SCHOOL OF ART
TENURE PROCEDURES AND CRITERIA

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A. PREAMBLE

This document summarizes the procedures and criteria related to tenure in the School of Art. Article 19 of the current UMFA Collective Agreement forms the basis for this document and faculty members should be familiar with that Agreement. The terms and conditions of the current Collective Agreement shall take precedence over the School of Art’s Policies, Procedures, and Criteria. Faculty members applying for tenure should also refer to the appropriate Policies and Procedures of The University of Manitoba (www.umanitoba.ca/admin/governance/governing_documents/index.html).

When considering each faculty member for tenure, the Committee shall have before it an up to date summary of the relevant activities of that faculty member. Consideration will be given to the individual faculty member’s contribution in the following areas:

- Teaching at all levels;
- Research, scholarly, and other creative activities;
- Service to the University such as administrative and committee duties and other professional activities which contribute to the operations or the public stature of the University;
- Service to society, such as extension activities; consultancies or collaborations with governments, international development agencies, or the private sector or participation...
Faculty members are expected to perform satisfactorily in all areas of responsibility, including research or creative practice, teaching, and service. It is understood that effective teaching is in part dependent upon continuing intellectual curiosity and growth, as well as on the sustained pursuit of rigorous scholarship or studio practice, and that commitment to dynamic teaching and sensitivity to the needs of the educational community may in turn contribute to the vitality of the professional production of faculty. Though the emphasis may vary from time to time over the career of individual faculty members, a generally satisfactory performance in all areas of responsibility is expected over the course of the probationary term.

The prime evidence of professional activity in studio areas of the visual arts is the public exhibition and acquisition of a faculty member’s work. Scholarly achievement in art history is largely based on a record of refereed and non-refereed publications, including papers presented at scholarly conferences and the like.

It is worthy of note that significant service to one’s discipline as a consultant, juror, and advisor to foundations, funding agencies, or cultural institutions, may be a reflection of the regard in which one’s research productivity is held.

B. CRITERIA FOR ASSESSMENT

In all assessments, the individual strengths of the candidate shall be recognized and the academic needs of the School and the University shall be taken into account. The Tenure Committee shall take into account the Candidate’s accomplishments to date, and an assessment of the prospect that he/she is likely to continue to make meaningful contributions as a scholar, teacher, and member of the academic community.

It is to be understood that informed judgment is necessary to evaluate the items identified for consideration, that teaching of large classes, for instance, entails different skills, and makes different demands from those involved in teaching smaller classes, that publications differ in significance (i.e. refereed vs. non-refereed), and that the same significance does not attach to a small exhibition in a local gallery as to a major national or international museum exhibition; moreover, that a site-specific sculpture or mural painting may only be credited once, while large editions of prints, for instance, may be shown many times over.

While contributions are distinguished under the headings of “Teaching,” “Research,” and “Service,” it should be noted that the interdependence of teaching and research and service is especially pronounced in the disciplines represented in the School of Art; and that while the activities of faculty are classified under the headings of “Studio Art,” and “Art History,” individuals whose primary commitment is in one area may legitimately be involved in activities in scholarly and professional organizations and other activities which further the University’s mission of service to society.
more characteristic of the other or both areas.

Due consideration will be given to on-going work on long-term projects. However, the faculty member must sustain (through his or her record of publications and/or exhibitions, etc.), the realistic anticipation that such research will eventually be credited in the public domain. Where external marks of achievement in teaching are available (i.e. University-wide teaching awards) special attention should be paid to them.

The recommendation ultimately arrived at by the Tenure Committee is based on evidence provided by the candidate (Part A, CV, supplementary materials) as weighed against the established criteria of the School of Art. The duties specifically assigned to the Candidate during the period of consideration shall be taken into account in the application of the criteria and weightings. This document outlines the range of evidence to be considered by the Tenure Committee.

Unless otherwise assigned and documented, the standard criteria and weighting of all tenure evaluations shall be: research and creative work 40%, teaching 40% and service 20%.

Tenure shall be recommended in instances where the Candidate provides material evidence of:

- Significant and consistent attainment in scholarship, as outlined in this document;
- Successful and consistent teaching record sustained over the course of the probationary term;
- Significant contribution to service and other assigned duties in the School, the University, and/or the professional academic communities to which the candidate belongs.

In the application of these criteria, competence in teaching, research, and service may involve, but need not be limited to:

In teaching:
- Effective transmission of knowledge via course work;
- Willing acceptance to share teaching responsibility of the School of Art;
- Active participation on School of Art committees involved with teaching related matters;
- Innovative methods in teaching;
- Formal and informal student counseling;
- Development of new courses; regular revision and updating of courses;
- Courteous and respectful relationships with students.

In research/creative work:
- Clearly demonstrated interest in and commitment to research, sustained over the course of the probationary term;
- Publications in refereed journals;
• Exhibitions and/or performances in curated venues;
• Publication of or contribution of chapters to books, technical bulletins, etc.;
• Maintenance of an active research program and/or program of creative work;
• Development of methods, procedures, materials, etc. that are accepted and used outside the candidate’s department;
• Presentation of papers at conferences, symposia, and congresses.

In service to the University:
• Service on School and University committees;
• Administrative positions held within the University structure;
• Service to colleagues and peers with respect to furthering of their interest in research/creative work and teaching;
• Organization or supervision of special facilities and on-going service commitments in their discipline.

To the profession and the community:
• Community service where the individual has made an essentially non-remunerative contribution by virtue of special academic competence;
• Service on provincial, national, and international professional bodies, professional organization or government, related to the faculty member’s field of expertise;
• Participation in the organization and delivery of continuing education and extension-type services.

C. DATES AND DEADLINES IN THE SCHOOL OF ART

In the School of Art, the deadline for receipt of the University of Manitoba Application for Tenure is July 15.

An applicant for early tenure may withdraw his/her application for tenure by notifying the Director or the Chair of the Tenure Committee, in writing, by September 21, but only if s/he has submitted an application for early tenure consideration (19.C.4.4.1.3). If the individual applies for tenure at the end of her/his maximum untenured period, s/he cannot withdraw the application.

In accordance with the UMFA Collective Agreement, all tenure proceedings shall normally be complete by mid-October, with the actual date of tenure taking effect on July 1.

The following schedule is a general guideline for the progress of the tenure committee. An inability to meet these suggested deadlines is not grounds for a procedural defect.
Date | Activity
--- | ---
By Jul 1 | Tenure Committee to be established (normally ratified at the last scheduled meeting of Faculty Council before the summer break)
Jul 15 | University of Manitoba Application for Tenure-Part A and all support materials submitted by candidate to the Director
By Aug 1 | Letters of recommendation are solicited from faculty and students

Letters of assessment are solicited from external assessors

By Sep 1 | Deadline for receipt of letters of recommendation from faculty and students

Deadline for receipt of letters from external assessors

By Sep 15 | Tenure Committee holds first meeting to:
- Review application and support materials
- Identify any additional materials required or questions to be asked of the candidate

Tenure Committee to review external assessors’ letters and letters of recommendation from faculty and students

By Sep 30 | Tenure Committee meeting with candidate if the candidate wishes to meet with the Committee, or if the Committee requests a meeting with the candidate

By Oct 8 | Final meeting of Tenure Committee. Tenure Committee to forward its recommendation to the Chair

Oct 15 | Date for submission of Tenure recommendations to the Vice-President (Academic) and Provost from the Director’s Office

D. TENURE SUPPORT MATERIALS

It is the candidate’s responsibility to provide supporting material evidence with respect to research, scholarly and other creative works (including on-going research projects, creative works completed but not yet exhibited, or works-in-progress), teaching and service. Any requests for information or clarification shall be in writing to the candidate except where the candidate is meeting with the committee.
A complete application will consist of:

- The University of Manitoba Application for Tenure-Part A;
- Curriculum vitae in full;
- A teaching dossier which includes a statement on his/her philosophy of teaching and may include a description of teaching responsibilities, course syllabi, assignments and evaluation instruments, samples of student work, summaries of student evaluation (SEEQ), and evidence of other teaching activities and accomplishments;
- A creative work/scholarly research dossier including evidence of the candidate’s scholarly activity/creative program of work, current (in-progress) activities, scholarly and curatorial activities;
- Evidence of creative/scholarly work, including samples;
- A service dossier detailing his/her contributions;
- A copy of annual performance evaluations;
- A list of three arm’s length external assessors with whom the candidate has no conflicts of interest, including name, rank, contact information (address, telephone, email) and a brief bio;
- Other materials to support the application.

E. EXTERNAL ASSESSMENT

In accordance with the UMFA Collective Agreement, written opinions shall be solicited from academic staff members on the candidate's teaching and scholarship or creative works and from students on the candidate's teaching.

Written evaluations of the applicant’s research, scholarly or other creative works shall be requested from at least three external assessors, who are to be established professional artists or recognized scholars, normally in the discipline or field of expertise of the applicant such that they are competent to make the required judgments. These requests will be made in sufficient time to allow the committee to consider them in its deliberations.

1. The Chair is to select the external assessors in consultation with the Tenure Committee, and to carry out any correspondence with them. In the correspondence with the external assessors, there is to be no hint of the disposition of either the Director or the Committee to the candidate's tenure.

2. At least one of these external assessors shall be chosen from a list of at least three external assessors submitted by the candidate.

3. The external assessors are to be asked, against the criteria and weighting for tenure established in the School of Art, whether the candidate's publications or creative works are sufficiently distinguished, both in quantity and quality, to justify granting tenure.
4. Correspondence with external assessors will include a deadline for receipt of the written evaluation. The committee will consider those external assessments received on or before the deadline.

5. Within 10 working days of receiving the reports, the Chair will provide the candidate with a copy of each external assessor's report from which all means of identifying the author have been deleted.

6. Within 10 working days of receiving academic staff and student letters, the Chair will provide the candidate with a copy of each letter from which all means of identifying the author have been deleted.

F. TENURE ADVISORY COMMITTEE

1. **Striking of Tenure Advisory Committee**

   Each year, in which there are tenure applications, the Director shall establish a Tenure Committee as follows:

   i) Three tenured faculty members from the School of Art, at least two of whom shall hold the rank of Professor (where possible), appointed by the Director of the School of Art from a pool of five, elected by academic staff with faculty rank meeting in committee.
   
   ii) Two tenured faculty members, selected by the Director of the School of Art, one of whom will be selected from tenured faculty of the University in a related discipline outside of the School of Art.
   
   iii) The Director shall establish the Tenure Committee in such a way as to insure that at least one member of this Committee represents the discipline or field of expertise of each tenure candidate.
   
   iv) Gender parity shall be sought on all Tenure Committees. Where gender parity is not feasible, there shall be at least one (1) member of each gender on the Committee.

   v) The Director or designate shall be the non-voting Chair of the Tenure Committee.

2. **Chair of the Tenure Committee**

   The Chair of the Tenure Committee is responsible to:

   i) Check the condition of the candidate's file for completeness;
   
   ii) Coordinate the preparation of all correspondence, including correspondence with external assessors;
   
   iii) Collect, organize and distribute copies of all pertinent material to committee members;
   
   iv) Call meetings;
v) Prepare copies of external assessments to insure anonymity and provide these to the candidate;
vi) Organize and lead the committee process;

vii) Direct discussion on procedures;

viii) Insure any additional information requested by the committee is placed in the file;
ix) Write Part B, the committee’s recommendation;
x) Forward the completed application, including Part B, to the Director.

G. PROCEDURES OF THE TENURE COMMITTEE

The proceedings of the Tenure Committee shall be conducted in accordance with Article 19 of the UMFA Collective Agreement and the School of Art.

The Tenure Committee is advisory to the Director of the School of Art. Where the Director’s own decision on a tenure application is different from the advice of the Tenure Committee, he/she shall advise the Committee members and the candidate in writing.

The candidate shall have the opportunity to meet at least once with the committee prior to any vote being taken on the candidate's application for tenure.

If the committee cannot make a positive recommendation as a result of its deliberations, the chairperson of the committee shall so inform the faculty member in writing indicating the area(s) of concern that the committee will wish to discuss, and establish in consultation with the faculty member, the date for a subsequent meeting where the faculty member shall be given the opportunity to speak to these concerns. The faculty member shall be allowed reasonable time to seek advice, solicit opinion and provide further documentation in order to prepare for such a meeting.

1. Voting/Quorum

i) The quorum for any meeting of the Tenure Committee shall consist of one member less than the total membership for the committee. In the event of the resignation of one member of the committee, the committee shall continue its deliberations with a reduced membership but with a quorum of 100% of its membership. If more than one member resigns, the tenure committee shall be reconstituted and the tenure assessment process shall begin again;
ii) Voting shall be by secret signed ballot. Abstaining from the vote is not permitted.

2. Conflict of Interest

i) Members appointed to the Tenure Committee shall not have, or be perceived to have a
vested interest in the tenure consideration or a conflict of interest in relation to the candidate.

3. **Confidentiality**

   i) The proceedings of the Tenure Committee are to be conducted in a confidential manner. All discussion of an application, the actions and discussions of the committee, the material in the application file and the results of voting must remain confidential.

4. **Assessment**

    The committee’s responsibility is to form a comprehensive assessment by considering only information relevant to the candidate’s performance in the three areas listed below. This includes, but is not limited to the following:

   i) **Assessment of Research:**
      - Reviewing all materials provided by the candidate;
      - Soliciting an evaluation of the quality of the candidate’s research from at least three external assessors;
      - Weighing all information in relation to the criteria for assessment of Research outlined above.

   ii) **Assessment of Teaching:**
      - Careful noting of course evaluations by students (SEEQ);
      - Formally soliciting information concerning the candidate’s teaching from students and faculty;
      - Reviewing course outlines, teaching dossiers, and other relevant information provided by the candidate;
      - Weighing all information in relation to the criteria for assessment of Teaching outlined above.

   iii) **Assessment of Service:**
      - Reviewing all materials provided by the candidate;
      - Weighing all information in relation to the criteria for assessment of Service outlined above.