

## **Department of Art Conservation Promotion and Tenure Procedures and Criteria**

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## **Department of Art Conservation Promotion and Tenure Procedures and Criteria**

The field of art conservation encompasses a wide variety of approaches to the study and treatment of works of art, and is interdisciplinary in nature. One may focus on (1) examination of a work of art (identifying the materials and techniques; determining composition, provenance, authenticity, or date of manufacture; or assessing the condition of piece); (2) deterioration of works of art (identifying the presence and degree of deterioration or damage, studying causes and mechanisms of deterioration, and predicting and preventing future deterioration); (3) treatment of works of art (selecting and applying a satisfactory treatment, or testing potential conservation treatment materials and methods) or (4) preventive conservation (focusing on the mitigation of deterioration and damage to cultural property and the management of collections). Depending upon the area of focus, research and teaching may involve studio art skills, humanities disciplines (such as art history, archaeology, or anthropology), and/or science (such as chemistry, microbiology, materials science, or geology). It is therefore recognized that art conservation faculty will exhibit a wide variety in teaching, research, and creative/scholarly interests.

### **I. General Information**

Faculty members are promoted as a result of demonstrated achievement in the three areas of research, teaching, and service. Documentation of excellence in these areas should be specific, concise, objective, and organized. Principal responsibility for preparation of the dossier presenting this documentation rests with the candidate. Recommendation for promotion will be based on the accomplishments of the candidate since attainment of his or her present rank. Evaluation of the candidate shall be conducted in accordance with the University Faculty Senate guidelines. All department policies are consistent with the Promotion and Tenure Policies described in the Faculty Handbook.

### **II. Outline of Procedures**

#### **A. Eligibility**

A faculty member may apply for promotion at any time (subject to the provisions pertaining to promotion and tenure described in the Faculty Handbook) and has the sole right to allow a dossier to advance or to withdraw it. The candidate's request should be written and directed to the Chairperson of the department. The Chairperson will then initiate the formation of a promotion and tenure committee (hereinafter referred to the PTC).

## B. Schedule

A candidate wishing to be considered for promotion in any given year should advise the Chairperson in writing no later than March 15 of the previous academic year, in order to allow time for the formation of PTC and for solicitation and receipt of external evaluations. The deadline for submission of the candidate's completed dossier is September 1 to the PTC and October 1 to the Chairperson of the department. The deadline for the department's recommendation to the College Committee and Dean is October 15. The candidate may add new material at any stage in the review process if it becomes available.

## C. The Dossier

The candidate is responsible for gathering and organizing the supporting material for the dossier. It should be ordered according to the guidelines given in the Faculty Handbook and in section VI of this document. The candidate is encouraged to consult with the department Chairperson and members of the faculty concerning the content and preparation of the dossier.

## D. Composition of the Department Committee

The Department of Art Conservation is relatively small. Therefore, promotions will be considered and voted upon by a PTC composed of all members of the department faculty who hold rank equal to or higher than that to which the candidate is to be promoted. The committee will elect its own Chair. Faculty members of lower rank may be invited to participate in the discussion at the discretion of the committee. The Chairperson of the department will consult with the committee, but will not participate in, or vote on final recommendations. Final recommendations require a simple majority of eligible votes.

Until the department consists of enough faculty members with higher rank to fill a committee composed of at least three persons, faculty from other departments will be recruited to help form a committee. The outside faculty will be appointed by the Dean in consultation with the department Chairperson.

## E. The Role of the Chairperson of the Department

The Chairperson will review the full dossier, including the report of the PTC, in light of the departmental criteria set forth in the present document. Based on this material and his or her knowledge of the candidate, the Chairperson will make a written recommendation to the College Committee and Dean.

## F. Letters from External Evaluators

The Chair of the departmental PTC will ask the candidate and the PTC to submit lists of potential external evaluators. The Chair will inform the candidate of the names of all potential reviewers and provide him or her with an opportunity to comment on them. The candidate may, for cogent written reasons, ask the Chair to exclude certain individuals as external evaluators. With the advice of the PTC and the department Chairperson, the Chair

will choose a minimum of five external evaluators from these lists, with some chosen from the PTC list and some from the candidate list. If any of the initially chosen external evaluators decline to review the candidate, then the Chair should make a reasonable attempt in his or her selection of additional external evaluators to keep in balance the number of external evaluators selected from the list submitted by the candidate and by the PTC. The external evaluators so selected should not include collaborators or former mentors of the candidate.

The Chair will write to these persons and provide them with (1) a copy of the candidate's curriculum vitae, (2) a copy of the candidate's statement if he or she has submitted one, (3) a copy of all of the candidate's publications (including manuscripts "in press" and "submitted") or other research/creative/scholarly output since attaining the present rank, and (4) a copy of the Department of Art Conservation's "Promotion and Tenure Procedures and Criteria" document. Each external evaluator will be asked to (1) analyze and critically evaluate the candidate's work and accomplishments, (2) compare the candidate with others in the same general area of research who are at a comparable level, and (3) comment on the candidate's potential for future development and contribution to the field. The evaluator should be asked to strive for an evaluative letter, rather than a testimonial or a summary or description of work with no scholarly evaluation.

When these letters are added to the candidate's dossier, each letter will be accompanied by a copy of the letter from the Chair requesting the evaluation and by a brief biographical statement summarizing the external evaluator's credentials and his or her relationship to the candidate. Other letters of evaluation may be included in the promotion dossier, but such letters cannot be substituted for the letters solicited by the Chair from external evaluators. All letters of evaluation concerning the candidate that are received must be included in the dossier. All letters of evaluation will be treated in confidence.

### **III. Criteria and Methods of Evaluation for Promotion and Tenure**

The following areas are considered when applications for promotion and/or granting of tenure are considered. Excellence in research and teaching is required.

- (1) Research, professional, creative, and scholarly performance
- (2) Teaching performance
- (3) Service to the University and the profession

## A. Research/Creativity/Scholarship

It is expected that art conservation faculty will participate in creative, scholarly, and/or scientific research in their area of specialization. This requirement has several objectives:

1. To maintain the faculty member in an active state of creative participation in his or her subject area;
2. To expose students to the research or creative process;
3. To contribute to the general reputation and stature of the department and university as a community of scholars;
4. To contribute to the pool of knowledge and the creative development of methods and techniques available to the field of art conservation.

Both the amount and quality of research will be considered. Quality in this sense denotes originality and significance to the field. Active participation in research or creative activity can be documented in many ways. One such way is through professional publication of research results. Publication in refereed journals is an important indication of the quality of research. Other publications may include scholarly books, invited chapters in books, and papers in conference publications. Other measurable outputs of research can include presentation of papers at professional meetings, invited lectures, awards, and documented reputation in one's field (such as mention in the professional literature). Obtaining contracts and grants to carry out research or creative work through a competitive process also reflects upon the quality of that activity. Unpublished written work (such as treatment reports) that documents participation in research or creative/scholarly activity can also be considered, provided the quality of the work and its usefulness or importance to the field is established through outside expert evaluation arranged by the PTC. Exhibitions can be one documented output of creative work. Professional consultation and free-lance work will be considered positive factors for promotion, with the general guideline being quality of the work and selectivity of the projects undertaken. Projects should offer creative challenge, research opportunities, or a learning experience to enhance the faculty member's teaching capability. Indications of performance can include photographic and written documentation provided by the candidate, independent expert opinion solicited by the PTC, awards and special mentions, publication or professional presentations, letters from clients, and/or peer and Chairperson evaluations. A demonstrated potential for continued growth of a research or creative program is expected.

In addition, peer evaluation letters (discussed in section II.F of this document) are mandatory for promotion to each rank, and must include referees from outside the university. These evaluators should be recognized experts in the candidate's field, chosen from a list of potential reviewers supplied by the candidate and augmented by ones chosen by the PTC. The evaluators will be invited by the PTC to submit a confidential critical analysis of the candidate's research or creative/scholarly activities.

## B. Teaching

Excellence in teaching is expected of each candidate. This includes both quality course content and an ability to communicate. Teaching performance evaluation will be based upon faculty observation, student course evaluations, and/or demonstration of initiative and innovation in the introduction and/or development of significant new courses and course materials and/or of teaching techniques in existing courses. In special cases the PTC may seek solicited letters of evaluation from students (past and present). Of importance is the candidate's knowledge of subject matter, ability to organize and present the subject with coherence and clarity, and skill in stimulating student interest and curiosity. Other evidence for the quality of teaching may include the receipt of teaching awards, improvement of instruction grants, invitations to teach at outside universities or institutes, and published articles relevant to teaching.

The student course evaluations should be obtained by the approved departmental procedures. Information from these written evaluations will be tabulated and summarized by the Chairperson of the department and will be made available, together with the evaluations themselves, to the PTC. Whenever possible, such evaluations will represent the candidate's full term of teaching at the university; emphasis, however, will be placed on recent teaching. If only a selection of the evaluation comments are presented in the dossier, that selection must be taken at random and the method of randomization described. Written evaluations by present and/or former students may also be solicited by the PTC. Syllabi, examinations, study guides, course assignments, and course revisions may be submitted for appraisal. The PTC may also gather evidence from interviews or written evaluations from present or past students regarding the candidate's ability as an adviser and as supervisor of independent studies, M.S. science projects, and/or Ph.D. dissertations.

## C. Service

High quality service on department, college, and/or university committees and to the profession is expected of all faculty members, and is considered in evaluation of the candidate for promotion. Categories of service can include membership on departmental committees, serving as faculty adviser of student groups or clubs, guest lectures in courses of other departments, membership in the college and/or university senate, membership on College committees, membership on university committees, service to professional societies and national organizations, and special activities outside the university. Outside service can include lecturing to community groups, professional consulting, and/or service on city, regional, state, or national boards and commissions.

Both the willingness to undertake such work and competence in performing it are taken into account in the promotion process. The quality of contributions may be documented through the following: record of committee memberships and actual service rendered; letters of commendation of contribution by committee chairperson'; chairmanship of committee documented by colleagues, department Chairperson, or Dean, documentation of special assignments by appropriate supervisors, colleagues or participants; documentation of program participation in professional organizations; letters of commendation from organization officers; documentation of professional consultations.

Special recognition will be granted for appointed chairperson ships or holding elected office in any of the above categories. Professional activities with high external value are also especially recognized. As much as possible, participation in any of these service categories should be documented.

#### **IV. Promotion to Specific Ranks**

##### **A. From Assistant Professor to Associate Professor**

Members of the faculty may apply for promotion at any time. Promotion to associate professor carries tenure, and only those candidates who show promise of becoming leaders in their field will be promoted. Excellence in research/creative activities and teaching, and important service to the department and profession is required.

##### **B. From Associate Professor to Professor**

Advancement from associate professor to professor is not initiated after a fixed number of years. A recommendation for promotion to the rank of professor is made only when the candidate has demonstrated the qualities expected of that rank. These include significant growth, achievement and high quality performance since the last promotion and evidence of having established a reputation in his or her field. It is also expected that the candidate will continue to demonstrate notable skill in teaching. High quality service to the university, the college, the department, the profession, the state, and the nation will continue to be taken into account. In particular, the quality of the candidate's overall contribution to the university will be evaluated.

##### **C. From Associate Professor without Tenure to Associate Professor with Tenure**

If a person has been hired at the rank of associate professor without tenure, then the procedures for evaluating that individual for tenure will be identical with the procedures used when an assistant professor is being considered for promotion to associate professor. Normally a person in this category will not be considered for tenure until he or she has served at least one academic year in rank at the University of Delaware.

## V. Procedures for Initiating Promotion and Tenure Review

- Candidates who wish to be considered for promotion should advise the department Chairperson in writing no later than March 15.
- By April 1, the Chairperson will notify all eligible PTC committee members from within the department. If the number of eligible PTC members does not equal at least 3, the Chairperson will submit a list of recommended members from outside departments to the Dean for recruitment.
- No later than May 1 the PTC shall convene to elect a Chair.
- The candidate shall submit to the committee Chair by May 15 a slate of names of potential external reviewers for evaluation of research/creative/scholarly output; a list of present and/or past students particularly qualified to comment on the candidate's teaching and advising skills should also be submitted.
- The PTC shall meet with the department Chairperson no later than June 1 to select three peer evaluators. The procedure used shall be that described in section II.F of this document. Selection of student evaluators is optional. In all cases, the reviews of external evaluators shall be confidential. However, the candidate will be notified of the larger pool of candidates to be contacted, and may comment in the dossier on the qualifications, personal disagreements, or anticipated biases of any potential reviewers.
- The dossier in support of promotion shall be delivered by the candidate to the Chair of the PTC no later than September 1 of the year in which promotion is sought. Assembling the dossier contents is the primary responsibility of the candidate.
- The PTC shall convene after all members have had an opportunity to peruse the dossier. The committee is to meet formally and follow recognized democratic procedures. All members shall have equal voting rights. The committee may consult with the department Chairperson, who may offer counsel but may not participate in the committee's final deliberations nor vote on its recommendation.
- The recommendation of the PTC shall be promptly reported in writing to the candidate and department Chairperson and should include the numerical vote of the committee and explanation of the reasons for the decision. If any arise, signed minority reports may be included as an appendix to the PTC's recommendation.
- The Chairperson of the department will review the evidence submitted by the candidate and the report of the departmental committee, consider the criteria stated in the university, college, and department statements; and make a recommendation supporting or failing to support the application for promotion. The decision and an explanation in support of it are to be written and transmitted to the departmental committee and forwarded along with the recommendation of the departmental PTC to the candidate and to the Dean of College of Arts and Science by October 15.

- If the candidate wishes to appeal either the decision of the PTC or that of the department Chairperson or suggest amendments to the PTC's or the department Chairperson's letters of recommendation, the candidate may request reconsideration by the PTC and/or the department Chairperson. Such a request for reconsideration must be made by the candidate within one week after receiving notification of the PTC's or the department Chairperson's recommendation, respectively. In the case of any request for reconsideration, the candidate must present in writing the arguments for reconsideration and provide at that time to the PTC and/or the department Chairperson any additional material supporting these arguments.
- If the candidate requests reconsideration by the PTC, the Chair will convene a meeting to consider the candidate's written arguments. At the conclusion of the meeting, a final vote will be taken and a final recommendation will be made. Participation in a reconsideration vote is restricted to those members who participated in the original vote. The department Chairperson will not be present at any reconsideration meeting for the PTC nor participate in its vote or writing of any amendment to its recommendation. A copy of any changes in the decisions and/or letters of recommendation of the PTC and/or the department Chairperson will be transmitted in writing to the candidate.
- The College Committee and Dean's recommendation will be forwarded to the University Promotion and Tenure Committee by January 2.
- The University Promotion and Tenure Committee will make their recommendation by February 15.
- The Provost's recommendation will be made by March 15.
- The University Promotion and Tenure Committee and the Provost's Office will receive and hear appeals up to, but not beyond, April 15. Appeals not filed and heard by April 15 must be carried forward to the following academic year.

## **VI. Organization and Content of the Dossier**

It is important that the dossier be carefully and tightly organized. The candidate is advised to refer to the appropriate sections of the Faculty Handbook. The dossier shall be arranged as discussed in the University Guidelines for Faculty Promotion and Tenure and outlined below:

## Section A. Introductory Material

### 1. Contents and Guidelines

#### \*Recommendation for Promotion Form

- Table of contents
- A copy of the college's and department's promotion and tenure criteria

### 2. Application for promotion

#### \*Candidate's letter requesting promotion

- A curriculum vitae

#### \*Candidate's statement (optional)

### 3. Internal recommendations

- The department committee's recommendation
- The chairperson's recommendation
- College committee's recommendation (if any)
- Dean's or director's recommendation or endorsement
- University committee's recommendation

#### \*Any appeal materials (appeals and rebuttals)

### 4. External recommendation

- Letters of evaluation from peer reviewers together with the supporting material. These letters will be numbered sequentially for reference. *Candidate's statement (optional)*

## Section B. Evidential Materials

### 1. Teaching

This section shall normally include the following: chronological listing of all courses (both scheduled and individual study) taught at the university; syllabi, exams, and/or other course materials; information concerning the development of new courses and/or substantial course revisions; a summary of student evaluations; a summary of independent study, M.S. science project, and Ph.D. dissertation advisement; and any other information which helps to demonstrate the candidate's teaching effectiveness. The numeric portion of course evaluations should be presented as a statistical summary (such as the mean and standard deviation of responses to each questioning a given course evaluation) rather than as raw data. It is suggested that any trends in the candidate's performance be identified, or other methods for providing a frame of reference for the candidate be utilized (such as comparison to any general departmental statistics). It is also suggested that a selection of verbatim student comments from the nonnumeric portion of course evaluations be included. If these comments are included, the selection procedure should be random (with the randomization method described). The procedures used in administering the course evaluations should also be clearly described.

## 2. Research/Creativity/Scholarship

Whereas the candidate's statement (Section 11 in the Introductory Material) is an overview, this section is to be more detailed. The nature of these supporting materials is largely at the discretion of the candidate. Examples of such materials that might be included are a copy of each publication in the relevant interval, a copy of each manuscript "in press" and "submitted" for publication, a copy of any monographs (which can be attached as a separate appendix), a copy of funded or submitted grant proposals, copies of articles citing the candidate's work that discuss the reasons for its importance, published reviews, aspects of outside consulting that bear upon activity in this category, and unpublished written work that is to be evaluated by experts outside the university (the procedures for solicitation of outside reviews must be clearly described). Information on special invited lectures and papers may also be included. If there are collaborators for any projects or publications, the specific contributions of the candidate must be clarified.

## 3. Service

This section should contain a chronological listing of service activities within the department, college, university, profession, and outside community. It should also include a summary of the candidate's activities in national professional organizations; information concerning the candidate's organization of symposia or meetings; evidence of the candidate's review of books, papers, research proposals, etc.; and a summary of the candidate's consulting activities. Especially significant activities should be described in detail.

## **VII. General Policy Statement**

Although specific categories and criteria have been established for the purpose of evaluation, these should be seen as a part of the process inseparable from the prime consideration of assessing the total person. They should not be taken as rigid, stratified, or inflexible standards which could fail to take into account the individual differences of candidates and their interests.

The preceding document does not preclude the possibility that, in the future, an assistant professor or an associate professor may have duties differing substantially from the above. If such is the case, there should be a clear written understanding on the part of all parties of what is expected and what criteria will be used in evaluation for promotion.

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