Faculty Evaluation Policy

Fine Arts

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University of Victoria
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1.0 Purpose

This evaluation policy is prepared in accordance with the Collective Agreement between the University of Victoria and the University of Victoria Faculty Association. The purpose is to establish the performance expectations and assessment procedures for the evaluation of Faculty Members and to specify the procedures to be used in making biennial Faculty salary recommendations with the Faculty of Fine Arts.

Definitions of the various appointment types and related terms may be found in Section 2 of the Collective Agreement.

2.0 Evaluation of Members

Members are evaluated for the purposes of reappointment, tenure, promotion, continuing status, and biennial salary adjustment. Faculty Members should be assessed taking into account their years of experience. Higher standards of performance are expected when a Faculty Member is promoted from one rank to another and with the number of years at rank.

Further, expectations for a Member’s performance must be consistent and in proportion to the Member’s FTE. For instance, a Member with 0.5 FTE who produces 1 article during a period of salary review should receive the same score on that deliverable (all other markers of quality and quantity equal) as a Member with 1.0 FTE who produces 2 articles.

The Faculty of Fine Arts Evaluation Policy sets out criteria for the evaluation of Members, pursuant to section 19 of the Collective Agreement. Criteria are further elaborated in the departmental standard for attaining tenure and promotion, and any other departmental policies further developing the criteria as relevant to the practice of any particular discipline.

See Appendices A-E for standards established by individual Departments and School.

3.0 Teaching Performance

Teaching performance requires the evaluation of all of a Faculty Member’s methods and forms of teaching and student supervision. We define excellence in teaching as a
Faculty Member’s proven commitment to and performance in the intellectual and creative development of our students. This includes classroom instruction, guidance of independent study, instruction and/or supervision of creative and scholarly projects involving students, and the development and leadership of course and program design and innovation.

3.1 Components of Teaching Performance

The following items are considered components of teaching performance:

a) peer assessments of teaching performance;

b) contributions to scholarship related to teaching, including but not limited to the following:
   - Scholarship that demonstrates keeping current and furthering one’s field(s) in instruction;
   - Scholarly works relating to teaching, curriculum development or learning in a discipline in which such works would not normally form part of the Member’s scholarly and professional achievement;
   - Presentations and addresses related to teaching, curriculum development or learning in a discipline in which such activities would not normally form part of the Member’s scholarly and professional achievement; and
   - Contributions related to the unit’s teaching program in the form of curriculum development, course design or other contributions that advance the Unit’s ability to meet its teaching responsibilities.

c) numerical Course Experience Survey results
   Interpretation of CES results may need to take into account class size, response rate and related factors that may impact the results. A Faculty Member may wish to provide contextual information as an addendum to the results.

d) student Comments from Course Experience Survey Results may be included, but there is no obligation to do so; where a Faculty Member elects to include such comments, all the comments from a course must be included in the Faculty Member’s teaching dossier.

e) graduate supervision and mentorship

f) creation and use of learning outcomes as shown by inclusion on course outlines

g) contributions toward furthering diversity and inclusivity in the classroom

h) Efforts to innovate and update courses to ensure their currency with respect to the state of the discipline and/or UVic strategic priorities such as dynamic learning, internationalization and Indigeneity

i) effective response to any teaching problems identified from evaluations or by the Chair in the Faculty Member’s Annual Review

j) efforts to improve teaching performance
k) teaching statement
l) course development or introduction of a new course to the curriculum and development of course-related documents
m) work to improve library resources, including the Art History and Visual Studies Visual Resources Collection
n) professional development, such as attendance at Learning and Teaching Centre events or other workshops to improve teaching performance
o) supervision of Directed Studies courses
p) supervision of undergraduate and graduate research assistants
q) supervision of JCURA projects and related intensive projects
r) enhancing opportunities for undergraduate experiential learning, such as field schools
s) supervision of teaching assistants and efforts to improve graduate teaching
t) participation in professional exchanges
u) course and program development for international students
v) development and/or effective use of computer-assisted learning
w) curatorial duties associated with students art presentations for the public
x) reports of external referees in the case of Assistant Teaching Professors or Associate Teaching Professors seeking reappointment or promotion

3.2 Assessment Techniques Used in Making Evaluations

Evidence of meritorious teaching may include, but need not be limited to the following:

a) conducting, directing, designing, curating or other leadership role in Faculty of Fine Arts public performances and arts presentations
b) nomination for and/or receipt of a teaching award
c) repeated significantly positive evaluations by students or peers
d) publications and invited presentations on scholarship of teaching and learning
e) preparation for new teaching assignment
f) major revisions to course material
g) employing innovative teaching methods (e.g. experiential teaching, game-based learning)
h) program development (e.g. undergraduate program, professional diploma or graduate program)
i) mentoring of colleagues to improve quality of teaching
j) significant effort in advising, assisting and acting as mentor to undergraduate and graduate students outside regularly scheduled classes (e.g. in decisions regarding further education and career choices)
k) guest lectures
l) directed reading courses
m) supervision and mentorship of graduate students, teaching assistants or research assistants
n) efforts to design course outlines and implementation of courses that address students with diverse learning styles
o) effort to embed meaningful research experiences for students in course design and implementation (research-inspired teaching)
p) preparation of course materials for online delivery and/or access
q) conducting, directing, designing, curating, editing or other leadership role in Faculty of Fine Arts public performances, arts presentations or scholarly publications (print or online) of student work.

Evidence of outstanding teaching may be indicated by multiple instances of meritorious work in the area of teaching.

Evidence of unsatisfactory teaching may include, but not be limited to, a significant and documented pattern of some of the following factors, especially if they continue for more than one term:

a) not following University – or Faculty – approved policies and procedures on course outlines, hours of teaching, grading procedures, etc.
b) cancellation of classes without notification of and approval from the Chair or Director
c) negative evaluation of teaching performance (from students, peers, or both) across the range of classes taught
d) documented prejudicial or disrespectful treatment of students
e) substantiated reports from students, peers or both of failure to respect diverse critical attitudes that students may have toward topics that invite conflicting ideas and perspectives
f) failure to submit a biennial teaching dossier.

See Appendices A-E for standards established by individual Departments and School.

4.0 Research, Creative Activity and Professional Achievement

4.1 Components

The goal of research and creative activity is to advance knowledge, to build partnerships and to enhance the reputation of the member, the unit, and the University in all types of communities relevant to a Member’s project or discipline. The Faculty recognizes that excellence is defined in ways that are specific to the type of research/creative activity that a Member undertakes. As such, a community-based research project may
be assessed on the basis of the depth and quality of relationships with stakeholders, whereas a conference paper might be assessed on the basis of status of the venue in which is was presented. The research and artistic summary (see section 4.2) provides a Faculty Member with opportunity to frame contributions and indicate appropriate measures of impact and quality from the list of assessment tools given in section 4.2.

Scholarly and creative achievements are evaluated on the basis of the quantity and quality of the research record. The evaluation of scholarly and professional achievement will be conducted on the basis of the Faculty Member’s curriculum vitae. Members should take care to distinguish progress made on larger projects; for instance, noting whether an article/book/recording projects has been submitted, accepted for publication, under contract, forthcoming. In all cases, it is incumbent upon the Member to note the type and extent of peer review and the weight of one’s contribution to collaborative or multi-authored scholarship, grants (indicate percentage of contribution, for instance) or creative activities.

Scholarly and professional achievement will be evaluated in all possible manifestations and modes of dissemination, including print, online, internet-based, exhibit, and performance. Activities and outcomes may include, but are not limited to, the following:

a) books (original scholarly work, stage and screen drama, fiction, music, nonfiction and poetry)
b) productions and broadcasts of original work (including dramatic productions for stage, radio, television, and cinema; musical compositions, including CDs released and/or distributed under a recognized label)
c) relationships with key stakeholders in community-based research and/or creative projects
d) implementations of knowledge mobilization plan for community-based research and/or creative projects
e) media response to research and/or creative production, including community-based projects
f) performance in significant dramatic or musical productions
g) directing and dramaturgy, choreography, conducting
h) evidence of reputation for scholarship that the Faculty Member establishes among professional colleagues at the University, at other academic and professional institutions, and in communities.
i) curating a significant dramatic or musical productions
j) participating in a significant exhibition
k) edited books (scholarly or literary anthologies or editions, 
catalogues raisonnés, Festchriften and similar compilations)
l) design for stage and film (costume, lighting, scenic design, and other specific design elements such as projections, special effects, makeup and properties)
m) production of a major artistic event
n) critical bibliographies
o) contributions to books, dictionaries or encyclopedias
p) contributions of original work to refereed scholarly journals, literary periodicals, news magazines and newspapers (essays, features articles, dramatic scripts, librettos, short stories or novel excerpts, poems)
q) information-technology applications developed by the Faculty Member and adopted by others
r) juried papers presented at conferences, and papers or abstracts published in conference proceedings
s) reviews published, broadcast, or produced for stage or film
t) translation published, broadcast, or produced for stage or film
u) assessments of external referees for tenure and promotion cases
v) building university-community partnerships and community networks
w) handbooks, policy documents, reports, professional trade publications
x) advising and consulting with government and non-government bodies

4.2 Assessment Techniques Used in Evaluation

Members submit a summary of research and creative activity as part of the biennial evaluation process; the summary becomes part of a member’s official Performance File.

The following activities or markers shall also be considered important indicators of professional achievement and standing:

a) the award of research grants is a significant indicator of peer assessment; assessment of such awards will take into account the source of the money and the competitive context in which an award has been made
b) assessments and editorial selection by experts and stakeholders
c) awards, honours and other forms of recognition from community, provincial, national or international organizations
d) inclusion in art exhibition catalogues or specialized dictionaries and encyclopedias of the arts
e) editorship or service on the editorial board of a scholarly or artistic journal, or of a book series
f) participation in academic and professional conferences as a panel member, discussant, or organizer
g) composition commissioned by recognized players or ensembles
h) literary readings sponsored by recognized organizations
i) workshops given for professional organizations, universities and colleges
j) organization of learned conference or colloquium
k) involvement in the scholarship of teaching
l) reviews of books, performances, exhibitions or other creative activities by a Faculty Member, published or broadcast in national or international media
m) publication of new editions of previously published written work, and rebroadcasts or new productions of dramatic or musical works

n) translation of original work by the Faculty member into other languages, or adaptations of works for other media

o) the relative standing of journals, catalogues, university presses and commercial publishing houses

p) scholarly refereeing of books or articles, manuscripts, research projects, grants proposals, or service on artistic juries (e.g. for SSHRC, The Canada Council, B.C. Arts Council)

A judgment of outstanding performance will be made when a Faculty Member can provide extensive evidence of significant achievement and national or international reputation in the discipline.

A judgment of unsatisfactory performance will be made when a Faculty Member can provide limited or no evidence of significant ongoing scholarly activity within the period of review.

*See Appendices A-E for standards established by individual Departments and School.*

### 5.0 Other Contributions

All members are expected to participate in the intellectual and/or artistic life of the Department and to contribute to a collegial, respectful and inclusive workplace.

Other contributions mean contributions to the University, a profession, or the community. The evaluation of other contributions shall be conducted on the basis of a Faculty Member’s curriculum vitae and supporting materials provided by the Faculty Member. Unit polices specify the factors that should be evaluated under other contributions and may include, but are not limited to, the following:

a) service to the University, Faculty, Department, Faculty Association or student organizations, including membership on, and Chairing of committees

b) contributions to institutional governance (e.g. as member of Senate, Board of Governors, or Faculty Association)

c) service as Chair of a Department or Director of a School, centre, program or institute

d) service as an external examiner on graduate student committees either at or outside the University of Victoria

e) significant collaborative work with other units in the University

f) review or evaluation of peers for purposes of promotion, merit, or awards
g) service to other academic institutions such as program reviews or curriculum consultation

h) public appearances (e.g. speeches, broadcasts, newspaper articles, workshops, talks to community and professional groups)

i) contributions to the profession or community, or professional services to external organizations, that reflect to the advantage of the University (e.g., membership on boards or councils, service to the professional theatre)

j) adjudication at a festival

In judging meritorious performance in the area of other contributions, the following factors are among those to be taken into account:

a) quality of participation in administrative and committee work at the unit, Faculty and university levels commensurate with rank and experience

b) level and significance of participation

c) level of responsibility

d) level of leadership

e) workload and demands on time and energy required

f) setting (e.g., internal/external, local/national, disciplinary/non-disciplinary)

g) extent to which such activities align with UVic strategic properties of bring distinction to the University

Exceptions in the area of other contributions increase when a Faculty Member is promoted from one rank to another and with the number of years at the rank of Professor.

Repeated refusals to serve on committees, or to accept other assignments contributing to the governance of the Department, Faculty and/or University, or to attend meetings, will be a basis for a judgment of unsatisfactory performance in the area of other contributions.

*See Appendices a-e for standards established by individual Departments and School.*

6.0 Performance Expectations for Reappointment, Tenure and Promotion

6.1 Reappointment of an Assistant Professor

Tenure-track Assistant Professors appointed to an initial three-year term are normally considered for reappointment to a second three-year term in fall term of the third year
of their initial appointment. An Assistant Professor is evaluated for reappointment on the basis of:

a) teaching performance since being appointed to the University
b) scholarly and/or creative achievements during the Faculty Member’s career; and
c) service and professional activities since being appointed to the University.

An Assistant Professor under consideration for reappointment must demonstrate reasonable progress toward meeting the Department or School’s written expectations for the granting of tenure.

6.2 Reappointment of an Assistant Teaching Professor

An Assistant Teaching Professor is eligible to be reappointed for a term of four years. An Assistant Teaching Professor is evaluated for reappointment on the basis of:

a) teaching performance; and
b) other contributions

An Assistant Teaching Professor under consideration for reappointment must demonstrate that the candidate has met or exceeded the written expectations of their Department and continues to demonstrate superior teaching performance. When this is achieved, there is an expectation of reappointment.

At the time of second reappointment, an Assistant Teaching Professor must be considered for a continuing appointment, and reviewed by the department committee that considers reappointments and be recommended by the Dean as having met the standards in 6.2 and related sections of unit policies.

6.3 Associate Teaching Professor

Where a Faculty Member is appointed at the rank of Associate Teaching Professor, the Member must be considered for a continuing appointment in the final year of the initial appointment term. An Associate Teaching Professor is evaluated for a continuing appointment on the basis of:

a) teaching performance; and
b) other contributions

An Associate Teaching Professor under consideration for a continuing appointment must demonstrate that the written expectations of the Department/School have been met or
exceeded. Where this is achieved, there is an expectation of continuing appointment. Before a continuing appointment is granted, the Associate Teaching Professor must be reviewed by the departmental committee that considers reappointments and be recommended by the Dean as having met the standard for continuing appointment for their Department. The Associate Teaching Professor must include in their teaching dossier evidence of two recent peer reviews of teaching.

An Associate Teaching Professor who is being considered for a continuing appointment may also apply for promotion to Teaching Professor with tenure, but the Faculty Member will only be considered for promotion if the Faculty Member requests it. An Associate Teaching Professor may be awarded a continuing appointment even if their application for Teaching Professor with tenure is unsuccessful and may apply again for promotion in a later year.

6.4 Reappointment of an Artist-in-Residence

An Artist-in-Residence, whose performance meets or exceeds the expected standards, has an expectation of reappointment.

After an Artist-in-Residence has been reappointed for a second five-year term, there will be no review of the Artist-in-Residence’s performance for the purpose of assessing the criteria set out in the departmental standard on the occasion of any subsequent reappointment, unless the Artist-in-Residence has been denied a CPI in any one of the previous five years. Where a CPI has been received in each of the five previous years, the reappointment will not require an application of further documentation from the Artist-in-Residence.

In the event that an Artist-in-Residence has been denied a CPI in any one of the previous five years prior to a scheduled reappointment, the departmental committee that considers reappointments will determine whether the Artist-in-Residence has met the departmental standard for reappointment. Where the committee determines that the standard has been met or exceeded, there is an exception of reappointment and subsequent reappointments will be effected in accordance with sections 22.22 and 41 of the Collective Agreement.

An Artist-in-Residence is evaluated for reappointment on the basis of a record of performance in the following areas:

a) teaching performance since appointment to the University

b) research and/or creative activity and professional achievements during the member’s career; and

c) other contributions since appointment to the University
6.5 Academic Administrators

An Academic Administrator whose performance consistently meets or exceeds the expected standard may be reappointed for a second term of three years.

Where the Academic Administrator is appointed to an academic Department, the procedures of the Department respecting reappointment will apply. Where the Academic Administrator is not appointed to a Department, the designated Line Authority will appoint a committee with a majority of voting members being Faculty Members holding regular academic appointments with relevant expertise to consider the reappointment.

6.6 Tenure

Applicants for tenure must demonstrate that their teaching performance and their scholarly and professional achievements meet or exceed the standards for the rank established by the unit in which the applicant holds an appointment.

To become tenured, an Assistant Professor eligible for tenure must demonstrate a record of performance that meets or exceeds the Department of School’s written expectations. The tenure decision is based on:

a) teaching performance since appointment at the University and a commitment to the importance of excellence in teaching;

b) scholarly, professional and/or creative achievement; and

c) service and professional activities that further the goals of the University and the Faculty member’s discipline, where teaching performance and scholarly and creative achievements have paramount importance; and

d) the capacity to attain the standards to become an Associate Professor.

The scholarly and creative activity expected from a person holding a part-time appointment will be in proportion to the scholarly activity expected from a person with a full-time appointment. Standards of quality in both scholarly/creative work and teaching remain the same.

6.7 Associate Professor

To become a tenured Associate Professor, a Faculty Member must demonstrate research and/or creative work that has made a substantial contribution to a discipline; teaching performance at or above a level of quality appropriate to the Faculty Member’s experience and with a commitment to excellence in teaching; and capacity for continuing development with regard to each of the following:
a) scholarly, professional and/or creative achievement;
b) teaching; and
c) service and professional activities that further the goals of the University and the Faculty Member’s academic discipline.

6.8 Professor

To become a tenured Professor, a Faculty Member must demonstrate a record of performance in the following areas, that meets or exceeds the Department or School’s written expectations:

a) scholarship and/or creative achievement that has made substantial contributions to the academic discipline;
b) satisfactory teaching performance and demonstrated commitment to continued development of curriculum and teaching skills;
c) a record of service and professional activities that further the goals of the University and the Faculty Member’s academic discipline; and
d) outstanding achievements in either teaching or scholarship and/or creative achievement that has attained recognition at a national or international level.

6.9 Promotion to Associate Teaching Professor

An Assistant Teaching Professor may apply for promotion to Associate Teaching Professor at the time of second reappointment or in any year thereafter. An Assistant Teaching Professor may not apply for promotion to Associate Teaching Professor earlier than the dates for second reappointment unless, in the letter of offer, the Assistant Teaching Professor has been granted years of credit toward promotion based upon previous teaching experience at another post-secondary institution.

Promotion to Associate Teaching Professor of an Assistant Teaching Professor who does not have a continuing appointment confers a continuing appointment, but an Assistant Teaching Professor may be granted a continuing appointment without promotion.

To become and Associate Teaching Professor, the Assistant Teaching Professor must have the appropriate academic credentials or evidence of appropriate professional achievement and must demonstrate:

a) excellence in teaching;
b) initiative in the development and delivery of the academic program of the Assistant Teaching Professor’s unit of the University; and
c) service and professional activities that further the goals of the University and the Assistant Teaching Professor’s discipline.

Under normal circumstances, assessment for promotion to Associate Teaching Professor will be based primarily on the record of achievements since the date of the candidate’s first appointment at the University.

Examples of initiatives or first steps in furthering the goals of the University might include innovative use of technology in the classroom, major revision to course material, employing innovative teaching methods, and developing new courses. Further examples are provided in FAFEP sections 3.1-3.2 and Department/ School polices found in Appendices A-E.

### 6.10 Promotion to Teaching Professor

An Associate Teaching Professor may apply for promotion to Teaching Professor during the fourth year of holding the rank of Associate Teaching professor or in any year thereafter. The workload assignment and study leave of a Teaching Professor with tenure are the same as those of an Assistant or Associate Teaching Professor with a continuing appointment. The title of Teaching Professor with tenure does not entitle a Member to a term free of teaching. An Associate Teaching Professor who is promoted to Teaching Professor is granted tenure.

To become a Teaching Professor, an Associate Teaching professor must have the appropriate academic credentials or evidence of appropriate professional achievement and must demonstrate:

- a) a record of outstanding achievement in teaching; and
- b) either scholarship related to teaching that has attained national or international recognition, or substantial leadership in the improvement of teaching in the Associate Teaching Professor’s Department or in the University; and
- c) service and professional activities that further the goals of the University and the Associate Teaching Professor’s discipline.

### 7.0 Documentation

Where the performance of a Member is being evaluated for the purpose of reappointment, tenure, promotion or salary, the only documents and information that may be considered are documents or information contained in the Member’s Official Performance File, and documents or information submitted by the Member (CA, section 21.1).
Tenure and Promotion considerations are informed by assessments from referees; the Faculty of Fine Arts requires a minimum of three letters and a maximum of six letters. For assistant and associate professors seeking tenure and promotion, letters must be from external referees. Normally, at least two letters will be from external referees in the case of Associate Teaching Professors seeking the rank of Teaching Professor.

8.0 Biennial Evaluation Process

CPI (career progress increment) and MI (merit increment) are used to recognize satisfactory and meritorious performance. MIs serve to recognize levels of meritorious performance beyond the level of performance required for a CPI, and Faculty Members can be awarded MIs only if they have achieved the standard of performance required for the awarding of CPI. Note that Professors ineligible to receive a CPI by virtue of their salary levels must still achieve the standard of performance for a CPI before they can be recommended for one or more MIs.

All Members receiving a CPI will receive 0.0, 0.5, 1.0, 1.5, 2.0, 2.5, 3.0, 3.5 or 4.0 MIs. Any score of 0.0 or 0.5 requires the Chair to write to the Member, explaining the reasons behind the decision.

8.1 Salary Dates

Salary deadlines are as follows:

February 1 Members submit biennial documentation to Chairs or Director.
Odd-numbered years

March 1 Chairs or Director submit their recommendations to Dean.
 Odd-numbered years

Faculty members are reviewed for CPI and MIs every two years. The faculty member will receive a salary adjustment effective July 1 in the year of the review and the same adjustment is again applied on July 1 in the next year using the applicable values for the increments in each year except for a new appointment.

Salary review for the Faculty of Fine Arts, as part of Group A, occurs in odd numbered years, 2017, 2019, 2021, etc. For 2016/17, merit allocations stand as per 2015 results.
Where a Member is on leave at the date for submitting material for salary evaluation purposes, the Member (except a Member on sick leave or long term disability) will be invited to submit materials for the salary evaluation on the due date. If the Member cannot or chooses not to submit this material on the due date, then provided the sections regarding return from the leave in question do not provide for salary review, the Member may submit material within one month of his or her return. In that case, the Dean and Chair will evaluate the Member at that time and make a salary adjustment recommendation to the Provost, retroactive to the applicable adjustment date.

8.2 Period of Review

For evaluation purposes related to salary increments, Faculty Members are evaluated based on performance over the four years of service preceding January 1 of the year in which the Member is evaluated.

The salary for a faculty member in the second and third years of initial appointment will, without review, be adjusted by the addition of a CPI plus two MI.

If the Faculty Members is in a unit being evaluated in the second year of his or her appointment, the Faculty Member will be evaluated with their colleagues in that year, but the resulting CPI and MI decision will only be applied in the third year of appointment.

Faculty Members whose units are evaluated in the third year of appointment will be evaluated with their colleagues in that year and their salary for the fourth year of appointment will be that awarded by the evaluation process.

8.3 Impact of Leaves and Special Circumstances

The Fine Arts Evaluation Policy makes provisions for taking into account the effect on performance of maternity, parental and adoption leave, special leave, sick leave, compassionate care leave, companionate leave without salary, and long term disability.

When a Faculty Member has been on leave, except without salary, for more than one teaching term during the period of review, the review period for purposes of evaluating teaching performance and other contributions is extended by one year.

Depending on individual circumstances, further means for taking the effect on performance into account may include any of the following:

a) extending the period of review for purposes of evaluating research and creative activity by one year;
b) making a temporary adjustment to the evaluation ratios;

c) giving added weight to local and/or online contributions to research and creative activity in instances where travel is lessened or not possible due to mobility or other circumstances; and/or

d) crafting return to work plans that acknowledge the impact of leaves and specify assessment considerations as members return to work.

Members who were on leave are encouraged to submit an impact statement outlining how a leave has impacted their research/creative activity over the evaluation window for the biennial evaluation process.

8.4 Merit Increment Pool

Each department or school receives a pool of MIs available for award equal to 85% of twice the number of Members to be evaluated, excluding the chair/director. The chair/director recommends MIs for Faculty members using this pool.

The Dean holds back 15% of twice the number of Members to be evaluated, excluding the chairs/director, in addition to MIs equivalent to twice the number of chairs/director, and a supplementary pool where the number of MIs shall be equal to the number of chair/director The resultant MIs are used by the Dean to award MIs to all chairs/director and to ensure a fair distribution of MIs through allocation to Members across the Faculty (such allocations are based on the recommendation of a Member’s chair/director).

8.5 Recommendations

The Chairs and Director are responsible for the initial salary recommendation for CPI and MIs for Faculty members in their Departments or School, excluding themselves, the Associate Dean and Dean. The Chair or Director provides a written rationale for the specified award for each Faculty Member.

8.6 Evaluation Ratios

Unless another arrangement is negotiated in writing in advance with the Chair or Director and approved by the Dean, evaluation of Faculty Members occurs as follows:

i) Faculty Members, other than Assistant Teaching Professors, Associate Teaching Professors, Teaching Professors and Artist-in Residence, are evaluated for biennial salary review with references to criteria set out in
sections 3.0 – 5.0 of FAFEP and in accordance with the ratio of 40:40-20 respectively;
   a) teaching performance (40%)
   b) scholarship and/or creative endeavours (40%)
   c) other contributions (20%)

ii) Assistant Teaching Professors, Associate Teaching Professors and Teaching Professors are evaluated for biennial salary review with reference to criteria set out in sections 4.0 – 5.0 of FEFAP and in accordance with the ratio or 80:20 respectively:
   a) teaching performance (80%); and
   b) other contributions (20%).

While Assistant Teaching Professors and Associate Teaching Professors are not evaluated on the basis of their research and scholarship, there is an expectation that they will keep abreast of current developments in their respective fields, and they may be evaluated on the basis of contributions to scholarship related to teaching, which is included in the definition of teaching performance in FAFEP section 4.0. Teaching Professors will be expected to make contributions to scholarship related to teaching on an ongoing basis.

iii) Artists-in Residence are evaluated for biennial salary review with reference to criteria set out in sections 3.0 – 5.0 of FAFEP and in accordance with the ratio of 40:40-20 respectively;
   a) scholarship and/or creative activity (40%)
   b) teaching performance (40%)
   c) other contributions (20%)

iv) Academic Administrators are evaluated on the criteria listed in the job description in the ratio to be fixed between Members and Chair and approved by the Dean or, where the Member is not in a Department, between the Member and the appropriate Line Authority.

An alternative ratio in which no criterion in the ratio is weighed at less than 20% may be arranged in advance by a Faculty Member and Chair or Director, and approved by the Dean, for a fixed period. Chairs and Directors will normally make such agreements with the Dean at the time of their appointment, and this will be in effect for the term of the appointment.

The ratios specified above or the alternative ratio agreed to, is for the purposes of salary evaluation only, and has no relation to workload distribution or reappointment, tenure and/or promotion consideration.
8.7 Required Documentation

It is incumbent on all Faculty Members to ensure the documentation required for the salary evaluation is available and up-to-date. The following documentations are required to be submitted to the unit Chair or Director for biennial salary review:

a) for regular Faculty Members, excluding Assistant, Associate and Teaching Professors, a summary of research/creative achievements with attention, where relevant, given to discipline appropriate reputational markers, community-based research and collaborative work

b) activity Summary (Appendix I) highlighting key accomplishments during the period of review. The activity summary is added to the Faculty Member’s Official Performance File. Activities reported outside the window of consideration will not be assessed.

c) curriculum vitae using the Faculty of Fine Arts template (Appendix G). A Member’s curriculum vitae is a public document that is to be kept on file in the office of the Faculty Member’s Department. The unit will provide an additional copy to the Dean’s office.

d) a short-form teaching dossier (template provided in Appendix H) that includes completed aggregated statistical results of all course experience surveys and supporting documentation, such as peer assessments of teaching, sample course outlines and assessment tools, and related evidence of teaching performance as outlined in section 3.1. Dossiers should be restricted to the period under review.

Appendices

Appendix A: Department of Art History and Visual Studies Evaluation Policy
Appendix B: School of music Evaluation Policy
Appendix C: Department of Theatre Evaluation Policy
Appendix D: Department of Visual Arts Evaluation Policy
Appendix E: Department of Writing Evaluation Policy
Appendix F: Peer Assessment Tool for the Faculty of Fine Arts
Appendix G: Curriculum Vitae Template
Appendix H: Short-Form Teaching Dossier Template for Biennial Evaluation Process
Appendix I: Activity Summary Template for Biennial Evaluation Process
Appendix J: Recommendation Form for Reappointment, Tenure, Promotion
Appendix K: Letter Template to Referees
Appendix D: Department of Visual Arts Evaluation Policy

1.0 Scholarly and Creative Achievements

1.1 Introduction

The criteria outlined here apply to the biennial salary review, reappointment, promotion and tenure processes for Faculty Members in Visual Arts. These criteria are aligned with the standards set for evaluation, reappointment, tenure and promotion, set out in the Collective Agreement, in sections 16, 17, and 19. This document refers only to the Scholarly and Creative Achievements in the Faculty of Fine Arts document on Performance Expectations for Re-appointment and tenure and promotion. Teaching Effectiveness, Service and Professional Achievements are covered in the main document.

1.2 General Background

Standards for accomplishment in the visual arts have to do with the level of recognition of the exhibiting venue, the critical review and the recognized importance of the work to a wide context of contemporary art. For the purpose of achieving tenure and promotion, recognition of contribution is achieved through demonstrated commitment to the field and through accumulated acknowledgments of those activities.

This requires an ongoing record of work that gives tangible evidence of the individual’s artistic development, maturity of vision and advancement of the discipline through the contribution of new knowledge. The output and documentation of research must be considered individually in relation to each candidate’s specific area of expertise. The products of research are highly varied; therefore it is not possible to set specific quantitative standards relating to research in the visual arts. Some products of research may be multiple, allowing for wider distribution to galleries, simultaneous exhibitions, publications, etc. In other instances, projects may evolve over longer periods of time and may be exhibited only once. Modes of scholarship or creative production may be collaborative, performance-based, specific to particular sites, (both real and virtual, or web-based). The recognition of ongoing productivity and verifiable quality is primary, and it is the candidate’s responsibility to document and demonstrate this. Faculty Members should be assessed taking into account their years of experience (CA 19.17).

As stated above, the responsibility for providing evidence that will help in the assessment of quality resides with the candidate. Work that has not been subjected to accepted editorial, curatorial or jury-selection procedures by experts in the field will require special scrutiny in the assessment process. Scholarly achievements and production which fall outside a Faculty Member’s recognized disciplinary, multi-
disciplinary and/or interdisciplinary activities may need special attention when submitted for evaluation in order to assess the degree to which such work may be relevant to the Faculty Member’s recognized field of knowledge. Collaborative work is valued, but the specific nature of the contribution to multi-authored activities will need to be fully documented.

It is the responsibility of the Faculty Member to maintain a dossier that documents all types of scholarship or creative production. Generally, it is not possible to quantify how much a Faculty Member has produced in a prescriptive way, although these rough guidelines are intended to direct Faculty Members to plan their careers along the following lines:

1.3 Reappointment of Assistant Professor, Assistant Teaching Professor, Associate Teaching Professor

1.3.1 Assistant Professor: Scholarship of high quality demonstrated by measures listed under 2.1, 2.2 and 2.3 below; evidence of a commitment to ongoing research, as well as an indication of future research directions.

1.3.2 Assistant Teaching Professor: while not evaluated on the basis of research and scholarship, Assistant Teaching Professors are expected to remain abreast of current developments in their respective fields, as may be demonstrated by measures listed under 2.1, 2.2 and 2.3 below. They will be evaluated on the basis of contributions to teaching as demonstrated by the documentation provided in CES results and in their teaching dossiers.

1.3.3 Associate Teaching Professor: Teaching Scholarship of high quality demonstrated by the documentation provided in CES results and in their teaching dossiers. While not evaluated on the basis of research and scholarship, Assistant Teaching Professors are expected to remain abreast of current developments in their respective fields, as may be demonstrated by measures listed under 2.1, 2.2 and 2.3 below. It is expected that the Faculty Member will have produced some results listed under 2.1, but all contributions must show evidence of the maintenance of high standards and development as a teacher.

1.4 Tenured Assistant Professor

Scholarship of high quality demonstrated by measures listed under 2.1, 2.2 and 2.3 below. It is expected that the Faculty Member will have produced some results listed under 2.1.
1.5 Tenured Associate Professor and Tenured Teaching Professor

1.5.1 Tenured Associate Professor: Substantial contributions to scholarship demonstrated by measures listed under 2.1, 2.2, and 2.3 below. It is expected that the Faculty Member will have produced a substantial number of results listed under 2.1, but all contributions must show evidence of the maintenance of high standards and development as a researcher.

1.5.2 Tenured Teaching Professor: Scholarship of high quality demonstrated by measures listed under 2.1, 2.2 and 2.3 below as these activities relate to staying current in the field of Visual Arts with regards to teaching and teaching related research. It is expected that the Faculty Member will have produced significant results listed under 2.1, but all contributions must show evidence of the maintenance of high standards and development as a teacher.

1.6 Tenured Professor

Demonstration of scholarship that has made a substantial contribution to the academic discipline, teaching effectiveness at or above a level of quality appropriate to the Faculty Member’s experience and with a continuing commitment to excellence in teaching; a record of service and professional activities that further the goals of the University and the Faculty Member’s academic discipline; and outstanding achievements with regard to either teaching; or outstanding contributions to scholarship demonstrated by measures listed under 2.1, 2.2 and 2.3 below, with a majority of the research results drawn from 2.1; recognized standing at the national or international level.

2.0 Measures of Performance

There are a variety of opportunities for disseminating scholarship or creative production to the art community and public at the local, regional, national, and international levels that confirm development. Such activities include, but are not limited to:

2.1 Level A:

(a) major award or grant from a public institution or foundation;
(b) curated, solo exhibition or performance at national or international public institution;
(c) catalogue or book published on member’s work by public institution;
(d) peer-reviewed monograph by or about the Faculty Member;
(e) peer-reviewed journal article;
(f) representing Canada in a national or international exhibition or festival;
(g) having work collected in a major public institution/museum;
(h) solo exhibition or performance at major commercial gallery;
(i) solo exhibition or performance with the parallel gallery system;
(j) commissioned work in a public context;
(k) curated group exhibition at the national or international level within a public institution or museum;
(l) curating an exhibition with a demonstrated review process;
(m) plenary speaker at international, national or regional research or professional conference (with documentation);
(n) peer-reviewed exhibition catalogue;
(o) installation, performance or screening at major international festival;
(p) patenting a new technology that advances knowledge in the member’s discipline;
(q) awarded artist residency of international scope, for a long durations (peer reviewed);
(r) collaborative projects, awards, and grants on an international/national level (indicate % of involvement and number of collaborators);
(s) community engaged research project at a nation or international level (peer reviewed).

2.2 Level B:

(a) invitational group exhibition or performance at private institution;
(b) curated group exhibition or performance at private institution;
(c) published critical review or essay on member’s work;
(d) provincial or local award or grant from a public institution or foundation;
(e) article by or about the Faculty Member in a non-peer-reviewed journal;
(f) paper or other formal presentation at a conference;
(g) curating an exhibition not subject to review process (not in the Visual Arts Dept.);
(h) principal investigator for project that has received a collaborative grant from a public institution or foundation;
(i) development of a course or program that promotes new growth in the discipline;
(j) installation, performance, or screening at minor international or national festival;
(k) collaborative projects on a national/regional level (indicate % of involvement and number of collaborators);
(l) shortlisted for a major national or international award;
(m) minor award or grant from a public institution or foundation;
(n) significant non-commissioned work in a public context (peer reviewed);
(o) community engaged research project at a regional level (peer reviewed).
2.3 **Level C:**

(a) artist residency; of short duration, local or regional  
(b) brief article for a publication that is not peer-reviewed; 
(c) book review or exhibition review for a peer-reviewed journal; 
(d) invitation as speaker by another institution;  
(e) installation or performance at regional or local festival; 
(f) participation at a national conference or festival;  
(g) nominated for a major national or international award;  
(h) shortlist for a significant provincial / civic award;  
(i) awarded provincial or municipal grant;  
(k) collaborative projects on a local level (indicate % of involvement and number of collaborators).

2.4 **Notes:**

2.4.1 The Chair may, in consultation with the Faculty Member, solicit external advice regarding the assessment of an item of scholarship or creative production. Candidates are responsible for providing to the Chair and/or the Dean, when requested, appropriate evidence of any items of scholarship that have been proposed for credit.

2.4.2 Faculty Members must familiarize themselves with the standards set out in the Faculty of Fine Arts Evaluation Policy, and this document. Nota bene: It is the responsibility of the Faculty Member to understand this information fully and seek clarification when necessary; the Chair can only guide and serve as mentor.

2.4.3 Credit in any given year may be received for scholarship or creative production that has been published or exhibited during the period of review.