

## **ORGANIZATION AND PROCEDURES OF THE DEPARTMENT OF ART CONSERVATION**

The **ORGANIZATION AND PROCEDURES** of the department are intended to facilitate broad participation in formulation of decisions; to provide a means for making decisions with sufficient deliberation yet with practical expediency; and to provide equitable distribution of administrative burdens.

### **I. The Department**

#### **A. Definition**

The Department of Art Conservation at the University of Delaware is a unit within the College of Arts and Sciences. It administers two academic programs: an undergraduate program leading to a B.A. degree in Art Conservation and a Master's-level program leading to a M.S. degree in Art Conservation. The master's program is jointly sponsored with the Winterthur Museum. This program is designated the Winterthur/University of Delaware Program in Art Conservation, or WUDPAC.

The faculty, dedicated to the continual improvement of the department and the preservation of our global heritage through the pursuit of excellence in teaching, research, and service, is comprised of:

- Permanent full-time University of Delaware faculty holding primary academic rank in the Department of Art Conservation, including the Chair of the Art Conservation Department,
- Employees of the Winterthur Museum holding the rank or title of Winterthur Professor, Associate Professor, or Assistant Professor in Art Conservation,
- Permanent or full-time University of Delaware faculty holding joint appointments in the Department of Art Conservation, and
- Additional adjunct or part-time Department of Art Conservation professional teaching staff. Adjunct appointments are for a one-year, renewable term.

#### **B. Faculty Responsibility and Voting Rights**

Permanent, full-time faculty holding primary academic rank in Art Conservation have full voting membership and full voting privileges on all matters subject to general departmental review and decision.

In addition, all Department faculty holding rank or title of Winterthur

professor, and joint or adjunct appointments, have voting privileges on policies and procedures relating to the Winterthur/University of Delaware Program in Art Conservation. (See Section V.A) <sup>1</sup>

### C. Art Conservation Department Meetings

Permanent, full-time faculty holding primary academic rank in the Department of Art Conservation will conduct regularly scheduled meetings throughout the academic school year, normally once a semester, and on an *ad hoc* basis if the need should arise. These meetings will be presided over by the Chair of the Art Conservation Department or designate.

Typically, a written agenda will be provided by the Chair in advance of the meetings. Agenda items may be introduced prior to the meeting. Acceptance of previous minutes, old or unresolved business, new business, and any other topics deemed appropriate, will be included as agenda items.

New business, as a regular agenda item, will be introduced at a meeting, and then be held or tabled for consideration and discussion until a subsequent (usually the next regular) meeting is convened, and acted on, if a vote is required. Issues needing action require a <sup>3</sup>/<sub>4</sub> positive vote of all permanent, full-time faculty holding primary academic rank in Art Conservation.

Areas of responsibility include but are not limited to:

- Issues pertaining to promotion and tenure.
- Annual review and appointment of faculty, including Winterthur Professors, and all other full-time, joint, adjunct, S-contract, and part-time or temporary teaching faculty. Faculty subject to annual review are faculty members who carry substantive teaching responsibilities. <sup>2</sup> Appointment rank will

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<sup>1</sup> This is a large faculty, currently numbering 17 with primary teaching responsibility in the Winterthur/University of Delaware Program in Art Conservation. Most Winterthur professors are responsible for a 30%-50% teaching workload in addition to all Winterthur responsibilities. Teaching percentages are negotiated annually with the WUDPAC Director, the Winterthur Director of Conservation, and the faculty member based on student specialty and faculty availability.

<sup>2</sup> Some courses may include guest lecturers to augment course topics taught by academic rank faculty. Guest lecturers will normally be defined as those persons teaching a total of not more than two 3-hour lectures per course code, and are either not compensated or compensated on a per-diem basis. Because guest lecturers will be limited to, at most, only two 3-hour lectures per 3-credit course code, they will not be subject to annual review and appointment procedures. Guest lecturers who may be teaching more than two 3-hour lectures per 3-credit course code must be approved by the Department in advance of their teaching assignments

be based on guidelines established in the Department's Promotion and Tenure Guidelines. (See VI)

- Departmental workload agreements.
- Curriculum review and revision
- Peer review and contract renewals
- Approval of standing committees

## **II. The Department Chair**

### **A. Definition**

The Chair is responsible for administering policies and procedures of the University and the Department and for representing the Department within the institution and to outside agencies.

### **B. Appointment procedures**

The Dean of the College, following University procedures, shall appoint a search committee to nominate candidates for Chair. Subject to the procedures established by the President, the Provost, and the Dean of the College of Arts and Sciences, the department participates in the selection process by presenting its recommendation for chairperson to the search committee and registering its support (or lack thereof) for a search committee's recommendation in a formal vote to be forwarded to the Dean of the College.

### **C. Term of Office and Reappointment**

In accordance with University regulations, the Chair shall be appointed by the President for a five-year term upon the recommendation of the Dean and the Provost. Reappointment for an additional term requires review according to the procedures established by the University, including recommendation from the Department to the Dean.

## **III. Search Committees**

- ### **A. Search Committees for new full-time Department members shall be appointed by the Chair, seeking counsel of the Department and final approval of the College and the Department of Human Resources (HR). If deemed appropriate, members external to the Department may be appointed, but in no instance should external members constitute the majority of the Committee. Search committees present a brief report on the finalists' strengths and weaknesses to the faculty for review and approval before the Chair of the Department seeks HR's and the Dean's approval to make a job offer.**

- B. The Search Committee shall recommend candidates to the Department. Departmental approval requires a  $\frac{3}{4}$  positive vote of all permanent, full-time faculty holding primary academic rank in Art Conservation. Voting procedures for departmental approval follow the policy outlined above.

#### **IV. Bachelor of Arts Program in Art Conservation**

- A. The Undergraduate Program faculty consists of all department faculty.
- B. The Director of the Undergraduate Program

- 1. Appointment

- The Director of the Undergraduate Program will be appointed for a five-year term by the Department Chair in consultation with the Department faculty members and the Dean's office.

- 2. Responsibilities

- The Director of the Undergraduate Program is responsible for administering the undergraduate program, ensuring proper academic advisement of all undergraduate art conservation majors, corresponding with prospective students, and reviewing and revising the curriculum. It is expected that all Department faculty members will assist with these activities, as needed.

#### **V The M.S.-level Program**

The Winterthur/University of Delaware Program in Art Conservation (WUDPAC) is a program sponsored jointly by the Art Conservation Department of the College of Arts and Science of the University of Delaware and Winterthur Museum. The University awards an M.S., and WUDPAC concurrently awards a Certificate in Art Conservation.

- A. WUPDAC Faculty— Definition and Responsibilities

WUDPAC faculty consists of all departmental faculty members as listed in Section 1.A with teaching, research and/or service responsibilities within WUDPAC.

WUDPAC Winterthur and adjunct faculty members will be appointed annually by a committee comprised of all full-time, permanent faculty in the Art Conservation Department and the Director of Conservation at Winterthur. A  $\frac{3}{4}$  positive vote is required for all adjunct appointments.

Faculty appointments and promotions will be made in accordance with the Department of Art Conservation Promotion and Tenure Procedures and

University Faculty Senate guidelines. Winterthur and adjunct faculty members are appointed annually as a result of demonstrated achievement in the teaching, research, and service as outlined below. Both the willingness to undertake such work and the competence and collegiality in performing it are considered.

**Teaching:** High quality or excellence in teaching is expected of all faculty. This includes both quality course content and an ability to communicate effectively. Teaching performance evaluation will be based upon faculty observation, student course evaluations, and the demonstration of initiative and innovation in the introduction and development of new courses and course materials and teaching techniques in existing courses. Of importance is the candidate's up-to-date knowledge of the subject matter, ability to organize and present the subject with coherence and clarity, skill in stimulating student interest, curiosity, and critical thinking skills, and a commitment to sharing multiple perspectives and promoting collaborative solutions.

**Research:** Faculty members are expected to participate in creative, scholarly, and scientific research within their area of specialization. Both the amount and significance of the research will be considered. Measurable output of research includes professional publications, presentation of papers at professional meetings, invited lectures, awards, and documented reputations in one's field, acquisition of contracts and grants, unpublished written work such as examination and treatment reports that document participation in creative/scholarly activity, exhibitions, and professional consultations.

**Service:** Service to the department and the profession is expected of all faculty members. Categories of service can include membership on departmental committees or task forces, serving as a faculty advisor, guest lecturer in courses for other departments or programs, membership in college or university committees, and service to professional societies and membership organizations. Outside service can also include public lectures, professional consulting, and service to regional, state, and national boards and commissions.

Areas of responsibility for the WUDPAC faculty include:

1. Issues pertaining to curriculum review and revision.

A WUDPAC Executive Committee will be formulated annually (see Section V.E.1) to recommend changes to the WUDPAC curriculum. Where appropriate, an ad hoc WUDPAC Curriculum Committee (or other committee/task force as needed) will be convened for advice and consultation.

2. WUDPAC policies and procedures.

Responsibilities include creating, and periodically reviewing, printed guidelines for the Master's program, and its day-to-day operational policies and procedures. These printed guidelines, the WUDPAC Program Procedure and Policy Guide, will be distributed to all WUDPAC faculty, students, and staff annually. Significant changes to these guidelines will first be ratified by the Executive Committee and will require an affirmative vote of the permanent full-time University of Delaware faculty holding primary academic rank in the Department of Art Conservation.

### 3. WUDPAC admission requirements and procedures.

Responsibilities include creating admission requirements to WUDPAC consistent with College and University guidelines for admissions, reviewing them periodically, administering admissions procedures. An Admissions Committee (see Section V.E.2 ) will be selected by the Director to administer the process of admissions annually. Changes in Admissions requirements and procedures will first be ratified by the Executive Committee and will require an affirmative vote of the permanent full-time University of Delaware faculty holding primary academic rank in the Department of Art Conservation.

## B. Program Meetings

Program faculty will conduct regularly scheduled meetings throughout the academic school year, normally every six weeks, and on an *ad hoc* basis if the need should arise. A quorum will be achieved when more than 50% of the faculty is present. These meetings will be presided over by the Director of WUDPAC, or a designate.

A written agenda will be provided in advance of the meetings by the Director (or designate) from items that may be submitted by any faculty member. Acceptance of previous minutes, old or unresolved business, new business, and any other topics deemed appropriate will be included as agenda items. The agenda should be circulated to the faculty at least one day prior to the scheduled meeting. Other items may be discussed at the meeting, but may not receive final action during that meeting.

Issues requiring action or voting will require a simple majority of affirmative votes for passage.

## **C. The Program Director and Associate Director**

### **1. Appointment**

The Program Director will normally be appointed for a five-year term by the Dean of the College of Arts and Science, the Director of Winterthur, and the Chair of the Art Conservation Department, in consultation with the Winterthur Deputy Director of Library and Academic Programs, the Director of Conservation at Winterthur, the Art Conservation Department faculty members holding primary academic rank in the Department of Art Conservation and the WUDPAC Executive Committee.

The Associate Director will normally be appointed for a five-year term by the Dean of the College of Arts and Science, the Director of Winterthur, and the Chair of the Art Conservation Department, in consultation with the Winterthur Deputy Director of Library and Academic Programs, the Director of Conservation at Winterthur, the Art Conservation Department faculty members holding primary academic rank in the Department of Art Conservation, and the WUDPAC Executive Committee.

### **2. Responsibilities**

The Director and the Associate Director are responsible for administering policies and procedures of the M.S.-level program in concordance with the University and Winterthur policies. Decisions with regard to the responsibilities of the faculty employed at Winterthur will be made jointly with the Director of Conservation at Winterthur.

The Director and the Associate Director represent the Program within both institutions and to outside agencies.

The Associate Director reports to the Director, who reports to the Chair of the Department of Art Conservation. The Department Chair reports to the Dean of the College of Arts and Science. The Director and Associate Director must cooperate with the Director of Conservation at Winterthur, the Winterthur Deputy Director of Libraries and Academic Programs, and the Winterthur Director as the program is jointly sponsored with Winterthur.

## **D. Appointment of Faculty is to be carried out in accordance with University and Winterthur procedures; see University Faculty Handbook Section III and responsibilities of department faculty listed above.**

## E. Committees

1. **The Executive Committee** consists of the WUDPAC Director, Associate Director, Director of Conservation at Winterthur, the Department Chair, and five to six other faculty members, and the class leaders of the first- and second-year classes of M.S. students. All full-time faculty holding primary academic rank in Art Conservation shall serve on this committee or comprise at least 50% of the committee membership. At least half of the faculty membership shall be Winterthur professors in Art Conservation, two of whom have significant teaching responsibilities. The committee should total 11 members, including the student members. (Student members will be excluded during personnel discussion and admissions functions)

The Dean of the College of Arts and Science and the Deputy Director of Library and Academic Programs of Winterthur will serve as *ex officio* members.

The Committee members will be appointed annually by the Director in consultation with the Winterthur Deputy Director of Library and Academic Programs, the Director of Conservation at Winterthur, and the Art Conservation Department faculty members holding primary academic rank in the Department of Art Conservation.

Functions and workings of the committee are described in the WUDPAC Program Procedure and Policy Guide. Issues needing action require a  $\frac{3}{4}$  affirmative vote of all committee members.

2. **The Admissions Committee** is appointed by the Chair with consultation from the Directors of WUDPAC and Conservation at Winterthur. The committee shall consist of all full-time faculty holding primary academic rank in art conservation and faculty holding rank or title of Winterthur professor in Art Conservation with approximately equal distribution between both.

3. Other ad hoc committees and task forces

Ad hoc committees and task forces will be appointed by the Program Director and Director of Conservation at Winterthur as needed.

## VI Promotion and Tenure (current document to be appended)

## **VII Ratification and Review**

- A. The ORGANIZATION AND PROCEDURES of the Department of Art Conservation shall be ratified by a  $\frac{3}{4}$  positive vote of all full-time faculty holding primary academic rank in Art Conservation.**
- B. The ORGANIZATION AND PROCEDURES must be regularly reviewed by the Department faculty.**
- C. Amendments may be proposed by any Department member and shall require a  $\frac{3}{4}$  positive vote by a majority of all full-time faculty holding primary academic rank in Art Conservation. Any member on leave will be sent a copy of any proposed changes and will be given two weeks to respond by mail ballot regarding the person's acceptance or rejection of the amendment.**

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