

**Arts Administration Program
College of Fine Arts
University of Kentucky**

**Faculty Position in the Regular Title Series
Evidences for the Evaluation of Faculty in Cases of Promotion & Tenure**

The purpose of this document is to serve as a supplement to the policies and procedures outlined in the College of Fine Arts Handbook and the University Governing and Administrative Regulations pertaining to evaluative criteria to be used in the granting of tenure and faculty promotions.

Areas of Activity

Three areas of activity are important in the evaluation of faculty for appointment, reappointment, promotion, and the granting of tenure in the regular title series: 1) Teaching, Advising, and Other Instructional Activities, 2) Research, Scholarship and Creative Activity, and 3) Program, College, University and Professional Service. Evaluation of a faculty employee's performance in each area of activity should be commensurate with his or her approved distribution of effort agreement. Excellence in each of three areas is expected.

Since all appointment, reappointment, promotion, and tenure actions shall be made on the basis of merit, the following detailed statements regarding each of these areas will serve as a guide for evaluating the accomplishments of a faculty member.

I. Teaching, Advising and Other Instructional Activities

Teaching involves creating a learning environment, as well as transmitting, transforming and extending knowledge. Evaluation of candidates for tenure and/or promotion will be based on a clear demonstration of excellence in teaching.

A. Excellence in teaching and advising shall be recognized as integral components of the evaluation for promotion and tenure as appropriate, given the faculty employee's assignment. The faculty member is expected to demonstrate competency in the following:

- 1) Knowledge of subject matter
- 2) Quality organization of course material
- 3) Ability to communicate subject matter effectively
- 4) Ability to mentor students effectively
- 5) Fulfillment of program student-faculty assignments such as student advising and/or supervising student practicums or internships
- 6) Ability to guide and supervise undergraduate and graduate level capstone projects

- B. Educational activities extend far beyond the classroom, and the University of Kentucky acknowledges the importance of educating citizens, both on and off campus, as part of its land grant mission. Thus, the following activities may also be considered relevant to teaching excellence:
- 1) Development of new instructional approaches, methodologies or educational aids
 - 2) Curriculum and program development resulting in the approval of new or revised courses, new or revised majors, minors or degree programs at the undergraduate or graduate level
 - 3) Participation in collaborative, interdisciplinary projects, programs or courses
 - 4) Invitations for guest lectures in other courses and/or other educational institutions
 - 5) Awards and recognition for teaching
 - 6) Other criteria, as appropriate
- C. Teaching, advising, and other instructional activities shall be documented through the Teaching Portfolio. Objective evidence of the quality of teaching shall be included in the final dossier. Such evidence should include:
- 1) Reports by colleagues qualified in the field
 - 2) Evaluations by students and, if available, graduates
 - 3) When appropriate, the subsequent accomplishments of graduates whose major work has been supervised by the individual under consideration
 - 4) Awards and recognition for teaching
 - 5) Other criteria, as appropriate

II. **Research, Scholarship and Creative Activity**

The faculty member is required to continually practice, expand, field, test and/or disseminate their professional expertise through research, scholarship and/or creative activity in the field of Arts Administration. Communication of the work's significance is a component of the mission of the University and, therefore, its evaluation is an integral part of the promotion and tenure process. The documented quality of research, scholarship and/or creative activity shall be an integral component of the promotion and tenure evaluation process as appropriate, given the faculty employee's assignment.

Evaluation of candidates for tenure and/or promotion will be based on a clear demonstration of their professional expertise in Arts Administration. Indicators of a reputation for professional expertise in Arts Administration should include one or more of the following areas as defined by the Association of Arts Administration Educators (AAAE):

- A. **Consultancies.** Consultancies commissioned by regional or national entities such as local arts councils, national associations, federal cultural agencies, foundations, or flagship arts institutions; international consultancies.

- B. **Board Membership.** Active board membership in regional, national and international associations or institutions (this type of work should be distinguished from “service” – as faculty members, Arts Administrators do not undertake this type of work in order to serve but, rather, in order to practice, expand, field, test and/or disseminate their professional expertise).
- C. **Periodical Publication.** Published reporting, commentary, opinion or research findings in periodicals with primary and/or significant arts administration or arts administration education readership.
- D. **Grey Literature Publication.** Publication of grey literature such as: foundation reports; reports published by local, state and national arts agencies; association research reports; reports published by advocacy organizations. Single authorship does not serve as an important indicator for such publications; evaluators should expect that these publications will be co-authored. Further, citations in grey literature reports can serve as important indicators of reputation.
- E. **Conference Presentations.** Presented invited or peer-reviewed papers, presentations or panels at national or international arts administration conferences including (but not limited to):
- Americans for the Arts Annual Conference
 - Association for Research on Nonprofit Organizations and Voluntary Research
 - Association of Arts Administration Educators Annual Conference
 - Association of Performing Arts Presenters
 - Grantmakers in Arts
 - International Conference on Arts and Cultural Management
 - International Conference on Arts Management
 - International Conference on Cultural Policy Research
 - National Arts Marketing Project Conference
 - National Assembly of State Arts Agencies
 - Social Theory, Politics and the Arts
- Presented invited or peer-reviewed papers, presentations or panels at regional, national or international art discipline-specific conferences including (but not limited to):
- American Association of Museums Annual Meeting
 - College Art Association
 - Dance/USA National Conference
 - League of American Orchestras National Conference
 - Mid America Theatre Conference
 - South Eastern Theatre Conference
 - National Art Education Association
 - National Theatre Conference
 - Theater Communications Group National Conference

- F. **Scholarly Publication.** Scholarly publications directly and primarily relevant to research in Arts Administration including publication in peer-reviewed journals, edited volumes, symposia proceedings and other similar outlets including (but not limited to):
- a. *The International Journal of Cultural Policy*
 - b. *The Journal of Arts Management, Law and Society*
 - c. *The International Journal of Arts Management*
 - d. *Journal of Cultural Economics*
 - e. *Poetics: Journal of Empirical Research on Culture, the Media and the Arts*
 - f. *Cultural Trends*

Arts Administration has only a handful of refereed journals. Traditional scholars in Arts Administration will demonstrate publication in these journals but also are likely to have published in edited volumes, symposia proceedings and other similar outlets.

Additionally, publication in journals from fields related to Arts Administration such as anthropology, art theory, art history, arts education, cultural studies, dance, economics, film, folklore, management, marketing, media studies, museum studies, music, nonprofit studies, performance studies, planning, political science, public administration, public policy, sociology, theater, or urban studies would also be acceptable. Assessment of a faculty member's reputation for scholarship should take the Arts Administration specialization into account. Publication in a journal dedicated to applied scholarship is considered as important as publication in a highest-ranking journal.

Publication of chapter(s) or section(s) of a scholarly book (theoretical or applied) or publication of a scholarly book (theoretical or applied) relevant to Arts Administration or a related field is also indicative of professional expertise.

- G. **Creative Work.** Creative work that includes significant arts administration practice including administering, managing, producing, directing, editing or curating. Indicators of a regional, national or international reputation for creative work in Arts Administration would include ratification by artistic experts beyond the institutional home or locality as evidenced by (but not limited to):
- a. Funding from a state-level or regional arts council, the National Endowment for the Arts, or a Foundation that awards grants at the national level
 - b. National awards or prizes
 - c. Regional or national touring
 - d. Published criticism of the candidate's work
 - e. Invited residencies

Creative work *that includes arts administration practice* is considered a better indicator of reputation in the field of Arts Administration than creative work that is narrowly focused on expression, regardless of the rank of outside ratification. For example, producing a play that is funded and tours in the region is a better indicator of reputation in the field of Arts Administration than writing a play that is presented in a national venue.

III. Program, College, University and Professional Service

A service component is a normal part of a faculty employee's obligation to the University. Formation of policy, participation in faculty governance, and effective performance of administrative duties at the program, college and/or university level shall be taken into consideration in the evaluation process. Faculty employees are expected to engage in service related to their professional role as scholars for the benefit and development of local, state, national, international, and the University communities.

- A. Evaluation of candidates for tenure and/or promotion will be based on a clear demonstration of their service at the program, college, University or professional level. The faculty member is expected to demonstrate competency through one or more of the following service activities:
 - a. Member of program, college or university-level committee(s)
 - b. Chair of program, college or university-level committee(s)
 - c. Involvement with relevant professional associations
 - d. Administrative activities, as assigned
 - e. Other activities defined by the CFA Faculty Handbook as criteria for merit review, tenure and promotion may also be used as evidence of service to the academic community

Criteria for Promotion and Tenure

The criteria for promotion and tenure at the University of Kentucky are records of excellence in all areas of activity assigned to the faculty member. The evidences subsequently presented are intended to be indicative of excellence in the following areas of activity as presented in: 1) Teaching, Advising, and Other Instructional Activities, 2) Research, Scholarship and Creative Activity, and 3) Program, College and University Service. The evidences provided are used when evaluating faculty in Arts Administration for promotion and tenure.

As required by University of Kentucky Administrative Regulations, tenure-track faculty will be evaluated annually. In addition, the tenured faculty from the appropriate college department will review a dossier prepared by tenure-track faculty during the second and fourth year of appointment. These Departmental reviews will apply the criteria listed below to determine whether the tenure probationary faculty is on track for tenure and to suggest areas of improvement.

Assistant Professor

At the point of initial hire, the appointee will meet the following criteria for teaching, research, and service:

- Hold a minimum of a terminal degree in arts administration or equivalent
- Demonstrate competence as a teacher and advisor with promise of excellence
- Demonstrate a strong commitment to arts administration education
- Show promise for becoming a productive member of the faculty through service for and in the program, university, professional, and local communities

Associate Professor

For promotion to Associate Professor, the candidate will meet the criteria for the rank of Assistant Professor and the following:

- Demonstrate continuous improvement while at UK and demonstrate a trajectory of achievement in teaching excellence (including advising and other instructional activity) through student evaluations of teaching, peer review, success in retention and graduation rates, and the notable achievements of current students and alumni;
- Demonstrate high scholarly and research achievements in the area of appointment, evidenced by recognition on a regional or national level by appropriate external authorities; and
- Actively and productively participate in program, college, and university matters and as a member of assigned ad hoc and standing committees, and contribute services in university and community functions.

Professor

In addition to meeting the criteria for rank of Associate Professor, the successful candidate for promotion to Professor will:

- Perform as a master teacher, recognized for expertise and knowledge of teaching, evidenced by the ability to attract students of the high caliber, national achievements of current students and alumni;
- Establish and sustain a national reputation among the faculty at benchmark universities as a scholar of high distinction, evidenced through peer reviewed activities; and
- Be a recognized leader in the program, college and university service; perform significant responsibilities (officer, board member, conference or workshop organizer) for national professional organizations and/or state art organizations; demonstrated service to community art-related organizations.

Responsibilities of Full Professors

- Full Professors serve as role models for junior faculty. They set the standard of achievement in teaching and advising; research, scholarship and creative activity; and in program, college and university service. It is expected that they will sustain this achievement throughout their careers.