DEPARTMENT OF ART BYLAWS  
UNIVERSITY OF NEVADA, RENO  
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CHAPTER I. BYLAWS

1. Authorization

Bylaws of the Department of Art are by Section 6 of the Bylaws of the University of Nevada.

2. Scope of the bylaws

These bylaws provide for and articulate (a) the organization and administrative structure of the department; (b) the duties and responsibilities of administrative personnel; (c) the duties, responsibilities and rankings of faculty; (d) the creation and modification of curricular and personnel policies; (e) the criteria for recruitment, evaluation, reappointment, tenure, promotion and reappointment of faculty at all ranks; and (f) other relevant matters. It is presumed that governance of the department in a democratic manner underlies the entire structure and philosophy of this body. Such a presumption places maximum responsibility upon its members, both individually and collectively, to participate in its deliberations, serve on its committees, and when appropriate, to serve as department chair. These bylaws shall be consistent with and subordinate to the College of Liberal Arts Bylaws, the University of Nevada, Reno Bylaws, the Nevada System of Higher Education (NSHE) Code (Title 2, Board of Regents Handbook), the laws of the state of Nevada, and the laws of the United States of America.

3. Adoption of the bylaws

Bylaws are adopted when they are approved by a majority vote from the continuing faculty casting votes (see Chapter IV, Section 2.A. of these bylaws). These revised bylaws shall be adopted when they have been approved by the faculty in the Department of Art. The faculty will vote by secret ballot in a manner consistent with Section 5 of the University Bylaws. Adopted bylaws will be in force when they have the written approval of the Dean of the College of Liberal Arts and the President of the University of Nevada, Reno.

4. Amendment of the bylaws

Amendments are adopted when they are approved by a two-thirds vote from the continuing faculty casting votes. Any member of the Department of Art faculty as defined in Chapter IV; Section 1 may propose an amendment to the bylaws by submitting the proposed amendment in writing to the department chair. The bylaws are adopted when they have been approved by the continuing faculty in the Department of Art. The faculty will vote by secret ballot in a manner consistent with Section 5 of the University Bylaws. Adopted amendments shall be in force when they have received the written approval of the Dean of the College of Liberal Arts and the President of the University of Nevada, Reno.

5. Interpretation of the bylaws

The department chair will appoint a department parliamentarian. The term of office is at the discretion of the chair. Questions about the interpretation of these bylaws shall be directed to the
department parliamentarian, who shall review the question and forward his/her recommendation to the chair for a decision. The chair shall make his or her decision upon appropriate consultation and in a manner consistent with the NSHE Code and established University and college policies and procedures.

CHAPTER II: MISSION

The mission of the Department of Art is to provide a program of instruction dedicated to excellence in the Visual Arts and Art History. The department offers a Bachelor of Arts Studio degree to majors in Art, a Bachelor of Arts degree to majors in Art History and a Bachelor of Fine Arts and Master of Fine Arts degrees with emphases in cross-disciplinary practices.

The department contributes to the University mission through its course offerings, its research and creativity activity, and its service. The creative process involves skills that are fundamental to future professional activities in the Visual Arts and Art History. Faculty are dedicated to an environment that encourages excellence in education, scholarly and creative activities, outreach, and service to the community.

CHAPTER III. ADMINISTRATIVE STRUCTURE

1. Collaborative Governance

The Department of Art faculty shall govern itself in accordance with these bylaws, subject to College of Liberal Arts Bylaws, the University of Nevada, Reno Bylaws, and the NSHE Code.

2. Department chair

The chair shall be the chief administrative and executive officer of the Department of Art.

A. Responsibilities and duties of the chair:

(1) The chair shall be responsible for the administration of the department, college and University regulations and policies. The chair shall be responsible to the Dean of the College of Liberal Arts for implementing college policies and procedures, and responsible to faculty for implementing policies and procedures mandated by department bylaws. The chair shall serve as advisor to the dean and the Director of the School of the Arts and provide liaison between the dean, the Director of the School of the Arts, and faculty, informing faculty of actions taken by the dean and the Director of the School of the Arts and the Council of Chairs and Directors, and informing the dean of actions taken by department faculty. The chair shall take a leadership role in serving on the Council of Chairs and Directors and is responsible for the advancement of the
department’s missions and goals as identified in the department long-range planning document. He/she shall be an ex-officio member of all department committees, except those that evaluate the chair’s performance as a faculty member or as a chair.

(2) The chair shall be responsible for the administration of the department, college and University regulations and policies. In the event there is a conflict between a chair and the majority of the faculty, the majority of the faculty voting in a regular meeting shall prevail. In order to expedite the routine duties of a chair, he/she shall have the authority to perform the following duties (and is expected to do so with complete transparency).

(a) administering departmental funds and accounts;

(b) hiring, supervising, and evaluating all classified staff;

(c) hiring, supervising, and evaluating all temporary (non-continuing) faculty;

(d) negotiating semester and summer school class schedules with individual instructors;

(e) maintaining and securing personnel files of all continuing faculty;

(f) managing and assigning department office and classroom space and facilities;

(g) negotiating administrative responsibilities with all individual continuing faculty.

(3) The chair’s executive authority shall be limited. The chair’s decisions on issues not specifically noted in Section 2 above shall require consultation and recommendations from the continuing faculty as provided for in these bylaws. Issues requiring faculty recommendations include but are not limited to:

(a) recommendations on promotion, tenure, and probationary faculty in their third year (recommendations for probationary faculty will also be developed on an annual basis);

(b) recommendations on merit;

(c) recommendations for hiring all full or part-time continuing faculty;

(d) recommendations on all curriculum (courses and academic programs);
(e) recommendations for long-term and strategic planning.

(4) The chair, in consultation with the continuing faculty members of the department, and the college dean, will establish internal procedures for conducting the program review self study. The program review process will be in accordance with the guidelines provided by the Provost’s Office.

B. Term of office. In keeping with expectations in the College of Liberal Arts, the normal term of the department chair shall be three years. However, if after the second year of the term an incumbent desires not to continue in the role of chair for professional or personal reasons, and/or if they can demonstrate to the satisfaction of the department and dean the negative impact that their continuation in the role of chair would have upon their discipline area, then the incumbent may be relieved of the commitment to a third year.

C. Selection of chair.
(1) The department’s nominee for chair shall be selected by a majority vote of all continuing faculty in the Department of Art. A nominee for chair may vote for himself or herself. The department faculty shall nominate a chair every three years. The incumbent chair may be re-nominated to serve another term.

(2) The chair’s removal from office may be recommended to the dean at any time by majority vote of the continuing faculty in the Department of Art. The department will show just cause for such recommendation and the chair shall have opportunity to respond.

(3) The department’s recommendation for chair is subject to the approval of the dean and president.

D. Vacancy prior to expiration of the chair’s term. Should a vacancy occur before the normal expiration of the chair’s term of office, the department shall elect an interim chair to recommend for the dean’s approval.

E. Interim chair. An interim chair shall serve for no longer than 12 months or until a permanent chair has been selected.

F. Evaluation of the chair. On an annual basis, the department chair will be evaluated:

(1) as a professional in the discipline of art, and

(2) as a department chair.
An evaluation as a professional will be prepared by the Department of Art personnel committee based upon the chair’s annual evaluation and merit review form.

An evaluation as administrator will be prepared by the chair of the department personnel committee based upon:
- Chair’s Annual Evaluation and Merit Review Form
- Personnel committee solicitation of the confidential input from Department of Art faculty and staff. All information must be confidential and kept in a secure location in the event of a future review.

The chair of the personnel committee will prepare each of the evaluations that will be reviewed and signed by each member of the personnel committee to then be given to the chair for signature and subsequent forwarding to the dean.

G. Temporary assumption of authority. Should the chair be temporarily absent or incapacitated, the Department of Art faculty shall elect a chair pro-tem from among department faculty.

CHAPTER IV. FACULTY DEFINITIONS AND VOTING RIGHTS

1. Faculty

The faculty of the University of Nevada, Reno “shall consist of all persons holding authorized professional positions as provided by Subsection 1.4.5 of the Code” (University of Nevada, Reno Bylaws, Section 15; College of Liberal Arts Bylaws, Section 16). The faculty of the Department of Art shall consist of all persons holding authorized professional positions assigned to this department.

In addition to the category of administrative faculty there are four categories of academic faculty within the College of Liberals Arts: continuing tenure track and non-tenure track, contingent, temporary, and post-doctoral.

2. Voting in the Department

In keeping with the College of Liberal Arts Bylaws the following voting practices will be in effect:

A. All voting as a department on department matters in meetings is restricted to continuing faculty (as defined in Section 1 above and Section 16 of the college bylaws). To vote, continuing faculty must hold at least a one-half time position.
   1. Temporary faculty and classified staff will not participate in shared governance.
2. In the event of a prolonged absence, a continuing faculty member may appoint a proxy from the continuing faculty.
3. The department allows and encourages temporary and continuing faculty less than half-time to vote on committees with the exception of personnel matters.

B. Election of department chair. Voting in an election for department chair is open to continuing faculty with contracts of one-half time or more. (The Dean of the College of Liberal Arts appoints the chair with the approval of the provost and president.)

C. Ad hoc search Committees. All continuing Department of Art faculty with a primary assignment of 0.5 or greater may serve and vote on search Committees for positions in the Department of Art. (See college bylaws, Section 17).

   (1) Selection Procedures. Whenever the Department of Art receives authorization to conduct a search for a new or replacement faculty member, the following procedures shall be used:

   (a) The department chair may choose to serve as chair of a selection committee, or he/she may appoint one from the Department of Art faculty.

   (b) The final candidate shall be selected by majority vote of the fulltime continuing department faculty.

   (c) Any faculty member who disagrees with the decision of the faculty majority may file a minority report with the chair, who shall attach it to the chair’s recommendation to the dean.

   (d) Duties. The Search Committee shall:

       1. prepare a written job description listing explicitly (a) minimum qualifications necessary to apply, and (b) professional responsibilities;

       2. identify and conform to all University and affirmative action regulations;

       3. recruit a highly qualified and diverse pool of applicants;

       4. receive and respond to all applications;

       5. interview candidates at professional conferences when funds for such travel are available;

       6. screen candidates and recommend final pool;
7. arrange and schedule all search Committee meetings for selecting final candidates;

8. arrange and supervise campus visits of final candidates.

D. Tenure decisions. In compliance with recommendations from the college (see college bylaws, Section 17), departmental voting rights on tenure decisions will be restricted to those department members who are already tenured at the University of Nevada, Reno.

E. Promotion decisions. Department voting rights on promotion issues will be limited to continuing faculty who have already attained the rank or status at issue.

F. Long-range planning. In compliance with recommendations from the college (see college bylaws, Section 17), any departmental voting on strategic planning issues is limited to continuing faculty with a position of one-half time or more.

G. Adjunct Faculty. Adjunct faculty shall not vote in the college or in any of the Departments or programs within the college (see College of Liberal Arts Bylaws, Section 17).

CHAPTER V. ORGANIZATION OF THE DEPARTMENT OF ART

1. Composition and Organization of the Department of Art

The Department of Art faculty is composed of faculty who carry out the educational, scholarly and creative activities, services and related missions of the program in Visual Art and Art History.

The faculty of the Department of Art shall consist of all full- and part-time academic, and administrative faculty in Art who hold authorized positions as defined in Chapter IV, Section 1 of these bylaws.

2. Faculty Meetings and Quorum

The faculty in the Department of Art shall convene in open meeting at least four times each semester. Fifty percent plus one of the department’s continuing faculty shall constitute a quorum. Faculty meetings shall be chaired by the chair of the Department of Art or, in the chair’s absence, by the chair’s designee. The latest edition of Robert’s Rules of Order shall govern proceedings at all department faculty meetings.

A. Responsibilities of the chair regarding department faculty meetings. The chair shall call regular and special meetings as necessary. The chair shall call additional meetings within 15 working days of receiving a request from a faculty member on continuing appointment. The chair shall prepare an agenda with
supporting materials for each meeting of department faculty and distribute such materials no later than 24 hours before the meeting. The chair shall include on the agenda any item offered by a member of the department faculty so long as the chair receives the agenda item at least two working days prior to the meeting. The chair’s office shall prepare and distribute minutes of the department faculty meetings once they have been reviewed and certified by the chair. Minutes shall be distributed to the faculty within 15 working days of the meeting.

3. Personnel Committee: Department of Art

The Department of Art shall have a personnel committee that is advisory to the chair.

A. Responsibilities and Duties of the Committee.

(1) Review the performance of all faculty in the Department of Art.

(2) Provide the chair with recommendations for reappointment, tenure, promotion, and annual evaluation and merit.

(3) Provide the chair with annual recommendations for probationary faculty on their progress toward tenure.

(4) Provide the chair with recommendations for probationary faculty for their third year review that goes forward to the dean and college personnel committee.

(5) Provide the chair with requests for reconsideration of recommendations pertaining to merit, reappointment, tenure, promotion, or probationary faculty in their third year.

B. Membership: The personnel committee shall consist of four rotating members from its continuing tenured faculty and full-time administrative faculty (after the probationary period has been satisfactorily concluded). The personnel committee shall comprise three members and one alternate member. The personnel committee shall elect its own chair at the committee’s first meeting of the fall semester.

(1) Voting rights on tenure are limited to faculty who have already attained tenure.

(2) Voting rights on promotion are limited to faculty who have already attained the rank or status at issue.

(3) Voting on the rank of Full Professor requires a personnel committee with three Full Professors in its membership. If the department has fewer than three Full Professors, the chair and any Full Professors in the department
will recommend to the dean 3-5 names of Full Professors in other college Departments for dean’s approval from which the remainder of this committee may be comprised to achieve a minimum of three Full Professors on the personnel committee.

C. Term of office. Each member shall serve a three-year term and be appointed by the chair according to a rotation based upon eligibility and prior service on the committee.

D. Vacancy. Should a vacancy occur during the academic year, the chair, in consultation with the elected members of the personnel committee, shall appoint a faculty member to serve out the academic year.

E. Procedures

(1) Recommendations to the chair. The personnel committee’s recommendation(s) shall be communicated in writing to the chair. If the chair disagrees with the personnel committee’s recommendations, reasons for the disagreement shall be given to the personnel committee and the candidate.

(2) Notification of decisions. Within 15 working days after the personnel committee reports its recommendations to the chair, the chair shall communicate in writing the decision of the chair to the faculty member under review. Thereafter, the faculty member shall be notified in writing within 15 working days by the responsible agent at the appropriate level only of a failure to recommend or of a revised recommendation. (See section 40 of University Bylaws.)

(3) Reconsideration on reappointment, tenure, and promotion. A faculty member who disagrees with a decision on reappointment, tenure, or promotion may request written reasons from the chair. A faculty member may also request reconsideration of the decision from the chair. The personnel committee will review issues related to the request for reconsideration and make recommendations to the chair (see University Bylaws, Section 36.a. and the NSHE Code [5.2.3. & 5.2.4]).

(4). Reconsideration of annual review rating and merit. A faculty member who disagrees with a decision on an annual review rating or merit shall follow the NSHE procedures for the reconsideration and grievance process in effect at the time the rating and merit decision was made (see the Regent’s Handbook on current NSHE Code.)
(5) Conformity with appropriate criteria and procedures. If the personnel committee finds in its review of a given case that the department has not followed established department criteria or procedures, the personnel committee shall notify the chair and provide appropriate recommendations.

F. Confidentiality and Access to Personnel Files

Deliberations of the personnel committee and personnel files used in committee deliberations shall be confidential. However, faculty members have access to their personnel files, following procedures in NSHE Code 5.6.2(a) and (b).

CHAPTER VI. FACULTY PERFORMANCE AND EVALUATION: DEPARTMENT OF ART:

1. Procedural Guidelines

All personnel decisions and actions shall conform with NSHE Code; with the bylaws of the University of Nevada, Reno; with the bylaws of the College of Liberal Arts; and with the bylaws of the Department of Art.

2. Faculty Responsibilities

As noted in the College of Liberal Arts Bylaws (Chapter V, Section 18), a faculty member’s duties shall consist of an assigned combination of teaching, scholarly or creative activity, and service or professional development. The following examples of these activities are consistent with those provided in Section 18 of the college bylaws, and the mission of the Department of Art:

A. Instruction. Instruction in Art and Art History includes activities such as classroom teaching; preparation and development of courses; evaluation of student performance; consultation with students; direction of undergraduate and graduate students in individual study, research, creative exploration and production, internships and practice; advising of undergraduate and graduate students; professional development of teaching skills; service on undergraduate and graduate Committees and outreach.

Because students in most undergraduate and graduate art courses are required to develop effective cognitive and communication skills, it is especially important for the Department of Art faculty to model high standards of effective cognitive and communication skills, as well as creative exploration and research methods.

B. Scholarly and creative activity. Scholarly and creative activity includes the advancement, integration, and application of knowledge through creative activity, research and scholarship related to those disciplines of Art and Art History, and studies designed to enhance the teaching of that discipline.
Scholarly and creative activities also include professional growth and development through participation in professional workshops and attending professional conferences.

C. Service. Service includes activities such as:

(1) University service: administrative activities such as department chair, Director of Undergraduate or Graduate studies; participation on department, college, and University Committees, boards, and panels.

(2) Community service and/ or Outreach pertains to activities that are intrinsically related to the professional training and expertise of the individual faculty member.

3) Professional Service: activities for professional organizations including but not limited to reviewing manuscripts and grant proposals, adjudication, board and committee membership, on local, regional, national and international professional organizations. Service as visiting artists and guest lecturers are also a component of professional service.

3. Recruitment and Appointment of Faculty.

(1) Recruitment and appointment of faculty shall be governed by criteria established by the college and University Bylaws.

(2) The department shall search for faculty to fill prescribed areas of specialization in accord with its shared missions and long-term planning, hiring practices as stated in the department’s Policy and Procedures Manual requirements, NSHE Code and Human Resources policies.

4. Evaluation of Faculty

A. All personnel evaluations shall be made on the basis of specified professional responsibilities and performance expectations mutually agreed upon by the individual faculty member, the department chair, and in accordance with University policy and role statements as approved by the department chair and dean of the College of Liberal Arts. Professional responsibilities specified in writing for each faculty member shall accord with the mission and priorities of the faculty member’s department, or appropriate division of one’s department. This Statement of Professional Responsibilities shall document the mutually agreed upon expectations including the faculty member’s responsibilities in teaching, scholarly and/or creative activity, and service as defined in Section 18 of the college bylaws and Chapter V, Section 3 of these bylaws.
As noted in Section 20 of the college bylaws, neither the faculty member nor the chair of the department can unilaterally (a) determine or (b) alter the responsibilities of a faculty member. Significant discrepancies between an academic or administrative faculty member’s statement of professional responsibilities and the department’s mission must be approved by the dean of the College of Liberal Arts. If a faculty member and the department chair cannot agree upon specified professional responsibilities, the matter is subject to mediation by the dean of the College of Liberal Arts. If mediation by the dean fails, then the matter is subject to mediation by the University administration or to grievance procedures as outlined in the Sections 3.2.33-38 of the University Bylaws.

B. Standards of review. All evaluations shall be based on equitable and uniform criteria and procedures for assessing the quality of a faculty member’s performance, whether in annual evaluation, merit consideration, promotion, or consideration for continuing contract status. All evaluations of academic faculty shall include peer review and shall be based on careful assessment of pertinent evidence in order to arrive at just and equitable recommendations.

C. Annual evaluation of faculty. The Department of Art shall annually evaluate all continuing and contingent faculty (as defined in Section 16 of the college bylaws and Chapter III, Section 1 of these bylaws). This evaluation shall occur in accordance with procedures as outlined in department bylaws and in conformity with Section 40 of the University Bylaws.

(1) Criteria for evaluation. All faculty shall be evaluated annually on their accomplishment of professional responsibilities and performance expectations as specified in the statement of professional responsibilities (see Section 20.A. of the college bylaws).

(2) Documentation. Each continuing member of the faculty in the Department of Art shall submit a standard annual evaluation form to the department chair documenting the faculty member’s performance for the year. Supporting materials may be requested the discretion of the personnel committee and/or department chair and may include copies of materials documenting teaching, scholarly and/or creative activities and service. The department shall submit annual evaluation forms and written evaluations for each of their faculty members to the Director of the School of the Arts and the Dean of the College of Liberal Arts.

(3) Signatures. Every evaluation submitted to the Dean of the College of Liberal Arts shall include a statement signed by the faculty member indicating that the faculty member has read the evaluation.

(4) Disagreements with annual evaluation. Faculty members who disagree with their annual evaluations may attach a written statement to the
evaluation document stating their objections. Such written statements shall become part of the annual evaluation.

(5) Reconsideration and grievance. A faculty member may request reconsideration of his or her annual evaluation (see Section 15.C. of the college bylaws). Formal reconsideration of annual evaluation is governed by a University-level process (see the Regent’s Handbook on the reconsideration and grievance process).

D. Merit consideration for faculty. Annual evaluations of faculty performance enable the College of Liberal Arts to recognize achievement within departments and other college units.

The personnel committee of the Department of Art shall, when requested by the dean, rate the professional performance of each faculty member. In cases where the members of the personnel committee disagree on a particular rating, each member of the personnel committees shall prepare a separate rating. The department chair will communicate to the dean the recommendations of the personnel committee along with the chair’s recommendations should they differ. The personnel committee will be informed if the chair disagrees with their recommendations.

The department recognizes the difference between request for reconsideration and in cases where the chair may not concur with the personnel committee’s recommendations, he/she will prepare a document expressing that disagreement; the faculty member at issue and the chair of the personnel committee shall receive a copy.

For the reconsideration process for decisions on merit see the Regent’s Handbook.

5 Reappointment, Third-Year Review, and Probationary Period: Tenure-Track (II, III, IV) and Non-Tenure-Track “Zero Rank” [0(II), 0(III), 0(IV)] Faculty.

A. Reappointment and non-reappointment of tenure-track (II, III, IV) and Non-Tenure-Track [0(II), 0(III), 0(IV)] Faculty. The Department of Art must evaluate all non-tenured faculty annually and make a recommendation to the dean concerning reappointment by dates specified in the NSHE Code, Chapter 5.

B. Notification of reappointment/non-reappointment. Faculty in the categories included in Section 21.A. of the college bylaws, and Chapter IV, Section 1 of these bylaws must be notified concerning reappointment/non-reappointment by dates specified in the NSHE Code, Chapter 5.

C. Third-year review. Tenure-track (II, III, IV) and those non-tenure-track faculty [0(II), 0(III), 0(IV)] who are eligible must undergo a careful third-year review. The third-year review will assess the faculty member’s progress toward tenure or
promotion, and may be used to determine reappointment for the following academic year. The personnel committee shall make a recommendation to the dean on each third-year review.

D. Maximum probationary period. The maximum probationary period is six years for both tenure-track and non-tenure-track faculty for who are eligible for retained status. Application materials for tenure or reappointment in retained status must be submitted to the college no later than the beginning of the sixth academic year. The department may require tenure and/or promotion materials to be submitted on or before the start of the spring semester.

(1) Tenure-track faculty. If a tenure-track faculty member has not been awarded tenure by the end of the faculty member’s sixth probationary year, the faculty member will be notified that the contract issued for the seventh academic year will be a terminal contract.

(2) Non-tenure-track faculty for who are eligible for retained status. If a non-tenure-track faculty [0(II), 0(III), 0(IV)] who is eligible for retained status has not been awarded retention by the end of the faculty member’s sixth probationary year, the faculty member will be notified that the contract issued for the seventh year will be a terminal contract.

E. Probationary credit. If approved by the dean and the provost at the time of hearing, tenure-track faculty may receive up to a maximum of three years probationary credit for service in a faculty position at other institutions. The faculty member’s letter of offer with the NSHE shall specify the years of prior service to be applied to the faculty member’s probationary period.

F. Extension of the probationary period. The faculty member may request an extension of the probationary period. The dean may recommend that the President approve such a request. The President may extend the probationary period in accordance with NSHE Code [3.3.1. (c) and 3.3.1. (d)]. In particular, faculty may request such an extension due to family and/or medical circumstances as specified in the Federal Family & Medical Leave Act, whether or not the faculty member takes any kind of leave.

6. Tenure and Promotion: Tenure-Track Faculty

A. Eligibility for tenure. A probationary full-time member of the academic faculty in Rank II, III, or IV shall be eligible for appointment with tenure at any time during the probationary period of employment.

B. Appointment with tenure. An initial appointment may be made with tenure upon recommendation by the department and dean, following NSHE Code [3.3.1(b)].
C. Initiating consideration. The process is usually initiated by the department. However, the applicant for tenure and/or promotion may initiate the review with the chair of the Department of Art. The applicant’s written materials shall demonstrate that the applicant has met the minimum standards set forth in Section 22.D. of the college bylaws.

D. Standards for appointment with tenure. The faculty member shall demonstrate a record of achievement in teaching, scholarly and/or creative work, and service as defined in Section 49 of the University Bylaws, Section 18 of the college bylaws, and Chapter V, Section 3 of these bylaws. This record of achievement must be consistent with the faculty member’s Statement of Professional Responsibilities and with the mission of the department. The department recommending the tenure-track faculty member for tenure must evaluate the candidate as “excellent” in teaching or scholarly and/or creative work and at least “satisfactory” in the other two areas. (Department bylaws may specify additional requirements consistent with the University Bylaws, the NSHE Code and the department mission.)

E. Standards for promotion. Criteria for promotion include the following:

(1) Promotion to Assistant Professor (Rank II). A faculty member in Rank I shall be eligible for promotion to Rank II when the faculty member has attained a terminal degree in Art or Art History and has demonstrated potential for developing professional achievement in teaching, scholarly and/or creative work, and service.

(2) Promotion to Associate Professor (Rank III). A faculty member in Rank II shall be eligible for promotion to Rank III when the faculty member has established a substantial record of achievement in teaching, scholarly and/or creative work, and service. A departmental recommendation for promotion to the rank of Associate Professor may precede, accompany, or follow upon a recommendation for tenure. Such recommendation shall include an “excellent” evaluation in teaching or scholarly work, and at least a “satisfactory” evaluation in the other two areas.

The Department of Art has adopted the following procedures for requesting external evaluations:

(a) The candidate for promotion shall submit three to five names of external faculty in the rank of Associate or Full Professor who should be willing to provide an external evaluation. Additionally, the personnel committee will recommend a minimum of three to five additional qualified professionals. A minimum of six letters will be solicited by the chair.
(b) The process is complete when the chair has received a minimum of six external evaluations.

(3) Promotion to Professor (Rank IV). A faculty member in Rank III shall be eligible for promotion to Rank IV when the faculty member has established a sustained record of excellence in the discipline of Art, Art History or Art Education. The record shall document creative work, publications or other scholarly work judged significant by peers in the field; distinguished professional service; and distinction in teaching and related activities. The record may document exceptional administrative achievement as well. The department shall obtain appropriate external evaluations of the faculty member’s achievement from Full Professors or from peers who have the equivalent of rank IV and are recognized experts or achievers in their fields according to procedures defined in the preceding paragraphs.

F. Negative recommendations. If a negative recommendation for promotion or tenure is received at any level, the faculty member has the right for reconsideration of the decision following procedures in the NSHE Code (5.2.3 & 5.2.4), the University Bylaws, Section 36.a. and in these bylaws, Chapter IV, Section 5.

7. Reappointment and Promotion: Non-Tenure-Track Faculty

A. Eligibility for reappointment. A non-tenure-track [0(II), 0(III), 0(IV)] member who is eligible for retention may, at the discretion of the department, be considered for reappointment after a six-year probationary period.

B. Initiating reappointment consideration. The process is usually initiated by the department. However, the applicant for reappointment may initiate the review process for retention by submitting a formal request to the department chair. The applicant’s written material shall demonstrate that the applicant has met the minimum standards for retention set forth in Section C. below.

C. Standards for reappointment. The faculty member shall demonstrate a record of achievement in teaching, creative and/or scholarly and/or administrative work, or service, consistent with the faculty member’s Statement of Professional Responsibilities and with the mission of the department. Recommendation for reappointment shall include an “excellent” evaluation in the major area of responsibility of the faculty member, as determined by the department, and at least a “satisfactory” evaluation in other areas of responsibility. Department bylaws may also include procedures for appropriate external evaluations of the faculty member’s achievement.

D. Procedures and criteria. Department bylaws shall establish fair and equitable procedures consistent with University Bylaws and NSHE Code provisions for
conducting evaluations for promotion of faculty who have been retained. Those procedures shall apply the following criteria:

(1) Promotion to Rank 0(II). A non-tenure-track faculty member in Rank 0(I) shall be eligible for promotion to Rank 0(II) when the faculty member has attained an appropriate advanced degree in the relevant professional field, and has demonstrated potential for developing professional achievement in teaching, research and/or creative work, or service.

(2) Promotion to Rank 0(III). A non-tenure-track faculty member in Rank 0(II) shall be eligible for promotion to Rank 0(III) when the faculty member has established a substantial record of achievement in his or her major area of responsibility.

(3) Promotion to Rank 0(IV). A non-tenure-track faculty member in Rank 0(III) shall be eligible for promotion to Rank 0(IV) when the faculty member has further developed a substantial record of achievement in his or her major area of responsibility.

E. Negative recommendations. If a negative recommendation for promotion or continuing status is received at any level, the faculty member has the right for reconsideration of the decision following the procedures in the NSHE Code (5.2.3. & 5.2.4.), University Bylaws, Section 36.a., and these bylaws, Chapter IV, Section 5.