UNIVERSITY OF HAWA'I AT MANOA
DEPARTMENT OF ART AND ART HISTORY
POLICY MANUAL

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PROCEDURE
Approved on 2/17/12 (amended 1/23/15) pending OVCAA/UHPA approval

XII. DEPARTMENT PERSONNEL COMMITTEE

A. Function

To carry out the policies of the Department of Art and Art History with regard to personnel matters:

1. To review recommendations of Search Committees and to make recommendations to the Department Chair (DC) for all appointments of faculty, graduate assistants and teaching lecturers.
2. To review and recommend such personnel actions as: contract renewals, promotions, granting of tenure, severance, extensions of probationary periods, and applications for the lecturer pool and graduate assistantships.

B. Composition of the Committee

1. The Department Personnel Committee (DPC) shall consist of seven tenured faculty who are 100% FTE in the Department of Art and Art History.
2. The DPC must include a minimum of one member from Art History and one from Studio Art.
3. In the event that there are not seven full-time tenured faculty members eligible to serve, the committee will then be made up of the maximum number eligible. If the resulting number is fewer than five (5), the Dean may constitute a DPC in consultation with the DC. This ad hoc DPC will be made up of all UH-Manoa tenured Faculty Members with an appointment of .25 FTE or greater in the department, and additional tenured Faculty Members from related disciplines.

C. Eligibility for Office

1. Faculty members who will be under consideration for personnel action, on sabbatical or on leave without pay are not eligible to serve on the Committee.
2. Faculty members who have served on the Committee two consecutive years or more may elect to go fallow for a period of one year.
3. If a faculty member who has been elected to the DPC goes on unexpected sabbatical leave or leave without pay, he/she will be replaced by the next alternate receiving the most votes. Replacements shall serve for the entire academic year.
D. Term of Office

1. DPC members shall be elected for one academic year. The runners-up shall be designated alternates.

2. Term of Office begins on July 1 and terminates on June 30 of each year.

3. A member may request to be excused from the DPC in cases of physical or mental health impairment or other personal emergency, or appointment to another or higher administrative role/committee which would create a conflict of interest.

E. Procedure for Elections for the Department Personnel Committee

1. No later than the 15th of April of each academic year, an elections committee appointed by the DC will determine which individuals are eligible for election and which are eligible to vote.

2. Rosters of eligible candidates and eligible voters will be distributed for verification. DPC members will receive in their mailboxes a roster (with stated deadline) on which they may declare their eligibility to "go fallow" in the next academic year.

3. Ballots will be prepared by the elections committee from the rosters as corrected, voting will be completed and results announced no later than the final class week of the spring semester.

F. DPC Membership Election

1. All tenure track faculty and lecturers at rank C with seven or more years of employment in this department shall be eligible to vote for DPC membership.

2. The seven faculty members with the most votes will make up the DPC. In the event there is no representation from either Art History or Studio Art, the faculty member receiving the fewest number of votes will be replaced by the faculty member who received the largest number of votes in the unrepresented discipline. In the event that there is no eligible faculty member in the unrepresented discipline the Dean in consultation with the DC will solicit a representative from a related discipline.

   The two faculty members receiving the next largest number of votes shall serve as alternates. If there is any tie vote, a second vote shall be taken, using the names of those tied as nominees to determine who shall serve on the Committee or as an alternate. If subsequently there arises a need for a further alternate, a special election will be held.

3. The Department is not obligated to seek the votes of faculty members
who are absent from campus. It is the absent member's responsibility to keep informed and to vote at the time of balloting. In those cases, ballots may be submitted to the elections committee via mail, email or fax in accordance with the deadline.

4. The duly constituted DPC for the following academic year is composed no later than the end of the prior Spring semester. At the first meeting of the new DPC, a chair and secretary are elected by the Committee from within its ranks.

G. Procedural Guidelines for Personnel Actions

1. Access to Personnel Considerations

The Department of Art and Art History faculty will be kept informed, in writing, of issues before the DPC. The information will include:

   a. Faculty up for normal personnel considerations, and extraordinary cases for personnel consideration and guidelines thereof.

   b. Instructions and guidelines for initiating application for personnel considerations

   c. Deadlines and procedures for applications

   d. Abbreviated minutes of DPC activities for the year

2. Voting

   a. The DPC votes by secret ballot on issues of hiring, contract renewal, promotion and tenure.

   b. Only faculty members of equal or higher rank are eligible to vote on applications for promotions.

   c. The DPC operates in a manner of confidentiality for all personnel decisions, and makes its independent recommendations to the DC. DC shall not take part in DPC deliberations regarding matters of tenure and promotion.

   d. Abstentions are only allowed for votes pertaining to personnel searches if a DPC member was absent due to approved professional travel or personal emergency during a candidate's presentation or interview.

   e. Abstentions are not allowed for Tenure/Promotion votes.

3. Instructors, Teaching Lecturers and Graduate Assistants

The DPC reviews applications and determines admission to the lecturer
pool. When possible, the program to which the application pertains should review the application and submit a recommendation. Lecturers' names are to remain in the lecturer pool for a minimum of three years. After six semesters, if a lecturer has not taught a course for which they were admitted, his/her name will be removed from that pool.

4. Contract Renewal

a. DC shall notify the Contract Renewal applicant by Oct. 1 in a letter that he/she is under review. In the same letter, DC will request up-to-date curriculum vitae, current course syllabi, and a narrative that outlines the applicant's research, teaching and service activities.

Applicant should submit these documents to DC by October 15.

b. Neither anonymous nor unsolicited material shall be considered by the DPC.

c. The applicant may provide a list of dates not suitable for classroom visitation. All members of the DPC and DC should visit at least one class session for a minimum of 45 continual minutes for each individual under personnel consideration and complete the departmental class visitation form.

d. The DPC makes an assessment of the applicant's performance in teaching, research and service based exclusively upon the submitted CV, student course evaluations (CAFE), class visitations, and evidence of university and community service. The committee's vote and written recommendation are then transmitted to the DC.

e. After formulating an independent assessment and recommendation, the DC, with the chair of the DPC present, will inform the applicant of the decisions of the DPC and DC. The DC will show the applicant copies of the DPC and DC recommendations. The DC will then forward the recommendations to the Dean.

6. Tenure and Promotion

a. At the end of the spring semester, faculty eligible for promotion and/or tenure in the following academic year may obtain a packet containing departmental criteria, application procedures, and an approximate calendar with deadlines.

b. Approximately one month prior to application due date, T/P applicants should submit to the Department Secretary a “List of Courses Taught” for verification, as required by Part III.D. of the T/P application.

c. Neither anonymous nor unsolicited material shall be considered by the DPC.
d. Solicitation of external evaluators should occur in the spring semester prior to the submission of T/P application. Evaluators must be at or above the rank aspired to by the applicant, and must not include anyone who may not be able to submit an objective evaluation due to her/his relationship with the applicant (such as thesis/dissertation chair, project collaborator, etc.). Unless there are mitigating circumstances, the external evaluators should be at peer research universities. An explanation of the mitigating circumstances should be included in the DPC recommendation.

A minimum of four letters should be obtained, of which at least 50% should be from the DPC's list. The DPC will request from each applicant a list of names of potential external evaluators. The DPC will compose a separate list. The DPC list should be sufficiently extensive to insure a minimum of 50% representation of external evaluators.

No later than July 1, applicants shall submit to the DC all material for external reviewers. The material should be submitted on a CD/DVD or flashdrive, and consist of a research statement, CV/bibliography and research samples. The research statement and CV/bibliography should be formatted as a PDF.

Studio faculty research samples should consist of 20 examples of her/his creative work since hire accompanied by an annotated inventory list. Digital images should be formatted as jpeg or PDF. Jpegs should be no smaller than 1920 pixels on the longer side, at 72 ppi no larger than 3 MB. Time- or Web-Based Work, Video, Sound, and Animation can be submitted as Mac OS X compatible MOV, MPG, MP4, WMV, or AVI formats. Provide URLs for web-based works. Also provide concise printed instructions for viewing/listening to time-based or web-based work. Time-based work should be limited to 10 minutes.

Art History Faculty research samples should consist of selected publications since hire. Documents should be formatted as a PDF with a table of contents on the first page and each item bookmarked.

The DPC will have the responsibility of directly communicating with external evaluators. Along with their evaluations on their department letterhead, each evaluator will be asked to furnish their current CV, their affiliation or title at their institution. The names of the evaluators and their assessments shall not be disclosed to the applicant. External evaluators letters included in the dossier will be distinguished as being from the applicant's or the DPC's list.

The DPC provides each evaluator material relevant to the applicants' research (narrative, CV, publications and/or documentation of creative work).

e. The applicant may provide a list of dates most appropriate for classroom
visitation. All members of the DPC and DC should visit at least one class session for each individual under personnel consideration and complete the departmental class visitation form. These forms will be made available to applicants after DPC and DC recommendations are made, and prior to the receipt of recommendations by the College Dean.

f. The DPC makes an assessment of the applicant's performance in teaching, research and service based exclusively upon the submitted dossier, curriculum vitae, documentation and evidence of research, internal and external peer evaluations, class visitations, and evidence of university and community service. The committee's vote and written recommendation are then transmitted to the DC.

g. After formulating an independent assessment and recommendation, the DC, with the chair of the DPC present, will inform the applicant of the decisions of the DPC and DC. The DC will show the applicant copies of the DPC and DC recommendations, and will inform the applicant of the possible recourse in the event of a negative recommendation. Unless the application is withdrawn, the DC will then forward the recommendations to the Dean of Arts and Humanities.

7. Sources and Use of Personnel Data

Information pertinent to promotion and tenure applications is generated in standard ways: curriculum vitae, evidence of research and publication, internal and external peer evaluations, letters of recommendation, evidence of university and community service, and such other sources as may prove helpful. The applicant does not have access to external peer evaluations as determined by union contract.

Letters solicited by the applicant should be sent directly to the applicant. In cases where letters are sent to the DPC or DC, they will be given to the applicant. The applicant will determine whether or not to incorporate them in his or her dossier.

H. Department Chair Recommendation Procedure (see Department Chair Recommendation Procedure)

I. Amendments to Department Personnel Committee Procedures

1. This document should be reviewed at minimum every five years.

2. Amendments to this document can take place only by a majority vote of the voting full-time faculty and C level lecturers with seven or more years of employment at the Department of Art and Art History in a duly constituted faculty meeting.

Approved by
DEPARTMENT PERSONNEL COMMITTEE ELECTION PROCEDURES

I. On or before April 15, Department Chair (DC) reminds Elections Committee (EC) to implement DPC Elections.

II. In accordance with the DPC Policies, EC determines which faculty members are eligible for election and which are eligible to vote.

III. EC, in consultation with department secretary, prepares rosters of a) faculty members eligible for DPC membership and b) faculty eligible to vote. EC distributes roster "a" to faculty members to solicit information on upcoming sabbatical, leaves and personnel action, in the following academic year.

IV. EC, in consultation with department secretary, solicits current eligible DPC members' interest to go fallow for the next academic year.

V. EC, with assistance from department secretary, prepares ballots as corrected. Voting will be completed and results announced no later than the last day of instruction of the Spring semester.

VI. New DPC shall meet to elect DPC Chair for the next academic year. This is for the purpose of unanticipated personnel decisions during summer break.
TENURE-TRACK FACULTY
SEARCH PROCEDURES
Approved by Department on November 29, 2007

I. Formulation of Job Posting

A. DC shall solicit program area/s and/or affiliated program area faculty to write a first draft of the job posting to reflect the specific needs of the program/s.

B. DPC and DC will separately review job posting and offer feedback, paying attention on the impact of this search to the whole of the department.

C. DC shall consult with the Dean, College Fiscal Officer and EEOE/AA Officer to finalize job posting. When possible, the DC shall inform affiliated program faculty and DPC prior to submitting the resulting job posting for advertisement.

D. DC shall forward final job posting to all tenured and tenure-track faculty, and Graduate Art Council (GAC) president.

E. All tenured and tenure-track faculty shall contribute to disseminating the job posting with the goal of reaching the strongest potential applicants.

II. Function of Search Committee

A. ALL committee members shall review ALL applications.

B. Search Committee members shall meet to discuss and vote on a long list (comprised of 5 to 10 applicants) to interview.

C. Search Committee Chair shall request academic transcripts from all candidates on the long list. (Copies are acceptable at this stage. Original is needed from the final candidate.)

D. Search Committee shall draft interview questions.

E. Whenever possible, phone and in-person meetings should be conducted with a minimum of two department representatives.

F. Interviewees shall report interview outcome to the entire Search Committee.

G. Immediately after first interviews, the Search Committee shall meet to discuss and vote on a shortlist comprised of 3 ranked finalists.

H. Search Committee Chair shall communicate the outcome of the vote to the DC, along with a brief written summary of the finalists’ qualifications, identifying how each meets the MQs and DQs.
I. Once the shortlist and number of on-campus interviews is approved by the Dean, the Search Committee Chair or assigned member shall organize the on-campus visit.

J. All Search Committee members are expected to take part in the presentations and interviews of each finalist.

III. Function of DC

A. The DC shall appoint the Search Committee to include the most qualified faculty members in area/s most relevant to the advertised position.

B. Once the Search Committee determines a prioritized shortlist of 3 ranked candidates, the DC shall inform the DPC Chair.

C. The DC shall review the selection procedure and the shortlisted candidates’ CVs to confirm that all finalists meet the MQs and adequately meet the DQs.

D. The DC submits a written request to the Dean to initiate on-campus interviews based upon the Search Committee, the DPC and the DC's recommendations.

E. Once the Dean approves initiating the on-campus interviews, the DC shall make public the finalists’ names (along with their CVs, teaching philosophies, artist statements) and interview schedules to department faculty and graduate students. DC should withhold by redaction the applicants’ contact information and personal data from public dissemination.

F. The DC shall provide detailed instructions to the Search Committee on the procedure in organizing the finalists’ on-campus visits.

G. The DC shall implement a faculty and graduate student sign-in sheet at the finalists’ presentations.

H. The DC is expected to attend presentations and conduct on-campus interviews of all finalists.

I. The DC should inform the faculty and graduate students that written feedback concerning the applicants will be accepted by the DPC and DC via email until 8 hours from the end of the interview process of the last candidate.

J. The DC shall forward the DPC’s recommendation along with her/his own to the Dean.
IV. Function of the DPC

A. Once the Search Committee determines a prioritized shortlist of 3 ranked candidates, the DPC shall review the shortlisted candidates' CVs.

B. The DPC Chair shall call a DPC meeting with the Search Committee Chair (or representative) to discuss how the finalists meet the MQs and adequately meet the DQs.

C. The DPC submits a written recommendation of the shortlist to the DC.

D. The DPC formulates a set of interview questions.

E. All DPC members are expected to take part in the presentation and interview of each finalist.

F. Immediately following the end of the on-campus interviews, the DPC shall meet to discuss and vote on ranking the finalists. The DPC Chair shall submit a written recommendation of ranking the finalists to the DC.
TENURE-TRACK FACULTY
PERSONNEL CRITERIA: CONTRACT RENEWAL
Approved by Department on September 24, 2010

The following criteria are offered as a guide to assist in evaluating a candidate's qualifications within the various categories.

I. Teaching

A. The effectiveness of teaching will be judged on:
   1. active and thorough knowledge of the candidate’s specialization
   2. ability to verbally communicate the knowledge of the candidate’s field of specialization
   3. organization and presentation of instructional materials
   4. quality of student production (material submitted by applicant, class exhibitions, class visitations by DC and DPC members)
   5. ability to critically evaluate student production
   6. managerial responsibility with regard to supplies, equipment and environment
   7. participation in activities that support instruction such as curriculum planning, advising students, and development of instructional resources.

B. These will be gauged by Committee review and assessment of:
   1. CAFE forms from first semester of hire
   2. syllabi and examinations
   3. classroom instructions
   4. honors theses and Masters theses supervised by the candidate
   5. for studio faculty: examples of student work

II. Research

shall indicate: evidence of promise (Assistant Professor); evidence of promise being progressively fulfilled (Associate Professor); or evidence of fulfillment of promise and exploration into further realms of endeavor (full Professor).

A. Evidence of Scholarly Research by Art Historians chiefly through:
   1. Publications
   2. Lectures and Presentations of Papers
   3. Curatorial Work
   4. Research Awards, Prizes, and Fellowships
   5. Other forms of research and/or creative endeavors

B. Evidence of Creative Endeavors by Studio Artists chiefly through:
   1. Exhibitions
   2. Lectures, Presented Papers, Publications-
   3. Commissions, Consultation, Design, Curatorial projects
4. Awards, Prizes, and Fellowships
5. Other forms of creative and/or research endeavors

The applicant will provide a Statement of Endeavors that outlines the applicant's research, teaching and service activities since hire, an up-to-date curriculum vitae/bibliography, and the most recent syllabus for each course taught since hire. Since there are no overriding conventions regarding the listing of authors as indicators of contribution, applicants shall indicate the percentage of contribution for co-authored publications in her/his CV/bibliography.

In addition, studio faculty should submit a portfolio on a CD/DVD or flashdrive with 20 examples of her/his creative work since hire. Digital images should be formatted as jpeg or PDF. Jpegs should be no smaller than 1920 pixels on the longer side, at 72 ppi no larger than 3 MB. Time- or Web-Based Work, Video, Sound, and Animation can be submitted as MOV, MPG, MP4, WMV, or AVI formats. Provide URLs for web-based works. Also provide concise printed instructions for viewing/listening to time-based or web-based work. Time-based work should be limited to 10 minutes in total. Portfolios should be accompanied by an annotated inventory list.

The assessment of the above evidence of scholarly and creative endeavors will be conducted by the DPC. The evaluation will be guided by questions of significance as evidenced by peer recognition and/or review and quantity, that is, has the work made a substantive contribution to the field, and, is there a sufficient body of work appropriate to the rank or position sought by the candidate. The DPC will make its assessment independent of any previous DPC review.

In general, published work is more significant than lectures or papers presented. Among publications books are more significant than articles, articles more significant than book reviews. Such factors as peer review, type of publisher or meeting for which work has been done, reviews of published works, or the extent of involvement in curatorial work may all be considered as indicators of the significance of the research activities.

In general, for studio artists, international exhibitions are more important than national, national more important than regional. Published reviews of the exhibitions are helpful indicators of the significance of the work. Commissions may reflect the recognition of an individual's artistic productions.

III. Service

The candidate for contract renewal will be assessed on how s/he has adequately carried out responsibilities in the area in which s/he was initially appointed, whether the Department, College or campus have been strengthened by her/his presence; whether s/he has demonstrated a cooperative attitude and compatibility with faculty and students.
The awarding of tenure and promotion is based upon clear evidence that the candidate has rendered, and will continue to render, valuable service to the department and the university through the discipline(s) of Art and/or Art History, as determined to be beneficial to the department's needs.

The candidate's suitability for tenure and promotion will be gauged by a consideration of the following, in combination, making allowances for variations in individual style and variations in departmental responsibilities defined and understood at the time of appointment.

I. Teaching

A. The effectiveness of teaching will be judged on:
   1. active and thorough knowledge of the candidate's specialization
   2. ability to verbally communicate the knowledge of the candidate's field of specialization
   3. organization and presentation of instructional materials
   4. quality of student production (material submitted by applicant, class exhibitions, class visitations by DC and DPC members)
   5. ability to critically evaluate student production
   6. managerial responsibility with regard to supplies, equipment and environment
   7. participation in activities that support instruction such as curriculum planning, advising students, and development of instructional resources.

B. These will be gauged by Committee review and assessment of:
   1. CAFE forms from first semester of hire, or from the last successful personnel action resulting in a change of rank
   2. syllabi and examinations
   3. peer evaluation by classroom observation
   4. honors theses and Masters theses supervised by the candidate

II. Research

shall indicate: evidence of promise (Assistant Professor); evidence of promise being progressively fulfilled (Associate Professor); or evidence of fulfillment of promise and exploration into further realms of endeavor (full Professor).

A. Evidence of Scholarly Research by Art Historians chiefly through:
   Publications
   Lectures and Presentations of Papers
   Curatorial Work
   Research Awards, Prizes, and Fellowships
   Other forms of research and/or creative endeavors
B. Evidence of Creative Endeavors by Studio Artists chiefly through:
   1. Exhibitions
   2. Lectures, Presented Papers, Publications
   3. Commissions, Consultation, Design, Curatorial projects
   4. Awards, Prizes, and Fellowships
   5. Other forms of creative and/or research endeavors

In addition to material articulated in the UHM "TENURE/PROMOTION APPLICATION", studio faculty should submit a portfolio on a CD/DVD or flashdrive with 20 examples of her/his creative work since hire and 20 samples of student work. (Portfolio of student work is not for external review.) Digital images should be formatted as jpeg or PDF. Jpegs should be no smaller than 1920 pixels on the longer side, at 72 ppi no larger than 3 MB. Time- or Web-Based Work, Video, Sound, and Animation can be submitted as MOV, MPG, MP4, WMV, or AVI formats. Provide URLs for web-based works. Also provide concise printed instructions for viewing/listening to time-based or web-based work. Time-based work should be limited to 10 minutes. Portfolios should be accompanied by an annotated inventory list.

Art History Faculty should submit (in print and electronic formats) selected examples of publications since hire accompanied by a Table of Contents.

Since there are no overriding conventions regarding the listing of authors as indicators of contribution, applicants shall indicate the percentage of contribution for co-authored publications in her/his CV/bibliography.

The assessment of the above evidence of scholarly and creative endeavors will be conducted both by the DPC and by external reviewers. The evaluation will be guided by questions of significance as evidenced by peer recognition and/or review and quantity, that is, has the work made a substantive contribution to the field, and, is there a sufficient body of work appropriate to the rank or position sought by the candidate. The DPC will make its assessment independent of any previous DPC review.

In general, published work is more significant than lectures or papers presented. Among publications books are more significant than articles, articles more significant than book reviews and so forth. Such factors as the type of publisher or meeting for which work has been done, reviews of published works, or the extent of involvement in curatorial work may all be considered as indicators of the significance of the research activities.

In general, for studio artists, international exhibitions are more important than national, national more important than regional. Published reviews of the exhibitions are helpful indicators of the significance of the work. Commissions may reflect the recognition of an individual's artistic productions.
Since there are no overriding conventions regarding the listing of authors as indicators of contribution, the applicant shall indicate the percentage of contribution for co-authored publications in the applicant's CV/bibliography.

III. SERVICE

The candidate under review will be assessed on how s/he has adequately carried out responsibilities in the area in which s/he was initially appointed; whether the Department, College, Campus, University and community at large have been strengthened by her/his presence; whether s/he has actively and effectively participated in administrative responsibilities and through special professional services and activities in and outside of the university.
TENURE-TRACK FACULTY
PERSONNEL CRITERIA: PERIODIC REVIEW
Approved on October 17, 2008

The following criteria are offered as a guide to assist in evaluating a candidate's qualifications within the various categories.

I. Teaching

A. The effectiveness of teaching will be judged on:
1. active and thorough knowledge of the candidate's specialization
2. ability to verbally communicate the knowledge of the candidate's field of specialization
3. organization and presentation of instructional materials
4. managerial responsibility with regard to supplies, equipment and environment
5. participation in activities that support instruction such as curriculum planning, advising students, and development of instructional resources.

B. These will be gauged via:
1. CAFE forms since last personnel action
2. Honors theses and Masters theses supervised by the candidate

II. Research

A. Evidence of Scholarly Research by Art Historians chiefly through:
1. Publications
2. Lectures and Presentations of Papers
3. Curatorial Work
4. Research Awards, Prizes, and Fellowships
5. Other forms of research and/or creative endeavors

B. Evidence of Creative Endeavors by Studio Artists chiefly through:
1. Exhibitions
2. Lectures, Presented Papers, Publications
3. Commissions, Consulting, Designing, Curating
4. Awards, Prizes, and Fellowships
5. Other forms of creative and/or research endeavors

The assessment of the above evidence of scholarly and creative endeavors will be conducted by the DC through a Curriculum Vitae submitted by the candidate under review. Most recent syllabus from each course taught since last personnel action. CV can be supported by a narrative no longer than 3 pages addressing research, teaching and service activities. The evaluation will be guided by questions of significance as evidenced by peer recognition and/or review and quantity, that is, has the work made a substantive contribution to the field, and, is there a sufficient body of work appropriate to the rank occupied by the candidate.
In general, for art historians, published work is more significant than lectures or papers presented. Among publications books are more significant than articles, articles more significant than book reviews and so forth. Such factors as the type of publisher or meeting for which work has been done, reviews of published works, or the extent of involvement in curatorial work may all be considered as indicators of the significance of the research activities.

In general, for studio artists, international exhibitions are more important than national, national more important than regional. Published reviews of the exhibitions are helpful indicators of the significance of the work. Commissions may reflect the recognition of an individual's artistic productions.

III. Service

The candidate under review will be assessed on how s/he has adequately carried out responsibilities in the area in which s/he was initially appointed; whether the Department, College, Campus, University and community at large have been strengthened by her/his presence; whether s/he has actively and effectively participated in administrative responsibilities and through special professional services and activities in and outside of the university.
LECTURER POOL APPLICATION GUIDELINES
Approved by Faculty on 8-4-2008

Job Posting for Part-time Faculty (Lecturer) is listed at http://workatuh.hawaii.edu

I. Applicants should follow application instructions as indicated in workatuh ad. Completed applications shall be sent or delivered to Department Secretary (DS). Online applications will not be accepted.

II. DS shall create an intake file and complete the LECTURER POOL APPLICANT TRACKING FORM. DS shall verify the completion of application. If the application is incomplete DS shall notify applicants of missing components before routing to DC.

III. Complete applications shall be forwarded to Department Chair (DC).

IV. DC shall forward applications to appropriate area(s) and faculty for review and recommendation. Positive recommendation should identify which specific courses the applicant is eligible to teach on APPLICANT TRACKING FORM.

V. DC shall forward applications together with the area(s)' and/or faculty recommendations to the DPC.

VI. DPC shall review and submit its recommendation to DC. Positive recommendation should identify which specific courses the applicant is eligible to teach on APPLICANT TRACKING FORM.

VII. DC shall review applications and recommendations and make a determination of acceptance or rejection. DC shall assign a Lecturer-level to accepted applications and identifies specific courses the applicant is accepted to teach.

VIII. DS notifies the applicant in writing of status (acceptance or non-acceptance).
LECTURER REVIEW POLICIES, PROCEDURE & CRITERIA (STEPS A, B, AND C)

Approved by Faculty on October 5, 2009 (Amended on June 15, 2012)

Review Schedule

Lecturer performance should be reviewed on a regular basis by affiliated Areas. At minimum once every four years, Lecturers should be formally reviewed by the department under the following procedures.

Procedure Of Formal Review

DC shall generate a list of Lecturers scheduled for review during the current academic year. The number of reviews should be staggered to not excessively burden the department.

DC should review the Lecturer/s to ascertain if they have sufficient UHM teaching credits to be eligible for advancement based upon the College's criteria.

DC shall inform the Lecturers, Area Chairs, and DPC by October 1 who is to be reviewed that year, and whether the Lecturers are eligible for advancement.

Lecturers shall submit the following material to DC no later than January 20.

I. Up-to-date curriculum vitae
II. Course syllabi for each course # taught since first semester of hire or last review (not exceeding the most recent three years)
III. Digital portfolio of 20 examples of student work taken from courses taught since first semester of hire or last review accompanied by an annotated inventory list.

By November 1, DC shall solicit a report from the affiliated Area Chair/s that addresses the Lecturer/s' contribution to studio management (classroom and equipment upkeep, supplies) as appropriate to the courses assigned. Report/s shall be made available to the DPC upon receipt.

DPC shall complete its reviews by March 30 and submit its recommendation to the DC.

DC shall complete his/her review by April 15. If any Lecturer/s warrant a request for advancement the DC should make a recommendation to the Dean.
DC shall provide each Lecturer under review a copy of the DPC and DC recommendations by May 1. Copies shall be distributed to relevant Area Chair/s.

Criteria (Step A, B and C)

I. Teaching

A. Effectiveness of teaching will be judged on:
1. Active and thorough knowledge of the lecturer's specialization
2. Ability to verbally communicate knowledge of the lecturer's field of specialization
3. Organization and presentation of instructional materials
4. Quality of student production
5. Ability to critically evaluate student production

B. These will be gauged by the DC and DPC's review and assessment of:
1. Student Evaluations since first semester of hire or last review (not exceeding the most recent four years)
2. Material submitted by applicant
3. Class visitations by DC and a minimum of 2 DPC members

II. Service

A. Contribution To Studio Management (classroom and equipment upkeep, supplies) as appropriate to the courses assigned

B. These will be gauged by the report from affiliated Area/s

Additional Criteria for (Step B & C)

I. Research

A. Evidence of Research by Art Historians chiefly through:
1. Publications
2. Lectures and Presentations of Papers
3. Curatorial Projects
4. Awards, Prizes, and Fellowships
5. Other forms of creative and/or scholarly endeavors

B. Evidence of Research by Studio Artists chiefly through:
1. Exhibitions/Screenings/Performances
2. Lectures, Presented Papers, Publications
3. Commissions, Consultation, Design, Curatorial Projects
4. Awards, Prizes, and Fellowships
5. Other forms of creative and/or scholarly endeavors
GRADUATE ASSISTANTSHIPS
PROCEDURE AND CALENDAR

Graduate Office begins accepting graduate applications on October 1.
GAship Call for Application should be completed and posted on department website by September 1.

Early Spring
- Graduate Faculty discusses and votes on GA allocation, including any GTFs

Mid-Spring
- DC solicits job descriptions from appropriate faculty/staff members or committees
- DC reviews, collates and finalizes job descriptions and formulate application forms
- DPC reviews and approves
- DC notifies Department Secretary
- DC appoints Search Committees (Chair + 2 members)

No later than September 1
- DC posts Call for GAship Applications on department website
- DC notifies continuing MA/MFA students

January 15
- Graduate and GAship Applications Due

February 7 or thereabout
- Grad Faculty votes on MA/MFA admissions
- Area Chairs notify applicants in their area of results
- Search Committees reviews applications and interview candidates

March 1 or thereabout
- Search Committee Chairs submit to Graduate Chair (GC) a ranked list of the applicants (note: - DO NOT rank applicants who are not qualified for the job)
- GC and DC meet, review and approve recommendations
- DC or delegate contacts grads to make offer (newly accepted grads should be given the shortest reasonable period to decide whether to accept our offers.)
- DC informs Department Secretary as applicants accept offers
DEPARTMENTAL CHAIR SELECTION
Approved on April 11, 2014 (amended September 19, 2014)

The determination of the Department's recommendation for DC to the Dean shall be based on a majority vote of all bargaining unit Faculty Members in the Department of Art and Art History.

The department shall initiate the following process no later than in December of the academic year in which a new Chair is to be selected, and complete it no later than March 1 of the same academic year:

I. The incumbent Chair shall designate an administrator from among the faculty members who are unwilling to serve as Chair.

II. The administrator shall ask eligible faculty for nominations, each nomination to be signed by two voting members of the faculty, no member signing more than two nominations. Electronic signatures are permitted.

III. When nominations are closed, the administrator shall ask each member nominated whether he or she is willing to serve as Chair. The administrator shall remove from the list of nominees the names of those unwilling to so stand, and shall inform the faculty of the nominees unwilling to stand for election as well as the names of the remaining nominees.

IV. Each remaining nominee may submit to the administrator a statement of purpose in standing for election, which statement the administrator will distribute to the faculty.

V. Department Chair shall set a meeting for faculty to talk with the candidates.

VI. Votes shall be based on a majority vote of all bargaining unit faculty members in the department at the time of the vote. At a convenient period in March designated by the administrator, the faculty shall vote.

VII. Votes shall be by secret ballot.

VIII. The administrator shall initiate an anonymous voting process (such as adooodle online anonymous voting platform) and alert all faculty members eligible to vote of the voting period.

IX. The administrator shall document the results of the vote and inform the faculty.

X. If no candidate receives a majority, the candidate with the fewest votes shall be removed from the voting list and the vote repeated; and that process shall be repeated until one of the candidates receives a majority.
XI. The administrator communicates with the Dean regarding the departmental recommendation.
AREA CHAIR RESPONSIBILITIES

The department has 9 Areas of Specializations (Art History, Ceramics, Design, Drawing/Painting, Electronic Art, Fiber, Glass, Print Media, Sculpture). The Area Chairs (AC) provide administrative oversight and leadership within the Areas. In Areas with multiple faculty members, the role of Chair is generally rotational and the responsibilities shared.

Personnel
- Makes recommendation to DC regarding course assignments and scheduling. Courses should be assigned in the following priority:
  Tenured/tenure-track faculty
  Graduate Assistants
  Lecturers according to Level in the order C, B then A (seniority need not be a factor)
- Contributes to departmental lecturers reviews
- Administers Area recommendation of Lecturer Pool applications to DPC
- Trains, monitors and mentors Lecturers
- Submits requests to DC for student help, casual hires and federal work-study students; trains and supervises
- Addresses concerns of Area faculty as appropriate

Fiscal
- Anticipates material and equipment needs
- Responsible for expenditures
- Monitors appropriateness of Lab Fee amounts

Academic
- Administers long range curricular planning
- Administers BFA reviews; disseminates announcement to Area students; provides review outcomes to applicants
- (studio areas only) Administers BFA and graduate applications reviews
- (studio areas only) Serves as liaison to incoming graduate students during the summer months; conducts advising; schedules preliminary conference; assigns CRC committees

(Studio Areas only) Facilities / Health and Safety
- Oversees maintenance of studios, labs and adjacent areas
- Organizes and oversees end-of-semester clean-up
- Reports problems to Building Manager
- Oversees proper storage and disposal of hazardous material
- Assures that area faculty and students are complying with health and safety regulations
- Administers annual inventory

Communication and Public Relations
- Disseminate relevant information and announcements to Area majors
- Contributes to alumnus database
- Sends faculty and student achievements to DC
- Oversees Area-based awards and scholarships
- Maintains currency of Area-related information on department website
ARTISTS/SCHOLAR IN RESIDENCE (ASIR)

ELIGIBILITY

- Applications are not accepted.
- Tenure-track faculty member/s may nominate ASIR to the DC.
- ASIR may not be a staff/faculty member of the department and must not have been a student of the department within 5 years of a residency.

PROCESS

- DC and Building Manager will determine the availability of space.
- Studio space may be assigned for up to six months.
- ASIR will abide by the MFA Studio Occupancy Policy (in MFA Handbook).
- The nominating faculty member/s will serve as the primary host/s to the ASIR.
- Contingent on instructor consent, AIR may attend classes.
- ASIRs are responsible for the cost of all materials and supplies used in their work.
- ASIRs agree to contribute to the activities of the department such as studio visits, class visitations, public presentations, and in general serve as a mentor for students.