and Promotion,
- and each area's standards for research productivity.

The School and College guidelines are subject to being revised in accordance with any refinements that the University administration makes regarding the Tenure and Promotion process. The following School of Art Unit Guidelines describe the appointment of a guidance committee, the timetable for applying for tenure and promotion, how to select external evaluators of the tenure dossier, and the responsibilities of the tenure-track faculty member, the guidance committee and the Director.

**I. Appointment of a guidance committee.**

During the first semester of service of a tenure-track appointment, each new faculty member will be assigned a three-member committee of tenured faculty. Each committee will have three members, when reasonable and appropriate, from the School of Art. The Tenure and Promotion Guidance committee will follow the tenure-track faculty member's career throughout the duration of the tenure-track process, providing advice, guidance, and evaluation in the areas of teaching (teaching observations should be conducted each semester), research, and service.

The committee will meet with the tenure-track faculty member (also called "the candidate") in the second semester of the appointment to begin a process of class evaluations and an assessment of the candidate's teaching effectiveness and the nature and extent of research and service.

The committee members will conduct yearly reviews beginning with the second semester and must provide a written report of the candidate's teaching, research, and service. The report informs the candidate on his/her progress toward meeting the School of Art area-specific criteria as well as the college and university's expectations for tenure. In addition, strengths and weaknesses found in the candidate's teaching, research, and service will be brought to the attention of the candidate annually through meetings with the members of the guidance committee and school Director. If necessary, the Guidance Committee will recommend a course of action for improvement. The completed annual reports are shared among members of the committee and the candidate.

The Guidance Committee does not provide a committee vote at the time of tenure & promotion; rather, its members vote with the other faculty members having voting rights.

**II. Timetable**

The Director, candidate and Guidance Committee members must follow this schedule.

1 <sup>st</sup> year	Fall	Director meets with candidate to review tenure criteria and procedures. Tenure & Promotion Guidance committee appointed.
	Spring	Guidance Committee members complete their first written evaluations. At the first meeting the Guidance Committee will also discuss with the candidate criteria and any issues beyond procedural concerns.
2 <sup>nd</sup> year	Fall	Candidate consults with committee regarding responsibilities with schedule including teaching observation.

	Spring	Guidance Committee completes their second annual written evaluations and meets with the candidate.
3 <sup>rd</sup> year	Fall	Candidate consults with committee regarding responsibilities with schedule including teaching observation.
	Spring	<p><b>Midterm Review</b></p> <p>Guidance Committee members complete their third written evaluations. By the first week of March, the candidate prepares a complete dossier (please refer to the School of Art Midterm Review document for specific contents). The candidate makes available the dossier to tenured faculty for the purpose of a comprehensive evaluation (midterm review) of the candidate's performance. Tenured faculty and the candidate attend the review. Only tenured faculty may vote on progress toward tenure and promotion.</p> <p>Guidance Committee Chair provides to the Director a single written summary covering the first three years of teaching, research and service (separate from the dossier), signed by the committee members, of the committee members' evaluations to date.</p> <p>The Director will prepare a comprehensive midterm review. The Director sends to the Dean (by the end of the week following commencement in May), his/her comprehensive midterm review, a summary of the ballot and typewritten comments, and the Official Recommendation form taken from OP. 32.01.</p>
4 <sup>th</sup> year	Fall	Candidate consults with committee regarding responsibilities with schedule including teaching observation.
	Spring	Guidance Committee members complete their fourth written evaluations.
5 <sup>th</sup> year	Fall	<p>Director and Guidance Committee Chairperson inform the candidate of the timetable for the following: 1) Completion of the tenure dossier; 2) Dossier is made available for review by tenured faculty for 10 working days; 3) candidate is presented to tenured faculty by the guidance committee; 4) After a voting period of a calendar week, Director and Guidance Committee Chair notify candidate of the results of tenured faculty vote count and comment; and 5) Director's cover letter to the TCVPA T&amp;P Committee and Dean.</p>
	Spring	<p>Guidance Committee members complete their fifth annual evaluations. This is the semester in which the external evaluation process begins.</p> <p>In February, candidate files a letter of intent with the TCVPA Associate Dean to apply for Tenure and/or Promotion (see TCVPA website for form).</p> <p>1) By the end of January, the candidate in consultation with the Guidance Committee Chair and the Director jointly compile a list of eight to ten individuals external to the SOA who may be asked to provide a letter of evaluation. From this list, the Guidance Committee Chair and Director identify five to six individuals, including 1-2 at the administrative level, who agree to perform an external review of the candidate. At least one of those submitting an evaluation must be an administrator. If necessary, the Guidance Committee Chair and Director will assist the candidate in identifying administrative-level individuals to include on the list, such as department chair, museum administrator, or associate dean. The Guidance Committee Chair will contact people until s/he has a commitment from at least 4-6 evaluators. The Director, will contact the administrators. Compiling list should comply with OP 32.01.</p>

2) The evaluators' letters should address research activities within the required scope of teaching and service at TTU. Evaluators should include their current CV with their letters.

3) By the end of February, the candidate prepares a packet of materials to be sent to the external evaluators. Before they are sent, the materials must be reviewed and approved by the guidance committee. The Guidance Committee Chair will ask the evaluators whether they prefer paper or digital copies, and the candidate will prepare them accordingly. **Refer to Section III for contents of the packet that is sent to external evaluators.**

4) The candidate is responsible for copying the necessary packets.

5) The Guidance Committee Chair sends copies of the dossiers to outside reviewers by the end of March. External letters are typically due back to the Guidance Committee Chair by the first of May. Administrator evaluation letters are ordinarily due back by August.

6) The candidate is responsible for preparing the official dossier in accordance with College and University guidelines (see TCVPA website and OP 32.01- attachment at the end of the OP). By the first of May, the candidate should present the complete dossier to the guidance committee. Committee members may offer suggestions for refinement that could be addressed by the candidate over the summer months. Any additional accomplishments, such as an exhibition or publication that might occur over the summer, may be added to the final version of the dossier.

7) The Guidance Committee Chair provides to the Director a single written summary covering the committee's assessments on teaching, research and service of the probationary period. This document, which becomes part of the dossier, is signed by the committee members.

6<sup>th</sup> year      Fall      **Final review by SoA faculty.** One complete dossier on paper, in a binder, is made available to the tenured voting SOA faculty for review by the 2<sup>nd</sup> week in September. During the 1<sup>st</sup> week in October the candidate will complete the final dossiers (please refer to the TCVPA format checklist). Original external letters are filled separately with the college.

*Please note that there is not sufficient time in the fall semester of the decision year for the candidate to do anything but meet his/her Tenure and Promotion Guidance committee; appear before the eligible tenured voting art faculty for query; and allow the tenured voting art faculty time to review the dossier and vote.*

Spring      School of Art Director and candidate are notified first of the Dean's recommendation and at a later date the recommendation of the Board of Regents' decision.

### III. Dossier packets for External Evaluators, SOA Unit, TCVPA and Provost.

External evaluators dossier packet should contain copies of the following:

- Guidance Committee Chair's cover letter to the evaluator
- TTU OP 32.01 criteria for T&P
- TCVPA guidelines for Tenure and Promotion
- SOA T&P Guidelines
- Area criteria for the evaluation of performance in research
- Candidate's Research, Service and Teaching statements

- Candidate's Vita
- Examples of Candidate's research
- Selection of a minimum of three syllabi
- Student Evaluation summaries (quantitative and qualitative; 1 page per year; comments selected by Guidance Committee and signed by Director)
- Documentation of student work as determined by the area
- Candidate's Annual Faculty Reports

SOA Unit dossier packet checklist:

- Because of periodic changes, candidate and guidance committee should refer to the TCVPA website and carefully review both the **Faculty Appointment and Review** and the **Format Checklists Compared**. The latter provides the chronological order required for the dossier. Refer to *Format Checklist Table: Unit*. The other guidelines are specified in an attachment to OP 32.01.

The dossier presented to tenured voting SOA unit faculty for review should follow the structure recommended in the TCVPA guidelines:

- 1.) Candidate's vita
- 2.) Five to six letters from external peer reviewers assessing the candidate's contributions in research and professional service;
- 3.) Basic Information section (following the form appended to OP 32.01);
- 4.) Annual reports and Director's assessments, with report of Midterm Review in its proper place;
- 5.) Candidate's statements on research, teaching and service;
- 6.) The Guidance Committee assessments on teaching (including peer teaching evaluations and student evaluations with quantitative rating and qualitative comments) research and service for all completed years of employment;
- 7.) School of Art procedures for tenure & promotion;
- 8.) Area criteria for creative/research productivity;
- 9.) Bio-sketches of outside "peer" and administrative reviewers (all together on one page)
- 10.) The candidate must also present to the eligible voting art faculty a separate binder containing examples of research or creative activity and documentation of student work as determined by the area (this binder is not forwarded beyond the unit).

TCVPA dossier packet checklist:

- Because of periodic changes, candidate and guidance committee should refer to the TCVPA website and carefully review both the **Faculty Appointment and Review** and the **Format checklists Compared**. The latter provides the precise order required for the dossier. Refer to *Format Checklist Table: Unit*. The other guidelines are specified in an attachment to OP 32.01.

The dossier in its final form will then have added to it for submission to the J.T. & Margaret Talkington College of Visual and Performing Arts Dean:

- Director's ratings of research on the tenure-track faculty member's vita;
- Director's letter (including ballot results);
- Ballot comments;
- Candidate's statement that he/she has had access to the documents governing tenure and that he/she has had the opportunity to review the contents of the final dossier.

TCVPA dossier packet checklist for Provost:

- Because of periodic changes, candidate and guidance committee should refer to the TCVPA website and carefully review both the ***Faculty Appointment and Review*** and the ***Format checklists Compared***. The latter provides the precise order required for the dossier. Refer to *Format Checklist Table: Unit*. The other guidelines are specified in an attachment to OP 32.01.

#### IV. Responsibilities of the candidate

- 1.) Each January, the candidate provides committee members with an Annual Report, digital or hard copies (as requested) of relevant research production, and any supporting materials that present the candidate's accomplishments.
- 2.) For the Midterm and Final reviews, the candidate prepares a current Vita (in the approved TCVPA format) to include: teaching, creative or academic research, service, awards, and relevant experience. This Vita should include all significant information contained in the Annual Reports for the years under consideration. It should also include relevant material from the candidate's entire career, not just since appointment to Texas Tech University, organized into sections documenting teaching, research and service. Information about accomplishments made *prior* to TTU appointment should be clearly set apart from that related to the term of service at this university. The Vita should include all significant information contained in Annual Reports for the years under consideration.
- 3.) It is the responsibility of the candidate to keep on track the timetable and follow the T&P schedule as outlined in Section II. The candidate should facilitate all required evaluations and provide documentation in the areas of teaching, research, and service.
- 4.) By January of the 5<sup>th</sup> year, the candidate provides the Guidance Committee Chair with a list of eight to ten persons from academic or professional institutions having a stature equivalent to tenure (if in another institution or professional situation), who may be approached to serve as external reviewers. See Section II for criteria of selection. These external reviewers will comment on the quality of published research or creative activity of the candidate, on service to professional or other organizations, on the candidate's teaching in a visiting capacity in another university, or on relevant matters within their competence to judge.
- 5.) By the middle of March of the 5<sup>th</sup> year, the candidate is responsible for preparing the packets to be sent to external reviewers. The Guidance Committee chair will send the packets according to the requested format. Hard copies may be mailed using the SoA account.
- 6.) By May 1 of the 5<sup>th</sup> year, the candidate is responsible for completing preparations of the dossier to be reviewed within Texas Tech. It can be amended to include creative/research conducted and/or letters of recommendation received during the summer months, but additions must be completed before the end of August of the decision year.
- 7.) If the candidate thinks that these T&P procedures are not being followed by the committee, it is the candidate's responsibility to contact the committee chair and/or the Director to report lapses.
- 8.) At any point in the review process the candidate may request, in a written letter to the Director, that their dossiers be *withdrawn from further consideration* for tenure and promotion.
- 9.) If it is an early application, there will be no prejudice. See OP32.01.

#### V. Responsibilities of the Guidance Committee

- 1.) The Guidance Committee will consist of three tenured faculty members from the School of Art (when necessary, faculty from other departments may be asked to serve when their

areas of research provide them familiarity with the candidate's work). The committee will be responsible for evaluating the candidate's performance in the areas of teaching, research, and service. The committee ordinarily assigns one member to each area (teaching, research and service).

2.) The committee will meet with the candidate according to the schedule outlined in this document.

3.) The Guidance Committee, along with the Director, is responsible for understanding the procedures governing the process of tenure and explaining them to the candidate. The Guidance Committee will review the candidate's vita and provide advice in the assembly of material for the external packets and the dossier.

4.) The Guidance Committee Chairperson requests from candidate a list of eight to ten individuals qualified to write an external review of the candidate. Some reviewers should be able to write a "blind" letter, in other words, they might know the candidate by reputation, if at all. The chairperson also confers with the Director regarding the selection of several administrative –level external reviewers.

5.) The Guidance Committee Chairperson will contact these evaluators in writing, using a form approved by the Director of the School of Art as the basis for a letter. The Guidance Committee Chairperson advises the candidate as s/he assembles the packet that goes to external reviewers.

6.) Guidance Committee member(s) will conduct classroom observations of the candidate's teaching each semester.

7.) The Guidance Committee members will provide written evaluation of candidate's progress in teaching, research, and service during the entire period of consideration, and at the time of the third and fifth year evaluation.

8.) The Guidance Committee reviews the candidate's materials as the external evaluation and dossiers are being prepared. The Guidance Committee aims to help the candidate adhere to the various procedures and guidelines and also to help the candidate to present her/his accomplishments as thoroughly as possible. The review of the candidate's materials is subject to the Director's supervision.

9.) The Guidance Committee Chairperson sends the packets to the external reviewers and receives the letters. S/he makes copies for the candidate and delivers the original letters to the Director.

## **V. Responsibilities of the School Director**

1.) Early in the first semester of the candidate's service, the Director meets with the incoming candidate to review tenure criteria and procedures and to discuss the composition of the Guidance Committee.

2.) By the end of the candidate's first semester, the Director appoints the chair and members of the Tenure and Promotion Guidance Committee in consultation with the candidate.

3.) As part of the candidate's Midterm Review, the Director will prepare a letter of assessment based on the following: a) Information provided by the candidate (the dossier); b) Faculty votes and responses; c) Guidance Committee reports; d) and his/her knowledge of the candidate's performance. Before the end of May, the Director sends to the Dean: Director's letter of assessment, a summary of the ballot and printed comments, and the Official Recommendation form taken from OP 32.01.

4.) The Director, in consultation with the candidate and with the assistance of the Guidance Committee Chair, assists in identifying program administrators of peer institutions to add to the list of external evaluators.



- 5.) The Director is responsible for understanding the T&P process and for assisting the Guidance Committee Chair as necessary.
  
- 6.) The Director does not vote as a faculty member. The vote count will be witnessed by two guidance committee members, recorded, and included in the dossier.
  
- 7.) After the votes are counted, Director and Committee Chair will meet with candidate and notify him or her of the results.
  
- 8.) As part of the final review, the Director provides a letter that includes an independent recommendation relative to candidate's tenure and/or promotion. The Director should notify the Dean of the College of Visual and Performing Arts of any contractual agreements with the candidate prior to his/her hiring which would affect the interpretation of the candidate's teaching, research, or service.
  
- 9.) A copy of the Director's letter must be given to the candidate at the time the dossier is forwarded to the Dean's office.
  
- 10.) The Director must notify the Dean of any deviations from procedures governing tenure and promotion.

- **Declaration of Intent to Apply for Tenure and/or Promotion in the College of Visual and Performing Arts**

Refer to Declaration of Intent Form

[http://www.depts.ttu.edu/cvpa/downloads/facultystaff/2013\\_DeclarationForm\\_TP.pdf](http://www.depts.ttu.edu/cvpa/downloads/facultystaff/2013_DeclarationForm_TP.pdf)

- **Art History Criteria** (Refer to Art History T&P Guidelines, 2013)
- **Studio Art Criteria** (Refer to Studio T&P Guidelines, 2010)
- **Visual Studies Criteria** (Refer to Visual Studies T&P guidelines, 1999)
- **Communication Design Criteria** (Refer to Visual Studies T&P Guidelines, 2010)

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- **School of Art Guidelines**
- **Faculty Ballot**

# Comprehensive Performance Evaluation Policy, School of Art

## Fall 2012

### I. Introduction

This procedure governs the comprehensive performance evaluation (CPE) of all tenured faculty members within the School of Art. The College of Visual & Performing Arts and the University (OP 32. 31) also provide guidelines for CPE. The process of ongoing review of tenured faculty was mandated by the State legislature and began in 2000.

Faculty members are expected to work toward the mission of the School and to meet their area standards for research, teaching and service.

### II. Implementation

#### Notifications and Appointments:

- a) Tenured faculty are reviewed at six-year intervals after tenure is granted.
- b) The Director appoints a Peer Evaluation Committee of three members each year (see below).
- c) A CPE Appeals Committee of three members is also appointed each year.
- d) Each Fall, the Director or her representative notifies the faculty members whose six-year evaluation will be held the following Spring.
- e) The Peer Evaluation Committee assesses the CPE dossiers in Spring and completes its evaluation, forwarding it to the school Director no later than **March 1**.
- f) Faculty members who inform the administration in writing of their intention to retire by the end of the spring semester will be excluded from the review cycle.

#### Peer Evaluation (PE) Committee Membership:

- a) The legislation governing Comprehensive Performance Evaluation (CPE) mandates that peer review must be a component of the process. For purposes of evaluation, peers include those faculty who are tenured.
- b) The PE Committee must have a minimum of three members. The membership of the PEC will be determined in the beginning of the fall term. Administrators will strive to rotate the appointment to this committee on an equitable basis.
- c) Service on the PE Committee is for a one-year term. No member may serve two consecutive terms on these committees.
- d) Each year's PE Committee will elect one of its members to serve as chair. The PEC chair, in addition to administering the activities of the group, will have voting powers.
- e) Unit administrators will not serve on the PE Committee, nor will faculty who are subject to CPE evaluation in the same year.

#### Conflicts of Interest

Members of the Peer Evaluation Committee who have a conflict of interest with an individual under evaluation should recuse themselves from evaluating that individual. The conflict should be presented in writing to the school director. A replacement will be selected from the remaining pool of tenured faculty.

If a faculty member who is being evaluated objects to the service of a member of the PE Committee, the objection should be presented in writing to the school director. A replacement will be selected from the remaining pool of tenured faculty.

### **III. What is required of the faculty undergoing CPE.**

It is the responsibility of each faculty member subject to CPE to compile a dossier consisting of:

- The faculty member's annual reports for the past six years;
- The director's evaluations for the past six years;
- Summary sheets from student teaching evaluations for the past six years;
- The Standards for Research, Teaching, and Service written by the area of the faculty member under review.

Faculty members undergoing review submit their dossiers by **February 1**.

### **IV. The faculty vote**

The entire tenured faculty (except for the CPE Appeals Committee and the Director) reviews the dossier of each faculty member undergoing CPE review and submits a ballot that indicates a vote of competent, not competent, or an abstention. On a separate page, the voting faculty should type any comments supporting the vote. Both the ballot and the comments should be anonymous. They are seen only by the faculty member being evaluated and the PEC.

### **V. The PE Committee's actions and report**

Members of the PE Committee assess the faculty member's dossier and the ballots and comments independent of and prior to their review of the director's annual evaluations of the candidate.

The PE Committee may request a personal interview with any faculty member undergoing CPE.

After reviewing the dossier, ballots, comments, and any personal interviews, the members of the PE Committee will vote to find an individual competent or incompetent. Ideally, the PE Committee should reach consensus on this decision, but, if not, the majority will rule. An unresolved tie vote will be defined as a decision for competency. In the case of a finding of incompetent performance by a split vote within the PE committee, a minority statement should be appended to the CPE form.

By **March 1**, the chair of the PE Committee will complete the "Unit Peer Evaluation Committee" section on the College of Visual & Performing Arts Comprehensive Performance Evaluation Form and forward it to the school director.

In the spirit of the formative process, the PE Committee will bring to the attention of the faculty member under review all minority reports and explore options for performance improvement.

### **VI. Reporting the result of the CPE to the Dean**

If a faculty member's performance is found competent by the PE Committee, the school director, or both, only the Visual and Performing Arts CPE form will be forwarded to the dean.

Where a faculty member's performance is found incompetent by either the PE Committee or the school director, the entire dossier will be forwarded to the dean.

The burden of establishing a pattern of incompetency lies with the School of Art. The faculty member will be informed of the findings by **March 10**.

## **VII. Appeal Process for a faculty member found incompetent**

A faculty member may initiate a unit-level appeal of a decision of incompetent performance by both the PE Committee or the school director. A faculty member may attach to his or her CPE form a statement challenging the findings of the evaluation, and may include whatever material he or she wishes, including letters of support from outside of Texas Tech University. The appeal will be filed by **April 15**.

Such an appeal will be considered by a CPE Appeals Committee. This committee of tenured faculty is appointed annually for a one-year term. The faculty member under review has the right to challenge the inclusion of a faculty peer on this committee, as in the "Conflict of Interest" section above.

The CPE Appeals Committee will complete the "Unit Peer Evaluation Committee" section of the Visual and Performing Arts CPE Form and forward it to the school director. The names of the members of the Appeals Committee will be forwarded to the dean of Visual and Performing Arts and their judgment will be forwarded as the judgment for the individual. The original PEC report will also be forwarded to the dean. Faculty may also challenge a finding of incompetent performance through the university grievance procedure. The Appeals Committee report should be completed by **May 10**.

## **VIII. Performance Improvement Program**

After all appeal procedures are completed, if a faculty member's performance is still found to be incompetent, the school director and the dean will develop with the faculty member a plan and timetable for improvement. At the close of the period in which the faculty member should have improved his or her performance, the director and the dean will review the that person's progress and will inform the individual, in writing, of their findings.

## **IX. Changes in CPE Policy**

Subsequent change to this CPE policy must be reviewed and approved by the tenured and promoted faculty in the School of Art.

# School of Art

## FACULTY BALLOT COUNT

### SCHOOL OF ART COMPREHENSIVE PERFORMANCE EVALUATION

**Note these guidelines as stated by the College of the Visual and Performing Arts:**

1. "The evaluation should take into account changes in research emphases, shifting of effort among the three areas of teaching, research, and service (including consulting and other outside activities), conduct of administrative duties, and other changes which might occur over the course of an academic career. The basic standard for appraisal should be whether the faculty member under review discharges conscientiously and with professional competence the duties appropriately associated with his or her position, not whether the faculty member meets the current standards for the award of tenure as those might have changed since the initial granting tenure."
2. The evaluation should take into account different emphases from among the areas of activity being evaluated. For example, a faculty member who performs well with graduate students in seminars may receive weaker evaluations from students in large undergraduate lecture sections; an emphasis on research may be reflected in fewer classes taught; may have a weaker publication record but still be professionally competent and making an important contribution to the department and university."
3. "Incompetence should be reflected in a long-term pattern of behavior, not the product of a short-term lapse in publication, weak teaching evaluations in a few instances, or other short-term variations in performance. Periods of outstanding performance should be considered in the evaluation process. "

**Note these guidelines as stated by the School of Art:**

"...eligible faculty will be asked to submit by secret ballot his/her assessment of each faculty under CPE reviews. This assessment will designate a vote of competent, incompetent or abstention. Each faculty member will be asked to provide written comments that support his/her vote."

**Candidate under review** \_\_\_\_\_  
(Title, Name of Candidate)

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Title, name of CPE Review chair

\_\_\_\_\_ **Competent**

\_\_\_\_\_ **Incompetent**

\_\_\_\_\_ **Abstain**

**Comments: (may be written on back or attached on separate sheet) in the spirit of the formative process, comments are absolutely necessary for a vote of incompetent if the candidate is expected to improve their performance.**

**Date:** \_\_\_\_\_

**Re: CPE written comments may be written on back or attached on separate sheet.**