

School of Art Bylaws

Approved by the faculty on October 2, 2015

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I. GOVERNANCE

A. Director, School of Art, The University of Tennessee

A tenured member of the faculty at the rank of Full Professor, the Director is appointed by the Dean of the College of Arts and Sciences. The Director's duties include the following:

1. General Administration
 - a. Serves as principal administrative officer for the School and represents the School to the upper administration;
 - b. Chairs the Faculty Advisory Committee, external boards and councils and faculty meetings;
 - d. Oversees the general operation of the School of Art;
 - e. Works with faculty regarding program and curricular development;
 - f. Reports to the Dean of the College of Arts and Sciences and appropriate accrediting agencies, such as NASAD;
 - g. Convenes the faculty as a whole for meetings at least twice a semester.
2. Personnel
 - a. Responsible for faculty assignments and workloads;
 - b. Responsible for staff assignments and administering personnel policies;
 - c. Recommends faculty appointments, reappointments, promotions, and tenure as outlined in the Faculty Handbook;
 - d. Responsible for hiring of non-tenure track faculty in consultation with area faculty;
 - e. Addresses faculty concerns;
 - f. Responsible for faculty and staff performance evaluations;
 - g. Recommends the hiring of staff to Human Resources.
3. Budget
 - a. Responsible for budgetary planning and the allocation and control of available funds.
4. Public Relations and Fund Raising
 - a. Represents the School in the community and throughout the State of Tennessee;
 - b. Represents the School at state, regional and national conferences and in state, regional and national organizations;
 - c. Facilitates fundraising, focusing on alumni giving and the private sector in consultation with, and with the support of, the College Office of Development.
5. Other Responsibilities
 - a. Addresses student concerns.
 - b. Serves as an ex-officio, non-voting member of all School committees.
 - c. Teaches, with a load reduction.

B. Associate Director, School of Art

A tenured member of the faculty, the Associate Director is appointed by the Director of the School. The Associate Director's duties include the following:

1. Representative of the Director
 - a. Responsible for the General Administration (see Section A.1) of the School under the direction of, or in the absence of, the Director;
 - b. Member of the Faculty Advisory Committee.
2. Coordinator of Undergraduate Studies
 - a. Coordinates advising, academic discipline and recruiting at the undergraduate level;
 - b. Works with the Director and Area Coordinators in scheduling classes;
 - c. Serves as a non-voting member of the Undergraduate Curriculum Committee.
3. Coordinator of Registration
 - a. Responsible for registration procedures for all semesters.
4. Coordinator of Freshman Advising
 - a. Oversees summer Freshman Orientation for incoming students and transfer students intending to major in art and design;
 - b. Advises all freshmen;
 - c. Manages enrollment for new and transfer students to monitor fulfillment of pre-requisites.
5. Other Responsibilities
 - a. Teaches, with a load reduction as assigned.
 - b. Revises Undergraduate Catalog material and School of Art Undergraduate Student Handbook, and works with the Graduate Program Coordinator in revising the Graduate Catalog and the Graduate Handbook;
 - c. Responsible for preparing special reports relating to undergraduate studies;
 - d. Oversight of transfer relationships with community colleges and other state universities;
 - e. Works with Registrar and Tennessee Board of Regents regarding transfer arrangements in Art, Design, and Art History;
 - f. Represents the School of Art on appropriate college-level committees.

C. Director of Foundations

The Director of Foundations is charged with creating and maintaining the structure and content of the foundations curriculum and training, mentoring, and supervising Graduate Teaching Assistants and Graduate Teaching Associates working in the Foundations curriculum (ART 101, 102, 103) and its supporting facilities.

Teaching assignments in Foundations are made in consultation with the Director of the Graduate Program.

D. Area Coordinator

The Area Coordinator should be a tenured member of the faculty, unless the area is without one. Area faculty select Area Coordinators each spring for service in the following academic year. The charge of the Area Coordinator is to make sure that the duties listed below are taken care of in an efficient and timely manner. Duties described below should be divided among area faculty. At the beginning of each academic year the Area Coordinator informs the Director and Associate Director how the list of duties is divided among area faculty.

The Area Coordinator will represent one of the nine undergraduate areas or sub-concentrations in the School: Art History, Ceramics, Drawing, Graphic Design, 4D, Painting, Photography, Printmaking, and Sculpture.

The Area Coordinator is responsible for facilitating and delegating the following:

1. Representing the interests of their academic area to the Director and the Associate Director;
2. Facilitating portfolio reviews, advising, and recruiting for the area;
3. Monitoring BFA Capstone (for Studio students);
4. Scheduling of courses, teaching assignments, and hiring of non-tenure track faculty;
5. Scheduling and monitoring of GTA assignments in Studio and Design;
6. Supervising expenditures from the area's course fee account;
7. Preparation of equipment requests, including annual Technology Fee and instructional equipment requests;
8. Organization and maintenance of area facilities, including compliance with health and safety regulations;
9. Monitoring the School of Art website for currency and accuracy of information about the area.

E. Director of Graduate Studies

A tenured member of the faculty, the Director of Graduate Studies is appointed on an annual basis for the academic year by the Director.

1. The Director of Graduate Studies convenes and chairs meetings of the Graduate Committee as a non-voting member unless the Director of the School of Art appoints a chair;
2. Serves as an ex-officio member of the Faculty Advisory Committee;
3. Teaches with a load reduction as assigned;
4. Assures that policies and procedures approved by the Graduate Committee and the faculty are implemented in a timely manner and carried out within a consistent and fair process;
5. Facilitates graduate recruiting by
 - a. Working with the Graduate Committee to develop a recruiting strategy;
 - b. Responding to written, email, and telephone inquiries;
 - c. Responding to campus visits by prospective students;
 - d. Monitoring the School web site for currency and accuracy.
6. Promotes the quality and accountability of the program by
 - a. Serving as a liaison between the School of Art and other campus entities;
 - b. Facilitating information sessions and events for students as needed;
 - c. Working with the Director of Foundations in assigning Graduate Teaching Assistants;
 - d. Offering Graduate Orientation for entering students every August;
 - e. Coordinating First-Semester Graduate Seminar every fall;
 - f. Scheduling and coordinating School-wide Graduate Reviews each semester;
 - g. Coordinating the Graduate Scholarship Review each spring;
 - h. Updating the School of Art Graduate Handbook each summer;
 - i. Assuring that M.F.A. thesis projects are properly documented; and
 - j. Working to keep the Graduate Student Steering Committee active and to foster a positive interdisciplinary graduate culture in the School of Art.

F. Faculty as a Whole

1. Faculty meetings will be held at least twice per semester. The faculty will receive notification at least two weeks prior to the meeting unless there is an emergency. The faculty will receive the agenda for meeting at least one week prior to meeting.
2. Personnel decisions regarding promotion and tenure shall be considered by appropriate full-time faculty, as outlined in the Faculty Handbook. Before voting,

a faculty member must read the dossier of the candidate and sign a register to that effect. Details of this process are outlined in the Personnel section of the Bylaws.

3. Tenured and tenure track faculty, as a whole, are responsible for the curricula of the School of Art.

Voting and Meeting Protocols

1. Faculty meetings will be conducted using Parliamentary Procedures.

2. Non-personnel decisions of the faculty shall require a majority vote. A quorum consists of more than half (51% or more) of the faculty as a whole.

3. Voting by proxy is not permitted in meetings of the full faculty.

4. Guidelines specific to voting on personnel matters—retention, promotion and tenure deliberations are detailed below in Section II.E.

G. Standing Committees

Guidelines governing standing committee membership and procedures:

In most cases committee members will serve three-year terms; these terms may be renewable for a second term of service at the discretion of the areas and Director.

Ideally, no more than one-third of the membership of a standing committee will be newly appointed in any given year.

The Director and Associate Director of the School of Art in consultation with faculty in each area of the School will make committee assignments.

Matters of career advancement for faculty working to build dossiers for promotion; balance in the overall workload of each faculty member within the School of Art; and service commitments in the College, the University, and the profession are factors that will be considered in committee assignments.

The membership of each committee will determine the committee's policy on voting on action items by proxy in the event that a member is unable to attend a meeting.

Minutes should be compiled as a record of topics under discussion and of committee actions. Each committee should determine whether it is in the best interest of the School to share the minutes of committee meetings after each meeting or if a semester or year-end report seems more appropriate. Minutes and other reports should be archived on a School of Art Governance Blackboard site in PDF format.

1. Faculty Advisory Committee

Membership:

Chaired by the Director, the committee is composed of the Associate Director and Graduate Program Director, along with representatives from each additional concentration within the School of Art. The additional members will not duplicate the concentrations of the Director, Associate Director, and Director of Graduate Studies. Since there are five undergraduate concentrations (Art History, Graphic Design, 2D, 3D, and 4D), when possible the committee will have no fewer than five members, including the chair.

Committee Charge:

The committee functions as a faculty advisory committee to the Director in policies and procedures relevant to the School.

Committee Meetings:

Meetings are called as needed by the Director or the Associate Director.

2. Diversity Committee

Membership:

The Director in consultation with the Associate Director appoints the Chair and members of the committee.

Committee Charge:

The Diversity Committee develops and implements the diversity goals of the School of Art while establishing benchmarks of achievement. The Diversity Committee works to make our commitment to diversity visible. The Diversity Committee works with standing committees, such as the Graduate Committee and VADSCO, to carry out diversity initiatives. The Diversity Committee advises faculty and staff search committees on issues of diversity. The Diversity Committee reports periodically to the full faculty.

Committee Meetings:

Meetings will occur at the beginning and end of each academic year with additional meetings as needed.

3. Graduate Program Committee

Membership:

The Graduate Committee is composed of the Director of Graduate Studies (non-voting), the Director of Foundations (non-voting) and one member from each of the graduate concentration areas in the School of Art with an additional member from Art History. The Director of Graduate Studies chairs the committee, unless the Director of the School of Art appoints another faculty member. Each area

elects a representative to the committee during the previous spring in consultation with the Director of the School of Art.

The committee also includes a graduate student representative (non-voting) selected by the Graduate Student Steering Committee. The Graduate Student representative may be excused from the meeting during confidential deliberations.

Committee Charge:

The committee's duties include advising the faculty on academic program changes, School academic policies, and the graduate application process.

The committee is also responsible for:

- Establishing procedures and recommendations for awarding Graduate Teaching Assistantships in the School of Art that are not attached to a concentration area;
- Making recommendations to change the graduate curriculum;
- Screening nominations for scholarships and awards for College and University competitions;
- Coordinating School-wide graduate reviews and fourth-semester presentations;
- Coordinating SACS Student Learning Outcome Assessments for the graduate degree;
- Coordinating graduate review scholarship awards;
- Reviewing graduate student grievances, concerns, and petitions regarding School of Art policy. If a student has a concern that cannot be resolved in the student's concentration area, or if a student wishes to deviate in any way from established School policy regarding graduate study, the committee hears such appeals. The committee deliberates the issue(s) and may recommend a decision for a vote of the full faculty;
- Handling all other matters related to the graduate program.

4. Undergraduate Curriculum Committee

Membership:

Members of this committee are appointed by the School of Art Director in consultation with the Associate Director to reflect a balanced representation from the School. Since there are five undergraduate concentrations (Art History, Graphic Design, 2D, 3D, and 4D), when possible the committee will have no fewer than five members, including the chair. The Associate Director is a non-voting member of this committee.

Committee Charge:

This committee deals with all matters relating to the School's undergraduate curriculum including, but not limited to, undergraduate degree requirements and curricular proposals. Regular reports of the committee's activities are presented during faculty meetings. The committee is expected to develop plans and

proposals relating to the undergraduate program and then seek approval from the full faculty during regular faculty meetings.

Ideally, the Curriculum Committee will place all proposed changes to the curriculum at least three days before a scheduled faculty meeting. Curriculum proposals are either on a consent agenda or the main agenda. Minor curriculum changes (e.g., slight changes to the wording of course descriptions) will be on the consent agenda, which should be reviewed carefully by all faculty members before the faculty meeting in which these changes are to be voted on to make sure there are no items of concern. If there are such items, they will be moved to the main agenda for further discussion. Any items that remain on the consent agenda will be voted on as a package, while items on the main agenda will be discussed individually.

Committee Meetings:
The Chair schedules meetings.

5. Undergraduate Research Committee

Membership:

The committee is comprised of five faculty members—a chair, appointed by the Director, and, when possible, four additional members who are appointed in consultation with the Area Coordinators to ensure a diverse representation of the faculty. The Director of the Ewing Gallery will be a consultant for the BFA Honors Show and will participate in the call for participation and the curation of the show. Other faculty representatives will be invited to assist the discussion and coordination of special projects as needed. One undergraduate student representative (non-voting) will be selected by the Director of the School to serve each academic year.

Committee Charge:

The purpose of the committee is to promote undergraduate research and creative endeavors. The committee coordinates and promotes the School's participation in the annual Exhibition of Undergraduate Research and Creative Achievement (EURēCA) coordinated by the Office of Research and Engagement. The committee also establishes the review process and selects the participants, with consultation from the Ewing Gallery Director, for the School of Art Honors Exhibition held each May. Beyond these duties, the committee may pursue other initiatives that enhance research and creative advancement for undergraduates.

Committee Meetings:

Meetings are scheduled as needed to fulfill the committee's charge.

6. Scholarship Committee

Membership:

The Chair and additional members are appointed by the Director in consultation with Area Coordinators to ensure a diverse representation of the faculty.

Committee Charge:

The Committee administers the undergraduate scholarship programs, with primary responsibilities as follows:

- Organization of scholarship day every spring and oversight of the related voting by the full faculty for undergraduate scholarships;
- Oversight and administration of material, travel and residency awards;
- Coordination of applications due dates for Scholarship with those for BFA Honors consideration.

Committee Meetings:

Meetings are scheduled as needed during the school year.

7. Programming Committee Membership:**Membership:**

The Chair and members of this committee are appointed by the Director in consultation with the Associate Director to ensure a diverse representation of faculty. When possible one representative from 2d, 3d, 4d, Graphic Design, and Art History should serve on the Committee. The Director of the Ewing Gallery is a voting member of the committee. Members serve staggered terms.

Committee Charge:

This committee solicits and entertains funding requests for visiting artists, designers, and scholars as well as other programming proposals (e.g., gallery shows, workshops, etc.) from the faculty. Recommendations from this committee are forwarded to the School Director. Working with the budget allocated by the School Director, the Committee selects, by vote or consensus, a slate of programming. This committee also coordinates publicity for this programming.

Committee Meetings:

The committee meets at least twice a year to determine upcoming programming for the School of Art.

H. Ad Hoc Committees

Ad hoc committees can be formed as needed by the Director and/or on the recommendation of the faculty as a whole.

II. PERSONNEL POLICIES AND PROCEDURES

Introduction

Personnel policies for School of Art Faculty described in these bylaws are in compliance with the Faculty Handbook and the Manual for Faculty Evaluation. Personnel policies for the university are also described in various Human Resources policy documents. These can be found on the websites of the Office of the Provost and the Office of Human Resources (Knoxville Area). Below are current links for these documents

Faculty Handbook

<http://cdn-provost.utk.edu/wp-content/uploads/sites/10/2015/08/Faculty-Handbook-2015-.pdf>

Manual for Faculty Evaluation

<http://cdn-provost.utk.edu/wp-content/uploads/sites/10/2015/08/Manual-for-Faculty-Evaluation-2015.pdf>

UT Personnel Policies

http://policy.tennessee.edu/hr_policy/

A. Process and Criteria for Promotion and Tenure

The principles of tenure and its importance to ensuring academic freedom are described in the Faculty Handbook. The procedures for granting tenure are described in the Manual for Faculty Evaluation, which includes information on the format of the dossier, external letters of assessment, written statements from the Director and the faculty, dissenting reports, and previous evaluative reports. Faculty should also consult the College of Arts and Sciences website for College guidelines on the preparation of these documents: <http://artsci.utk.edu/faculty-staff-resources/promotion-tenure/>.

In the School of Art, the Promotion and Tenure Review Committee is composed of all tenured members of the faculty. A representative of the review committee is selected by the Director to summarize the faculty discussion and present the summary and vote to the Director. Review materials documenting a faculty member's activities in teaching, research/creative achievement, and service will vary with the academic discipline, whether it is in studio art, design, or art history. However, these materials should consist of a dossier (described in the Manual for Faculty Evaluation), a current *Curriculum vitae*, and any supporting materials such as sample publications, videos, reproductions, or other appropriate forms of documentation. It is the responsibility of the non-tenured faculty member to create and pay for the production of her/his dossier materials. Each faculty member is responsible for the accuracy and completeness of the factual records and informational material contained in the dossier prior to the beginning of the review process. The faculty member signs a statement certifying that he/she has reviewed these parts of the dossier. While faculty members are asked to suggest

some names of external evaluators, in no case should the candidate directly solicit the external assessment letters. Solicitation of all external evaluations is the charge of the Director. At least one set of review materials must be available for review in the School of Art. All faculty members reviewing the dossier and supporting materials are required to sign a roster, indicating their participation in the review process.

All candidates for promotion and tenure shall be evaluated according to three general criteria that are described in general terms in the Manual for Faculty Evaluation. For the purposes of the School of Art, they are defined and elaborated below. The three general criteria are: (1) Teaching ability and effectiveness; (2) Research, scholarship, creative achievement; and (3) Service to the University, the public, and the profession. Standards for research, scholarship and creative activity are rigorous, but are intended to be flexible so long as the activities have been peer reviewed.

Assessment of the merits of professional activities include many factors, such as the quality and quantity of the endeavors, the scope of the audience for these activities and their worth in advancing the discipline.

1. Criteria for Initial Appointment to Assistant Professor

The terminal degree, Ph.D. for Art History and M.F.A. (or equivalent professional experience) for Studio Artists and M.F.A. or M.G.D. for Designers, is a prerequisite for initial appointment.

a. Teaching

Candidates should show evidence of promise and commitment to teaching.

b. Research/Scholarship/Creative Activity

i. Studio/Design Faculty

Candidates should be professionally active resulting in peer-reviewed exhibitions, commissions, awards, consulting, adjudication, presentations and publications (print and electronic) that demonstrate the promise of national recognition and/or other forms of professional recognition.

ii. Art History Faculty

Candidates should be engaged in research and writing with the expectations of peer-reviewed presentations and publications that demonstrate the promise of national recognition.

c. Service

Candidates should exhibit a willingness and aptitude to participate in service activities and work well with colleagues.

2. Criteria for Promotion and Tenure

The School of Art regards promotion and tenure as major steps in a faculty member's professional career. The following guidelines set standards for each step and provide examples of typical professional activities and their documentation. These guidelines conform to the standards set forth by the

University in the Faculty Handbook as they apply to School of Art faculty in particular.

3. Standards for Tenure

Tenure deliberations normally occur during the sixth year of service. Tenure is awarded to faculty members who have demonstrated the capacity for excellence during their probationary period, and who show the potential of sustaining it throughout their career. Standards for tenure are equivalent to the standards for the rank of Associate Professor. Competence alone is not an adequate basis for tenure.

Factors that will be considered in determining tenure are similar to those for advanced academic rank. These are achievements in teaching, research/scholarship/creative activity, and service. Each candidate is expected to have made progress and to show future promise of making significant contributions to each of these areas. As with promotion, it is recognized in tenure considerations that strengths in some areas may balance lesser but adequate accomplishment in others. The job description of a particular faculty member (administration, etc.) may influence the priorities in this balance. It is the responsibility of the faculty member to keep careful records to document achievements in the above areas.

4. Standards for Promotion

Promotion to a higher rank is granted in recognition of excellence in teaching, research/scholarship/creative activity, and service. Faculty members may become eligible to be considered for promotion after serving the minimum term in rank as specified by the Faculty Handbook. Time-in-rank alone, however, is not the sole criterion for promotion.

Although a particularly notable professional achievement can be a desirable catalyst for advancement, steady accomplishment and growth in teaching, research/scholarship/creative activity, and service constitute the principal basis on which promotion will be granted. The candidate is expected to have made significant contributions to each of these areas. It is recognized, however, that outstanding strengths in some areas may balance lesser, but adequate, accomplishments in others. A particular faculty member's job description (administration, etc.) may influence priorities in this balance.

The following categories specify areas of accomplishment upon which promotion to each rank will be determined. It is the responsibility of each faculty member to keep records that document their accomplishments. Preparation of a dossier to support candidacy should be based on guidelines for dossier preparation issued by the Office of the Provost and the College of Arts and Sciences.

5. Criteria for Promotion to Associate Professor

a. Teaching

- i. Candidates should have established a reputation as effective teachers as judged by their students, peers in their area and school, and where appropriate, colleagues beyond the School and University.
- ii. Candidates should demonstrate innovative teaching, and capacity to learn new ideas and skills in order to modify present courses and develop new ones, such as special topics courses.
- iii. Candidates should demonstrate the capacity to extend their influence beyond their assigned classes in activities such as interacting with graduate students outside their area, supervising G.T.A.'s, and working with independent study or interdisciplinary programs, such as College Scholars, the Honors Program, etc.
- iv. Candidates should be competent advisors.

b. Research/Scholarship/Creative Activity

i. Studio/Design Faculty

Candidates should be professionally active resulting in peer-reviewed exhibitions, commissions, awards, consulting, adjudication, presentations and publications (print and electronic) and/or other forms of professional recognition that demonstrate national recognition.

ii. Art History Faculty

Candidates should be professionally active resulting in peer-reviewed publications and presentations that demonstrate national recognition.

c. Service

- i. Candidates are expected to contribute to the committees of the School and/or College.
- ii. Candidates are expected to assist in the management of their respective concentration area.

6. Criteria for Promotion to Full Professor

a. Teaching

- i. Candidates are expected to be acknowledged as excellent teachers by their students, peers within the area, School and University, as well as by colleagues beyond the University.
- ii. They should demonstrate continued performance in developing their skills and ideas in order to modify and improve their teaching.
- iii. Their influence should spread beyond the context of their assigned courses into other teaching areas of the School. Such activities might include working with graduate students at large, various interdisciplinary programs, College Scholars, seminars, independent study, etc.

- b. Research/Scholarship/Creative Activity
 - i. Studio/Design Faculty
Candidates should be professionally active resulting in peer-reviewed exhibitions, commissions, awards, consulting, adjudication, presentations and publications (print and electronic) that demonstrate a sustained level national recognition.
 - ii. Art History Faculty
Evidence of sustained national and international recognition that normally comes from books, articles, exhibition catalogues or other published projects, and invited lectures or papers read.
- c. Service
 - i. Candidates are expected to have a sustained record of participation in professional activities.
 - ii. Candidates are expected to contribute to the management of their respective concentration area.
 - iii. Candidates are expected to have a sustained record of service to the School, College, University, and the profession.

7. School of Art Procedures for Faculty Evaluation of Candidates for Tenure and Promotion

Colleagues standing for tenure and/or promotion will present their dossiers along with supporting materials for review by the tenured members of the faculty at least three weeks prior to their formal oral presentations to the faculty. The dates for these presentations will be established no later than the beginning of the fall semester.

The formal presentation by each faculty member applying for tenure and/or promotion will offer the faculty additional insight to the progress of research and creative activity towards the award of tenure and/or promotion as well as the opportunity to learn more about strengths in teaching and in service. This is a significant opportunity for tenured faculty to learn more about their colleague who is standing for tenure and/or promotion as well as to ask questions to clarify information provided in the dossier.

Tenure-track faculty members are invited, indeed encouraged, to attend this meeting to hear the presentations. However, they will be asked to leave the room prior to the confidential deliberation of the case at hand. For deliberations regarding cases of tenure with promotion to associate professor, the tenured faculty will remain for the discussion. Deliberations regarding promotions to full professor will involve only those members of the faculty who hold the rank of full professor. In advance, the Director will identify a member of the tenured faculty, with appropriate rank, to prepare a summary of each deliberation; this summary will become a part of the dossier of the individual under review.

Ballots for voting for tenure and/or promotion are distributed at the meeting at the conclusion of the deliberation. Faculty eligible to vote are given one week to

return the written ballot. All ballots include space for comments on strengths and weaknesses along with space to record the vote. Ballots are returned to the School of Art administrative assistant involved with the preparation of official tenure and promotion materials.

A two-thirds majority vote of the eligible faculty is required for a positive recommendation from the faculty for promotion and tenure. Abstentions and recusals should only be used to reflect a lack of sufficient information to make an informed decision (abstention) or a conflict of interest or prejudice (recusal). Neither counts as an affirmative judgment. A recusal will not register in the total number of votes cast.

The written summary of the tenured or at-rank faculty deliberation, in addition to a formal record of the vote, is required to help the Director understand positive and negative considerations for tenure and promotion and will be kept on file in accordance with university policies.

B. Criteria for the Evaluation of Director

The faculty of the School will complete an annual review of the Director's performance of his/her various responsibilities as outlined in Part I, Section A.1. This review will also follow the prescriptions for the annual review of Department Heads and Directors as outlined in the Faculty Handbook (1.4.2).

The College of Arts and Sciences administers the evaluation, the results of which are shared with the Director in the context of his/her annual review.

C. Process and Criteria for the Hiring and Evaluation of Non-Tenure-Track Faculty

Working with the Area Coordinator and area faculty, the Director of the School oversees the hiring of all non-tenure track faculty. The performance of non-tenure-track faculty is monitored by area faculty. Non-tenure track faculty will have rights as described in Chapter 4 of the Faculty Handbook. Teaching evaluations of non-tenure track faculty are to be conducted by area faculty if reappointment is desirable.

D. Annual Review of Tenure-Track Faculty

This process is conducted according to the Manual for Faculty Evaluations as described at the following web site <http://cdn-provost.utk.edu/wp-content/uploads/sites/10/2015/08/Manual-for-Faculty-Evaluation-2015.pdf> . The manual includes a description of the probationary period for tenure-track faculty, when the "tenure clock" begins, and the frequency of these reviews. As required in the Manual, these bylaws address the procedures used in the School of Art for retention and non-retention of tenure-track faculty.

1. Procedures for Retention or Non-Retention

Tenure-track faculty members are reviewed in September by the tenured members of the faculty in the School of Art. Documentation supporting the annual review will include an updated copy of the individual's *Curriculum vitae*, a record of teaching, research/creative activity and service for the preceding calendar year as well as a letter describing these activities and progress towards future goals and objectives. Documentation of teaching is to include course syllabi and SAIS evaluations as well as Peer Review of Teaching reports, if available. Faculty mentors may also include a written summary of their work with the junior colleague. These materials will be available in the School of Art office for at least one-week prior to the date of faculty deliberations. The tenured faculty will meet to discuss the performance of the tenure-track faculty members. The Director will designate a member of the tenured faculty to prepare a summary of the faculty discussion at the meeting. Following the meeting tenured members of the faculty submit a confidential ballot with the option of providing comments that will be shared anonymously with the individual faculty member under review. The evaluation should indicate the extent to which colleagues judge his/her performance, in comparison with others in the profession, and with regard to expected academic standards. The independent evaluation written by the Director, the summary of the faculty discussion, and all statements by individual tenured members of the faculty and recorded on the ballots will be provided to each tenure-track faculty member prior to submission of this to the Dean of the College. Faculty under review may submit a written response to the evaluation. Tenured members of the faculty will also have opportunity to review the Director's independent evaluation and prepare a response.

The Director's written evaluation, the summary of the faculty discussion at the retention review meeting, and all written responses should there be any, are transmitted to the Dean of the College of Arts and Sciences for approval and on to the Office of the Provost.

E. Faculty Personnel Voting

An important service obligation of tenured faculty members includes the thorough review of annual retention reports compiled by tenure-track faculty as well as promotion and tenure dossiers. Tenured faculty members are also obliged, when possible, to participate in the meeting held annually to discuss retention status of

tenure-track faculty and discussions in conjunction with promotion and tenure presentations. Following these faculty deliberations, voting faculty are afforded an additional week before submitting their ballots. All voting on personnel matters will be done by confidential ballot. Tenured faculty members are encouraged to submit a qualitative assessment of the faculty member under review with their ballot.

Personnel votes may be recorded as follows:

Yes: affirmative vote for retention (but not binding on final tenure decision). Since tenure is granted only by explicit action of the Board of Trustees, all other votes and evaluations in the process are advisory. The vote and evaluation of the tenured faculty are advisory to the Director and to the Dean. Since the faculty does not see the completed dossier, including external evaluation letters, until the tenure dossier is assembled, no sure inference can be made from a retention vote about whether the faculty will be able to support the application for tenure. Within this context, a positive retention vote means that you believe that it is reasonable to assume that the individual will be granted tenure if certain explicitly specified performance objectives are met before the faculty vote on the tenure dossier.

No: against retention/tenure/promotion. Such a vote has greater weight if accompanied by a written rationale.

Abstain: to refrain from casting one's vote based on lack of information due to travel, illness, etc. Abstentions should be a very rare occurrence and do not count as affirmative judgments. Abstentions should include a justification for this response.

Recusal: self-disqualification due to a conflict of interest or prejudice. Typically one would only exercise this option if a family member or spouse/partner were under review.

F. Annual Evaluations of Tenured Faculty

The Manual for Faculty Evaluation describes the process for annual evaluations of tenured faculty, including the format of review materials and the responsibility of the faculty member in producing this record. Faculty members are responsible for providing an updated *Curriculum vitae* with the completed Workload Form. The review process includes a meeting between the Director and the faculty member in the early fall to discuss the faculty member's performance relative to the plans and goals. The Director prepares a written narrative evaluation on the basis of which the faculty member is given ratings for performance in Research/Creative Activity; Teaching; and Service; and an overall rating. The rating scale is as follows:

Far exceeds expectations for rank (FEE)
 Exceeds expectations for rank (EE)
 Meets expectations for rank (ME)
 Falls short of meeting expectations for rank (FSE)
 Falls far short of meeting expectations for rank (FFSE).

Once every three years faculty members receive a lengthy review narrative; for the intervening years a shorter narrative is prepared. Faculty may request a longer narrative review at any time. All annual faculty evaluations and retention reviews are managed electronically in the Faculty Review System that can be accessed at any time at: webapps.dii.utk.edu/FacultyReview/login.aspx .

These bylaws uphold the principle that differences in faculty performance should be guided by the individual merits of the faculty and not by a specific quota as they apply to salary adjustments.

The annual review document must be signed by the faculty member (to acknowledge receipt) and the Director. Signing the form does not necessarily indicate the faculty member's agreement with the content of the document. The faculty member may file a written rebuttal to the evaluation in the Faculty Review System. A faculty member whose performance is deemed to fall short of expectations for rank in any way must consult with the Director who has the responsibility of developing with the faculty member a written statement of area(s) needing attention.

Within 30 days of the annual review, any faculty member rated "Falls short of meeting expectations" or "Falls far short of meeting expectations" must collaborate with the Director on an Annual Review Improvement Plan to be reviewed by the Director and recommended by him/her to the Dean for review and approval/denial. The next year's annual review must include a progress report that clearly describes improvements in any area(s) noted as "Falls short of meeting expectations" or "Falls far short of meeting expectations."

A comprehensive, formal, cumulative performance review (CPR) is triggered for the following tenured faculty members: (a) a faculty member whose annual review is "FSE" in any two of five consecutive years; or (b) a faculty member whose annual review is any combination of "FSE" or "FFSE" in any three of five consecutive years. Procedures for the triggered cumulative review are described in the Manual for Faculty Evaluation.

Annual merit raises depend on annual faculty evaluation. The pool of funds for merit raises is determined by the Dean and guidelines for the award of merit and equity raises for all departments within the College are detailed by the Dean for each cycle. Merit raises are also managed by the Office of the Provost that determines the minimum overall rating required to be eligible for a merit raise. Typically, the unit's merit pool also allows for equity raises for faculty. The Director is charged by the Dean to assign merit raises based on the previous cycle

of faculty evaluations and equity raises based on data provided by the College that details base salaries relative to time since the award of the terminal degree and national averages within disciplines.

G. Faculty Development Leave and Semester Banking

The purpose of these opportunities is to provide periods of concentrated time for School of Art faculty to pursue their creative activities and scholarly research as part of their commitment to professional development.

The Faculty Development Leave program allows full-time tenured faculty with a minimum of six years full-time campus service since any previously granted professional leave to apply for Faculty Development Leave, awarded on the merits of a specific proposal for professional development. Requests for Faculty Development Leave are due in October with notification of award by mid-December for leaves during the next academic year. Details about this program are provided in the Faculty Handbook (6.3.1).

Semester Banking is available to faculty members who hold regular full-time academic year appointments. Faculty members wishing to take advantage of Semester Banking should complete a Request for Approval of Zero Teaching Assignment [<http://artsci.utk.edu/faculty-staf-resources/faculty-leave/>]. Applications will need to have a clear, specific project or opportunity in order to be successful and must be accompanied by a letter of support from the Director. Applications normally must be made three semesters in advance and include a list of semesters in which overloads will occur, with course numbers and projected enrollments.

H. Policies and Procedures for Conducting Faculty Searches

1. Tenure-Track Faculty Searches

Since vacated faculty lines do not belong to academic units, the Dean of the College of Arts and Sciences issues a call for RFPs (Requests for Positions) each spring. The College's call details the required documentation and the conditions for the award of a faculty line to a unit; typically, these conditions include evidence of instructional need in the program area of the requested position, conformity of the request to the unit's strategic plan, and a rationale for how the proposed hire will strengthen the mission of the academic unit. The Director in consultation with the faculty generates the RFP(s) for the School of Art.

2. The Search Process: Prior to Campus Interviews

Once the Dean of the College of Arts and Sciences authorizes a search for a tenure-track faculty line through the RFP process, the following steps will be implemented in sequence to complete the search:

- a. The Director will appoint a chair of the Search Committee. The chair of the Search Committee must be a tenured member of the faculty of the School.
- b. After seeking volunteers from the faculty who have an interest in serving on the Search Committee, the Director will form the Search Committee in consultation with the Associate Director and Chair of the Search Committee. When possible, two members of the Search Committee must be from the program area to which the faculty line has been assigned. The additional members will be selected from a pool of tenure-track and tenured members of the faculty who are willing to serve with an eye to representation from other areas within the School. One member of the Search Committee will be identified as the Diversity Advocate.
- c. The membership of the Search Committee must be approved by the College and the Office of Equity and Diversity (OED) prior to the initiation of search activities. The committee will be charged to follow the prescribed procedures for conducting a search as mandated by the College and the University and regulated by OED.
- d. The Search Committee will develop a position description that will then be submitted to the School faculty for their response. The position description will then be submitted to the Director for final approval.
- e. The committee will review all applications. Every effort will be made to conduct pre-campus discussions with meritorious candidates by two or more members of the Search Committee either at a professional/academic conference, by video conferencing, or by conference call.
- f. Prior to submitting the search narrative to request on-campus interviews to the College, the Provost, and OED, the committee will conduct a faculty meeting to present the credentials of a short list of no more than four candidates and a list of alternates. The Committee will discuss each candidate, present their creative work and/or scholarship and indicate strengths and weaknesses. The Committee will ask the faculty to endorse their recommendation. Minutes of this faculty meeting will serve as a record of faculty concerns regarding the search. The Search Committee will present the faculty's recommendation for candidates to interview to the Director for final approval.
- g. The number of candidates brought to campus for interviews will depend on the strength of the pool of candidates, the available funding, and guidelines from the College.

3. The Search Process: On Campus Interviews

- a. Schedules for on-campus interviews shall be distributed in a timely manner before campus visits to allow the faculty to arrange to meet the candidates informally and to be notified of the time and place of the candidate's formal presentation.
- b. All candidates invited for an interview will make a presentation for their candidacy to the faculty. This formal presentation, to which students are invited, should include a discussion and examples of the candidate's

work or research, a discussion of the candidate's teaching philosophy, and a discussion of how they envision their contributions to the School's programs. An evaluation form will be used to solicit faculty and student responses for the Search Committee's review.

c. In the event that a faculty member is unable to attend a candidate's presentation every effort will be made to document the presentation.

d. Students will have a formal opportunity to interact with the candidates in the context of a critique, seminar and/or the presentation. An evaluation form will be used to solicit student responses to each candidate, based on this experience and shared with the Search Committee.

4. The Search Process: Post-Interview Deliberations

a. At the conclusion of campus interviews, the Search Committee will deliberate and form a recommendation to be presented to the faculty.

b. The Search Committee will meet with the full faculty to report on the interviews, summarizing the strengths and weaknesses of each candidate. The Director's attendance at this meeting is mandatory. The faculty will then vote to rank the candidates. Candidates who are ranked will be considered acceptable to the faculty.

b. Should the results of the search require moving to the list of alternates the faculty will be reconvened to authorize a ranking of alternates who will be brought to campus, one by one, for an interview.

c. The decision to hire a particular candidate requires an affirmative vote by a majority of the department's tenured and tenure-track faculty. If the Director's recommendation diverges from that of the faculty, the Director must explain his/her reasons in detail to the faculty, who have the right to appeal the decision to the Dean and the Provost.

III. AWARDS

Introduction

The following descriptions detail the eligibility, criteria, selection process and procedures for awards available to faculty and students in the School of Art. Some awards for faculty offer salary supplements; others offer an award of research funds. The amount of any one award may vary depending on the income from the endowment that funds the award. The figures included below offer a guide to the targeted levels for each award. Additional information about the establishment of each award is provided in Appendix 1.

In addition, there are faculty awards administered by the College of Arts and Sciences and other administrative units of the University. Details about these awards, including descriptions of awards and nomination procedures, are available on the following websites: College of Arts and Sciences (under Faculty—Awards and Professorships) and Office of the Chancellor (under Chancellor’s Honors Banquet).

A. Faculty Awards

1. Ellen McClung Berry Professorships in Art

The School of Art through a generous endowment established in honor of Ellen McClung Berry, offers three professorships, available to Full Professors and Associate Professors.

Award of these depends on a process of nomination as described below. In the event that the pool of nominees does not mirror these guidelines for rank, the Director of the School of Art, in consultation with the Dean of the College of Arts and Sciences, will be responsible for selecting from the nominees three members of the faculty to receive these awards. In this case additional awards may be made to faculty members who hold the rank of Associate Professor.

The awards offer an annual salary supplement of \$7,000 at the Full Professor level and \$6,000 at the Associate Professor level. Each professorship also includes a \$1,000 allocation for research expenses each year. These awards are for a two-year term; these cannot be held in consecutive terms.

a. Eligibility

Eligible faculty members include all Associate and Full Professors in the School of Art who are not current holders of the professorships.

b. Procedures

The Director of the School of Art, in consultation with the Dean of the College of Arts and Sciences, will be responsible for selecting three faculty members to receive these awards. A call for nominations will be announced at the beginning of the spring semester prior to the next award cycle. The application deadline will be in March, and the professorships will be announced by the end of spring semester.

In order to apply, a faculty member must be nominated by a colleague in the School of Art. Nominations must take the form of a letter addressed to the Director of the School of Art indicating why the candidate is worthy of this award. A nominator may submit no more than one nomination at each rank for this award. The letter of nomination should address accomplishments from the previous three years in the areas of research/creative activity, teaching, and service. Each nominee will be notified of his or her nomination. If the nomination is accepted, the candidate must submit a current copy of his or her *curriculum vitae* as well as materials documenting their professional record, highlighting work during the period since the last award cycle.

Whenever possible and under conditions that do not deviate from the spirit and goals of these awards, every attempt should be made to ensure that as many faculty as possible have an opportunity to receive one of these awards. Therefore, in a situation where applications appear to be of equal value, the professorship may be awarded to that faculty member who has not previously held the award.

c. Criteria

The Berry Professorships are to honor those faculty members who demonstrate an exceptional record in research/scholarship/creative activity, teaching and service. Outstanding achievement in at least two of these categories will also qualify a faculty member for this award.

Inasmuch as exact definitions of what constitutes an outstanding achievement do not exist, it is assumed that such a designation refers to activities that involve the following non-prioritized considerations:

- a. Scope (international, national, regional);
- b. Peer professional evaluation (juried, refereed, invitational, etc.);
- c. Professional positions (national and international organizations, conferences, etc.);
- d. Service contributions (university, college, school) and/or community engagement (professional, public);
- e. Supportive participation (students, school events);
- f. Educational commitment (teaching, curricular development).

It is important that evaluations be based on the most comprehensive information possible in order to determine the merit of the achievements. As much detailed information as possible, including dates, scope, relationship to professional development, competitiveness, etc. should be included in the materials prepared by each nominee to document all accomplishments during the period since the last award cycle.

2. Kurka Faculty Awards

The Kurka Faculty Awards were created to honor the service of Don Kurka, former Head of the Department of Art at the University of Tennessee, Knoxville. The Kurka Faculty Awards will recognize School of Art faculty based on “... achievement, community participation and leadership.” This is a broad-based award and may vary in type, form, and amount from year to year.

a. Eligibility

All full-time, tenured and tenure-track faculty who do not currently hold a Berry or a Lindsay Young Professorship in the School of Art at the University of Tennessee, Knoxville are eligible to apply for the Kurka Awards.

b. Selection Procedures

At the beginning of each academic year, the Director of the School of Art will determine if there are enough funds in the Kurka Endowment to offer the award. If one or more awards are to be offered, an announcement will be made early in the Fall semester with an indication of the application deadline later during the fall semester.

Eligible faculty who apply for the award must submit a letter of application and a copy of their current *curriculum vitae* by the application deadline.

A faculty committee, the members of which will be the current holders of the Lindsay Young and Ellen McClung Berry Professorships, will select the recipients of the Kurka Awards. If one of the committee members is on leave, the committee will proceed with the selection process in the absence of that member.

The award will be granted to recognize achievements in the period since the last granting of the award, unless a major achievement from the previous cycle went unrewarded, in which case, it should also be considered.

The criteria for this award include achievements in the areas of teaching, research and service, but should be flexible. Outstanding achievement in any one of these categories may qualify a candidate for the award. When there is high quality or significant progress, as evidenced by the award of prizes, fellowships, contracts, etc., ongoing research may be the basis for determining the recipient.

Announcement of the award recipient(s) will be made by the end of the Fall semester.

3. Lindsay Young Professorship in Art History

The Lindsay Young Professorships were originally established in 1980 through a generous endowment provided by Lindsay Young of Knoxville, TN. Under the terms of the original Memorandum of Understanding, the income from this endowment was used to create ten professorships, including one each in Art, English, History, Law, and Veterinary Medicine. The remaining professorships were awarded to faculty members in the Humanities within the College of Arts and Sciences. A total of eight professorships are currently allocated to the College. For details, consult the College website.

Eligibility for a Lindsay Young Professorship in the School of Art, as in the College of Arts and Sciences, is restricted to those members of the faculty who work in the Humanities, as defined by the National Endowment for the Humanities (NEH). In the case of art, this definition is restricted to faculty members who work in “history and criticism of the arts.”

Beginning in 2011, Lindsay Young Professors will be appointed to a two-year term. The Memorandum of Understanding requires, however, that the dean review the performance of all Lindsay Young Professors annually. In order to comply with the agreement and maintain the two-year term, the Director of the School of Art must certify that the Lindsay Young Professor in Art continues to meet expectations for the professorship and provide the College with an updated *Curriculum vitae* by April 1 of the year following the award. The College evaluates all nominations and renewals with a view to rewarding exceptional professional achievement, especially in areas of scholarship and teaching.

A faculty member is permitted to receive a professorship in consecutive years. Current holders of these professorships are eligible, along with other qualified members of the School of Art faculty, to compete for these awards every year.

The School of Art nomination, prepared by the Director of the School of Art, is due to the Associate Dean for Academic Personnel by April 1 for each new cycle of awards.

Eligibility and Procedures

Nominees for Lindsay Young Professorships must hold a terminal degree in their respective disciplines, be tenured members of the faculty with at least six years of teaching within their disciplines, and have served at least five years as a UT faculty member.

Nominations are to include the following: (1) a letter of recommendation from the Director of the School of Art; (2) a report of a vote by the tenured faculty on the nomination; (3) the nominee's current *curriculum vitae* documenting a career of distinguished classroom teaching and scholarship (limited to five pages); (4) an example of the nominee's published scholarship (limit to one book or two articles); and (5) a brief statement (500 words) by the nominee describing his/her

current teaching and research agenda. The School of Art nomination must be supported by a majority vote of the tenured faculty.

All nominations in the College of Arts and Sciences are reviewed by an appointed committee of senior faculty members. The Dean will make the final selections based on the recommendations of this committee.

4. Dale G. Cleaver Professorship in Art History

The Dale G. Cleaver Professorships are funded by a generous endowment established by Professor *emeritus* of Art History Dale G. Cleaver. The endowment is to be used for a compensation supplement for one (or more if an increase in value makes multiple supplements feasible) art history faculty member per academic year. The professorship is to be determined on a yearly basis and may be renewed.

a. Eligibility

All members of the School of Art faculty in the History of Art are eligible for the Cleaver Professorship.

b. Procedures

A selection committee will make the award of the professorship(s). The selection committee will be composed of the Director of the School of Art, the Dean of the College of Arts and Sciences, and a third member selected by the first two. The third member must have a faculty appointment in the Humanities outside the School of Art and participate in the scholarly aspects of his or her discipline. All recipients of the Cleaver Professorships must have the unanimous support of the members of the selection committee.

Faculty members in the History of Art are asked to prepare a dossier for review by the selection committee each Spring semester. The dossier is to include a current copy of the faculty member's *curriculum vitae* as well as additional documentation of his or her accomplishments in the areas of research, teaching and service.

Cleaver Professorship recipients will be announced prior to the beginning of the next academic year.

5. Faculty Travel Award

All tenured and tenure-track faculty members of the School of Art are eligible to apply for Faculty Travel Awards. The dedicated source for funding faculty travel is the spend-account of the Audigier Fund.

Requests for Faculty Travel Awards are due to the Director of the School of Art on September 1 and January 15 for travel during the academic year, and on May 15 for travel during the summer months. Faculty may apply for full support for their intended travel, but full funding should not be assumed. All faculty members are encouraged to seek funding from more than one source. Professional travel that yields honoraria or travel allocations from a host institution will qualify for the award of School of Art funding only after careful review of expenses.

Criteria

General criteria for the award of travel funding are prioritized as follows:

- Preference will be given to junior faculty.
- Presentation of academic papers, travel relating to publications, residency and/or solo exhibitions of the faculty member's own work and travel relating to forthcoming publications or exhibitions.
- Chairing of panels and travel relating to group exhibitions.
- Availability and/or possibilities for matching grants and awards from other funding sources.
- Travel for service to professional organizations.
- Involving participation of undergraduate and graduate students in a research project or conference presentation.
- Significant component of the travel relates to undergraduate or graduate student recruiting.

For complete information regarding professional travel, consult Appendix 2.

B. Student Scholarship Awards

The School of Art offers a number of scholarship awards for both undergraduate and graduate students. Awardees are selected during the Spring semester, usually in late March or early April.

The following awards require students to prepare specific proposals; these are reviewed by the membership of the Scholarship Committee that is charged with selecting the recipients of these awards on behalf of the faculty.

- Incoming Freshman Award
- Undergraduate Scholarships
 - The Buck Ewing Scholarship;
 - The Mary Louise Seilaz Scholarship;
 - The Mary Lynn Glustoff Memorial Scholarship in Studio Art;
 - The Joseph Delaney Art Scholarship;
 - The Kimberly Isles Art Scholarship;
 - The Dorothy Dille and Charles Pfitzer Undergraduate Travel Awards;
 - The Dorothy Dille Materials Grant;
 - The Terry Burnette Memorial Residency/Internship Award;
 - The Orin B. and Emma G. Graf Study Abroad Award;
- Graduate Scholarships
 - The Buck Ewing Graduate Scholarship;
 - The Orin B. and Emma G. Graf Graduate Travel Award;
 - The Dorothy Dille Materials Award;
 - The Terry Burnette Memorial Residency/Internship Award;
 - The Orin B. and Emma G. Graf Study Abroad Scholarship.

General Undergraduate Scholarship Awards, granted through faculty jury of student work, are administered by the Scholarship Committee and voted on by the full faculty. General Graduate Scholarship Awards are administered by the Director of Graduate Studies in consultation with the Graduate Committee and voted on by the full faculty. In most cases the scholarships are awarded for use in the academic year following the award.

The complete listing of awards, including information about the application process, is available on the School of Art website.

IV. Revision of the Bylaws

The following statement is intended to outline the policies governing future revisions of the School of Art Bylaws. In the event of any conflict or inconsistency between the School of Art Bylaws and the Faculty Handbook and/or the Manual for Faculty Evaluation, the Faculty Handbook and/or the Manual for Faculty Evaluation will take precedence.

Review and Revision of the Bylaws

The Faculty Advisory Committee will review the policies and procedures set forth in the School of Art Bylaws periodically. These reviews may prompt revisions that will be presented to the faculty for approval. One or more faculty members of the School may also initiate revisions to the Bylaws.

All revisions to the Bylaws of the School of Art must be presented for a first reading to the faculty as a whole for discussion at a regularly scheduled faculty meeting before action at a subsequent faculty meeting. Any changes to these Bylaws must be approved by a majority vote of the faculty. A history of revisions appears in Appendix 3.

Appendix 1: History of Faculty Awards

The Ellen McClung Berry Professorships in Art

The School of Art, through a generous endowment established in honor of Ellen McClung Berry, offers three professorships, available to Full and Associate Professors. The original Memorandum of Agreement specifies that the endowment funds be “dedicated for salary supplements for faculty members in the University of Tennessee Department of Art.”

The first Berry Professorships were awarded in 1993, and each subsequent round took place at three-year intervals. In 2003, the University and College supported the request from the School of Art that each professorship also include the award of \$1,000 in operating funds to support research and creative activity for each year the professorship is held. In 2005, the faculty voted to enact the following changes to the award: to shorten the award cycle from three to two years, and to make current Berry Professors no longer eligible to hold the professorship in consecutive terms. In 2011, the faculty voted to amend the award process once again. In this case the faculty chose to allow the Director of the School to award more than one award to an Associate Professor in the event that there was only one Full Professor who received nomination. In part, this amendment reflected the changing composition of the faculty, which shifted the balance from Full Professors to Associates.

Ellen McClung Berry (1894-1992), who enjoyed a life-long interest in art, was the donor of the Europa sculpture on McClung Plaza. Her father was Hugh Lawson McClung, a trustee of the University of Tennessee as was her grandfather, and her great-great grandfather was James White (1747-1821), founder of Knoxville. Her husband Thomas Huntingdon Berry was a coal magnate from Rome, GA whose mother founded Berry College.

Kurka Faculty Awards

This award fund was established in 1992 to honor Professor *emeritus* Don Kurka who served between 1978 and 1991 as Head of the Department of Art and professor of Painting. Professor Kurka’s interest is in recognizing faculty achievements and supporting creative and scholarly activities. All members of the faculty are encouraged to apply for this annual award.

The Dale G. Cleaver Professorship in Art History

The Dale G. Cleaver Professorship is endowed by a generous gift from Professor Dale Gordon Cleaver (1928-2000) who was a member of the Art History faculty in the UT Department of Art. Professor Cleaver began his career at UT in 1958 after completing his doctorate at the University of Chicago in 1955 and serving in the military in West Germany (1955-1958). A specialist in 19th-century French and Belgian painting, Professor Cleaver received the UT Alumni Outstanding Teaching Award on a number of occasions. He held the Lindsay Young Professorship in Art History from 1980 until

1988. He was also the author of a widely adopted survey text titled *Art: An Introduction*. Professor Cleaver retired from the faculty in 1988, but he was committed to ensuring ongoing support for the research and scholarship of the faculty in the history of art that this professorship guarantees.

Lindsay Young Professorship in Art History

The Lindsay Young Professorships were established in 1980 through a generous endowment provided by Lindsay Young (1913-2006) of Knoxville. Mr. Young identified Art History as one area for the recognition of UT faculty with award of a professorship, in part, because his sister-in-law, Ms. Rachael Young was a member of the faculty in the Department of Art who taught contemporary art. Professor Dale G. Cleaver, who encouraged Ms. Young to seek graduate training in contemporary art at Columbia University, was the first holder of this professorship (1980-1988).

Faculty Travel Awards

Faculty Travel Awards are funded by the Eleanor Dean Swan Audigier Endowment, established in 1932 by L.B. Audigier of Knoxville, Tennessee in memory of Eleanor Dean Swan Audigier. Eleanor Dean Swan Audigier was an artist who was active between 1906 and 1925 in the Nicholson Art League in Knoxville along side local artists Catherine Wiley and Lloyd Branson.

Appendix 2: Travel Information and Travel Guidelines

Faculty members traveling for professional reasons are asked to conform to the following University regulations. Complete information about University Travel Policies and Regulations can be found on the Office of the Treasurer website.

By agreement of the faculty in 2012 the following expenses will not be covered by the School of Art: per diem; conference registration fees; and full charges for lodging, although 50% of these charges will be covered.

Travel Authorizations

All professional travel requires authorization; this process guarantees that you will be covered by insurance during your travel. Before you travel be sure to submit the following information to Shelley Gentry in the School of Art Office, so that she can prepare the authorization documents: departure date and time; mode of transportation; return date and time; destination (city, state & country) and reason for travel. Travel authorization is required whether or not the School or the University is covering the expense of the travel.

International Travel

- The Office of Research & Engagement through its SARIF – Foreign Travel Fund supports travel funding for faculty who receive invitations to present their research and creative activity at international conferences and venues outside North America. This requires a three-way match—one third from each of the following offices and units, the School of Art, the College of Arts & Sciences, and the Office of Research & Engagement. Instructions for making a request for this funding can be found on the Office of Research & Engagement website (Internal Funding, SARIF, International Travel). The application process begins with a written request to the Director of the School of Art.
- The University has contracted International SOS, the world's leading medical and travel security services company, to support faculty traveling outside the U.S. International SOS can provide travelers with pre-departure advice and assistance overseas 24/7. In emergencies, the company can assist in arranging medical care and evacuation. If you are traveling internationally for professional reasons, you must register your planned travel—destination, travel dates, contact information, etc.—on the Center for International Education (CIE) website. Travel authorization cannot be obtained until you have registered your foreign travel with CIE. Be sure to begin your authorization request for foreign travel well in advance of the beginning date of your travel. There is a \$25.00 fee for obtaining an ITIC Travel Card through the CIE. The card is valid for one year from date of purchase.

Reimbursement of Expenses

If you have received a travel award from a University source(s), you must present your receipts within 60 days of the completion of travel to ensure reimbursement. Requests for reimbursement submitted after 60 days may not be honored, and in the event that they are, the reimbursement may be reported to the IRIS as taxable income.

Final Important Note

All travel expenses must be made with your personal funds since it is against University Policy to make purchases with your Procurement Card while on travel. This restriction includes museum admissions, conference publications, books, DVDs, other research or instructional materials—in short, do **not** use your Procurement Card when you are traveling.

Appendix 3: History of Revisions to the School of Art Bylaws

- February 2005 The duration of the Berry Professorships was reduced from three to two years, and it was determined that these awards could not be held in consecutive terms.
- 2004-2005 The Faculty Advisory Committee under the leadership of Professor Paul Lee, Director of the School of Art, prepared a comprehensive revision to the Bylaws that was approved by the faculty of the School of Art on September 9, 2005.
- April 2007 The Bylaws were amended.
- August 2009 The faculty approved a modification of the duties of Associate Director and Director of Graduate Studies to reflect the appointment of one of its members who filled both positions simultaneously. In part, this reflected the College's encouragement to reduce the number of faculty receiving course-releases in order to increase instructional capacity.
- August 2010 The previous modification was extended by the faculty until further notice.
- August 2011 The restriction of the award of the Berry Professorships to two Full Professors and one Associate Professor was reconsidered in light of the shifting profile of the faculty by rank; it was determined that in the event that two Full Professors were not nominated (as was the case in spring 2011), then a second award could be made at the level of Associate Professor.
- 2014-2015 The Faculty Advisory Committee under the leadership of Professor Dorothy Habel, Director of the School of Art, prepared a comprehensive revision to the Bylaws. These revisions were presented for first-readings in segments, and each segment was approved during spring 2015 in preparation for a full consideration and approval during fall semester 2015. These Bylaws were
- Major revisions were made to draw Section II. Personnel Policies and Procedures into alignment with the process governing the award of faculty lines adopted by the College of Arts and Sciences in 2007 and the process of annual faculty evaluation, the schedule and platform of which were changed by the Office of the Provost during 2008-2009. Annual Faculty Reviews now occur during the Fall semester and are managed in the on-line Faculty Review System. The rating system was altered in June 2015 in preparation for Fall 2015 Reviews; these changes have also been incorporated.
- In addition, the title of the School's VADSCO (Visiting Artists, Designers, and Scholars Committee) was changed to the School of Art Programming Committee.
- These Bylaws were approved by the faculty of the School of Art on October 2, 2015.
- October 2016 The membership requirements of the Faculty Advisory, Undergraduate Curriculum, Programing, Undergraduate Research, and Scholarship

committees changed to allow committee assignment flexibility due to faculty availability and service load.