

School of Art and Visual Studies

University of Kentucky

RULES AND PROCEDURES

Approved April 30, 1995

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Mission Statement

The mission of the School of Art and Visual Studies (SAVS) is to link the study of art and visual culture to the University's broad undergraduate liberal arts tradition. Through research and creative endeavors, SAVS maintains its long and distinguished tradition of contributing to the cultural matrix of the Commonwealth, the nation, and the world. We serve the campus and wider community with professional exhibitions by artists locally and from around the world and by sharing our own knowledge and research.

GR1 Part D: All Members of the University Community Have Equal Dignity

The University follows both the federal and state Constitutions as well as all applicable federal and state laws on nondiscrimination. The University provides equal opportunities for qualified persons in all aspects of institutional operations, and does not discriminate on the basis of race, color, national origin, ethnic origin, religion, creed, age, physical or mental disability, veteran status, uniformed service, political belief, sex, sexual orientation, gender identity, gender expression, pregnancy, marital status, genetic information, social or economic status or whether the person is a smoker or nonsmoker, as long as the person complies with University regulation concerning smoking.

The School of Art and Visual Studies offers the following degrees:

MFA in Studio Art

MFA in Curatorial Studies

MA in Art History and Visual Studies

MA in Art Education

BFA in Studio Art

BA in Studio Art

BS in Digital Media Design

BA in Art History and Visual Studies

BA in Art Education

SAVS also offers Minors in Studio Art, Art History and Visual Studies, Digital Media Design, and Photography

These Rules of Procedure are intended to be consistent with the Governing Regulations and the Administrative Regulations of the University of Kentucky and the laws of the Commonwealth of Kentucky and of the United States of America. In the event that these rules of procedure are inconsistent or contrary to the above-mentioned regulations and laws, then those regulations and laws control.

I. Composition and Roles of the School Faculty

Membership

The core members of the School faculty include all full-time faculty in a regular title series and lecturer title series who hold primary appointment in the School of Art and Visual Studies. Those core members may extend School faculty membership, with or without voting privileges, to other individuals. Extending voting privileges to other members of the School faculty shall require a two-thirds vote of the core School faculty. The School faculty is comprised of the core department faculty and all individuals to whom the core department has extended membership, with or without voting privileges.

Responsibilities

The School faculty is responsible for establishing the educational policies of SAVS and for providing advice to the School Director on administrative policy. Specifically, the faculty has primary responsibility for the development of School policies on such matters as (1) undergraduate and graduate education; e.g., academic requirements for admission and graduation, required courses of study, course offerings, class schedules, etc., (2) research programs, (3) service programs, (4) extension programs, (5) rules of self-governance, (6) development of a mission statement and strategic plan, and (7) internal departmental reviews. The School faculty also advises the School Director on administrative policies for SAVS resources as they impact teaching, research, extension and service, buildings, and core equipment. Jointly with the School Director, the faculty shall establish procedures to be used within the School for (1) evaluation of faculty performance and (2) making recommendations on the appointment of new faculty, promotion of faculty and the granting of tenure, faculty terminal appointments, reappointments, decisions not to reappoint, joint appointments, and post-retirement appointments.

In accord with University Regulations, the School faculty may delegate any of its responsibilities in educational matters to a standing or ad hoc departmental faculty committee. Decisions in educational matters not specifically delegated by the School faculty-to-faculty committees shall be made by vote of the (voting) members of the School faculty, insofar as such actions do not conflict with University Regulations. Any School faculty member may request that entire School faculty reconsider decisions approved by a delegated committee of the School faculty.

II. SAVS Staff

Staff in the School of Art and Visual Studies are any employee of the School, under supervision of the Director, not considered faculty. Staff positions include but are not limited to:

Staff Support Associate:

The Staff Support Associate reports to the Director of the School of Art and Visual Studies and acts as the primary administrative support to the Administration and Faculty of SAVS. The Staff Support Associate's primary responsibilities include providing assistance to all SAVS personnel, students, and visitors as needed; ensuring the integrity and functioning of the physical facilities via a liaison role with UK's Physical Plant Division and Maintenance crew; assisting and advising re purchasing and travel procedures and making travel arrangements when necessary; assisting with travel reimbursement; maintaining the primary School Procard and making all necessary purchases of classroom supplies, event supplies, and Media Center equipment; maintaining the student files for the MFA program; assisting the Associate Director with academic scheduling; collecting any required documentation such as class syllabi; maintaining group-use spaces such as the mailroom; coordinating distribution of information to students with the SA/VS Student Advisor; handling room reservations, ID access, and key distribution; performing edits to the School website as instructed by the Director; submission of event proposals for approval; and various other duties associated with the support of the School as needed and approved by the Director.

Media Center Program Facilitator:

The Media Center Program Facilitator reports to the Director of SAVS and is responsible for the functioning of the SAVS student equipment rental program, supporting SAVS areas through the purchase and maintenance of student equipment necessary to their classwork. The Media Center Program Facilitator also operates the student print shop. In these capacities the Facilitator hires and supervises student workers who manage the circulating library and the production of prints.

Facilities Supervisor Woodshop:

The facilities supervisor is responsible for maintaining the woodshop, including power tools, hand tools, the dust collection system, the spray booth, and chemicals used within a woodshop setting. The facilities supervisor conducts wood shop safety and usage orientations to various groups of students and faculty and demonstrates the proper use of hand tools, power tools, woodshop safety procedures, and other best practices. The supervisor coordinates with various instructors on the use of the woodshop, scheduling orientations, and assuring line-of-sight supervision of the wood shop during all times of use. The supervisor also assists students and faculty with a variety of class, school and research projects within the woodshop setting.

Metal Shop Technical Assistant

The shop tech assists with facility repairs and projects, equipment maintenance, supply list, and overall shop order. The Assistant Technician preps for processes including

demos pertaining to projects, organizes and assists in mold workshops, material handling, furnace and pour floor prep. The Assistant Technician oversees and covers lab hours including extra work time for student working on assignments. The Assistant Technician is responsible for checking ceramic shell slurry and assisting in the shell process for students needing extra assistance outside of class, as well as burn outs. The Assistant Technician organizes group clean ups as needed and helps train future lab monitors in our shadowing program.

College of Fine Arts staff who maintain offices in the SAVS building and have crucial roles supporting SA/VS mission, but who do not directly report to the Director of SAVS, include: the Student Advisor and the Technical Services Assistant.

III. Administration and Decision Making

A. Faculty Meetings

1. Meetings of the entire faculty of the School of Art and Visual Studies shall be held on the first Friday of every month during the academic year, excluding August and January when they will fall on the 1st Friday faculty are under contract.

2. The presence of a simple majority of full-time faculty shall constitute a quorum. Information on all matters of general School interest shall be communicated to all faculty members of SAVS either at School meetings or by written notice.

3. Each meeting of the whole faculty shall be conducted according to a published agenda distributed prior to that meeting. In addition to the monthly general faculty meeting, and with at least three days prior notice, the Director may call for a meeting of the entire faculty at their discretion. Every agenda shall allow for the discussion of new business, but proposals may not be voted upon unless they have been published on the agenda and circulated at least three days prior to the meeting.

4. Minutes of full School meetings shall be distributed to all SAVS Faculty members, and a copy should be posted in the SAVS offices for the convenience of students.

5. Proposals by areas and committees shall be published and distributed to all members of the faculty at least three days prior to the general faculty meeting.

6. Speakers shall wait to be recognized by the Director, who shall recognize all who wish to speak. But, at a call from the Director or a faculty member, each person present at the meeting has the right to speak once to a given issue for a period not exceeding five minutes, and the order of address shall follow a given direction around the room.

7. Part-time faculty, staff, full-time graduate students, and student representatives may attend general faculty meetings, however the Director retains the prerogative to invite other interested parties or to designate a meeting, or part of a meeting, restricted to the faculty in conformity with the procedures stipulated in the Open Meetings Law.

B. School Procedures

1. SAVS embodies three major areas: Art Education, Art History and Visual

Studies and Art Studio. SAVS's decisions and procedures shall reflect this reality in such a way as both to preserve SAVS's unity and to accommodate its diversity.

2. All SAVS recommendations relating to faculty and teaching personnel, program organization and procedures shall be made via a School vote. In the case of the promotion and/or tenure of full-time faculty, individual written judgments are required from all tenured faculty. The results of any faculty vote by ballot shall be distributed in published form to the faculty before actions based on those results are taken. The hiring of part-time or temporary faculty is at the discretion of the Director in consultation with the SAVS Advisory Committee and/or appropriate program faculty.

3. Recommendations by an area affecting other areas or SAVS as a whole shall be developed in such a way as to provide ample opportunity for all affected to contribute to the recommendations. This shall be accomplished by informing the Director of proposed action. The Director shall consult the Area Coordinators and shall, when necessary, appoint representatives of other areas to sit with area committees in an advisory capacity. This procedure shall be followed specifically in the instances of new course proposals, major course revisions, major program changes, and recruitment of faculty.

4. Any proposed amendment to the rules and procedures of SAVS shall be circulated in writing to all voting members at least three days before the meeting at which it is to be debated. After debate, whether amended or not, the proposal shall be carried if a simple majority of those eligible to vote accept it either by voice vote or, at the request of any eligible voter, by written ballot.

C. SAVS Areas (Art Education, Art History & Visual Studies, Art Studio)

1. Each area shall have its own organization consisting of a Coordinator and a Graduate Advisor (appointed upon the recommendation of the Director of Graduate Studies and approval by the SAVS Director and the Dean of the Graduate School.) The Director and Associate Director are ineligible to serve as an Area Coordinator. The Director, Associate Director or Area Coordinators may, however, serve as Director of Graduate Studies or the Director of Undergraduate Studies.
2. Area Coordinators shall be nominated by the Area Faculty and elected annually at the December area meetings and will assume their duties in January.
3. Area Coordinators shall be consulted by the area faculty on all matters pertaining to the area as a whole prior to consultation with the Director.
4. The Area Coordinators shall serve on the standing Advisory Committee to the Director.
5. The Area Coordinators are responsible for calling area meetings. Each area meeting shall be announced in writing and the agenda distributed to the faculty at least three days prior to that meeting.
6. The presence of a simple majority of full-time area faculty shall constitute a quorum.
7. Area coordinators are to chair and be responsible for recording minutes of area meetings. Minutes shall be taken at each area meeting, distributed to the SA/VS Director and to area faculty, and/or posted in a location agreed upon by area

- faculty. The Area Coordinator may assume other administrative duties in service to the area as needed and agreed upon in consultation with the Director.
8. The Director is an ex-officio member of the faculty in all SAVS areas.

IV. Administrative Positions

The Director

- A. Qualifications and method of selection: The Director of SAVS must be tenured and have a proven record of academic accomplishments in their field of scholarship and leadership experience. The Director serves for a four-year term (see G-R Part VIII-A-4-a) and is appointed by Dean of the College of Fine Arts after consultation with and recommendation by the faculty of the School. The Director shall be appointed and reviewed according to the Governing Regulations of the University of Kentucky (G-R Part VIII-A-3).
- B. Reappointments and reviews: According to G-R Part VIII-A-4-a, the normal term of service for a chair or director is four years. However, the University allows for renewal of the appointment subsequent to the appointment of a faculty advisory committee to review the work of the department. Reappointment beyond the second term may occur under exceptional circumstances.
- C. Duties and responsibilities: The Director of SAVS shall rigorously promote the Mission of the School, serve as the faculty's primary advocate, and stand as a leader for projecting and establishing the needs and future directions of the School. (Also see Governing Regulations VII-11).

In addition, and more specifically, the Director of SAVS will be the chief administrative officer and as such is responsible for major administrative functions including: appointments, dismissals, promotions in rank, merit evaluations, salary increases, budget, maintaining current technological infrastructure, supervision of non-academic staff, chairing of SAVS meetings, DOE assignments in line with CFA and unit standards, and cooperation with other university units.

The Director is the spokesperson for SAVS:

- They represent SAVS at professional organizations of art schools (such as CAA, SECAC, NCAAARTS, etc.) and local and regional art communities and/or organizations, or delegates that representation when needed.
- They are responsible for the welfare of the faculty, students, and staff of SAVS, serving as an advocate of their needs as expressed, anticipating those needs as possible, and promoting those needs to the next levels as appropriate. They welcome new faculty, assist them in navigating their position in the University, and assign faculty mentors.

- The Director must consult with SAVS faculty, the Advisory Committee, and the Associate Director about space allocations and technology acquisitions for studios, offices, and classrooms.
- They maintain in every way the School's excellence in teaching, research, and service to the University community and to the Commonwealth of Kentucky. Mentor faculty in navigating university standards for promotion and/or tenure.
- Promote the general visibility and image of SAVS through publications, advertisements, and correspondence, and by use of all appropriate forms of media. Supervise the school's service to the general public through the presentation of exhibitions and other arts and visual studies activities.
- Maintain contact with and serve the needs of the alumni of SAVS, promoting their progress and achievements through regular correspondence and publications and/or delegate duties when needed.
- Set the agenda for the faculty meeting with advice of the advisory committee and Associate Director, and they lead the faculty meeting. They communicate the School's opinion as well as their own opinion to the administration, stating their reasons for supporting or differing from the School opinion. They must notify the SAVS faculty of their actions.
- In connection with the above major administrative functions, the Director shall seek the advice of the members of SAVS, individually or as a group, or Advisory Committee. The appropriate form of this advice shall depend upon the requirements of the situation and shall be consistent with the University Governing and Administration and Regulations.

D. Modified teaching duties: The Director typically will teach a minimum of one course every two years to remain connected to current teaching practices.

The Associate Director

- A. Qualifications, method of selection, and term of office: The Associate Director should hold the rank of associate or full professor or senior lecturer member of the School of Art and Visual Studies Faculty and is appointed by the Director of SAVS for a four-year term. The Associate Director may be reappointed to consecutive terms. Under unusual circumstances, the position can be filled by a member of the faculty prior to promotion after due consideration by all parties and with the approval of the Dean of the College of Fine Arts.
- B. Duties and responsibilities: The Associate Director's primary administrative functions are curriculum management, student affairs, and assisting the Director of SA/VS in the operation of the School, particularly as coordinator of academic matters, faculty teaching load, faculty mentoring, advising, and student

admissions. In the absence of the Director the Associate Director assumes all the responsibilities and authority of the Director, unless otherwise prohibited by the instructions of the Director. Additional duties include:

- Coordinate with the various SA/VS faculty areas about their course offerings and schedule all classes.
- Work with the Director to hire and schedule PTIs
- Work closely with the Director of SA/VS and the Directors of Undergraduate Studies and Graduate Studies in the coordination of the curriculum, degree programs, and facilities.
- Assist in curriculum management for SA/VS, including new degree programs, course proposals, major and minor course revisions.
- Work with the Director of Undergraduate Studies regarding all student services, admission, and recruiting.
- Address student issues (such as plagiarism, honors, and conduct related to student alerts and community of concern cases).
- Assist in oversight of the annual awards process of scholarships.
- Consult regularly with faculty and staff to draft, implement, and interpret relevant policies in consultation with the Director.
- Assist in revision of handbooks, strategic plans, assessment, and accreditation reports when needed.

C. Modified teaching duties: The AD has at least a 25% reduction in Instruction, which is replaced with Administration, depending on the yearly needs of the School. In the case of extraordinary circumstances renegotiation of DOE would be allowed.*

The Directors of Studies

The SA/VS Directors of Graduate Studies are immediately responsible for specific areas of the SA/VS' operation that they oversee. The Director of SAVS appoints these directors with the advice of the faculty and oversees the performance of their duties. They report to the SA/VS Director and to the faculty.

A. Directors of Graduate Studies:

1. Appointment and qualifications: The Directors of Graduate Studies (DGS) are nominated by the Director of SAVS and appointed by the Dean of the Graduate School. There are currently two DGS: one for Art Education and Art Studio, and the other for Art History and Curatorial Studies. A DGS is normally a tenured faculty member, holding the rank of Associate Professor or above, and must be a full member of the Graduate Faculty. Exceptions to this policy may be made if the program DGS and/or Director can confirm that paperwork has been submitted and the appointee will be promoted to Associate Professor within several months. The online form for nominating a DGS can be found [here](#).

2. Length of term and evaluation process: The standard term for a DGS is four years. A DGS who will be absent from the University for a semester or more must inform the Dean so that a substitute can be appointed. The DGS is evaluated annually by the Director.

3. Duties and responsibilities: The Director of Graduate Studies (DGS) is the local representative of each graduate program; s/he acts as the official liaison with the Graduate School. The DGS is responsible to the Graduate Faculty of their program and to the Dean of the Graduate School for the recruitment, admission, advising, and examining of students in their program. If it is desirable, a DGS may recommend that additional advisors in the program be appointed. A list of current Directors of Graduate Studies can be accessed [here](#). Additional duties include:
 - Pre-admission communications, coordination of recruitment efforts and materials, participation on Graduate Recruitment Committee, program requirement changes in consultation with the Director and SAVS faculty.
 - Admission of graduate students. Following a vote of the faculty of the relevant area, the Director of Graduate Studies recommends graduate admission, funding, and assistantships to the Director. The Director finalizes admissions and appoints Graduate Assistants in consultation with the DGS.
 - Oversees new curricula, advising and registration related to the Graduate Program.
 - Oversees the maintenance of graduate student records in conjunction with the Graduate School. The DGS works with the SAVS student affairs staff on admissions and registration.
 - A DGS is a SAVS representative for the assigned graduate program(s) and acts as the official liaison with the Graduate School. For more on the University's [Policies & Procedures for DGS](#).

4. Modified teaching duties: The DGS has a 12.5% reduction in Instruction, which is replaced with 12.5% Administration. Load reduction can be flexible as agreed between the faculty member in the position and the Director and with the approval of the Dean. In the case of extraordinary circumstances renegotiation of DOE would be allowed.*

B. Director of Undergraduate Studies

1. Appointment and qualifications: The Director of Undergraduate Studies (DUS) is appointed by the Director, after consultation with the faculty of the School and the approval of the Advisory Committee. The DUS must be a full-time faculty member. It is recommended that the DUS hold the minimal rank of Associate

Professor or Senior Lecturer.

2. Length of term and evaluation process: The Director of Undergraduate Studies position is renewable every four years and is reviewed every two years by the Director.
3. Duties and responsibilities: The DUS is responsible for administering all aspects of SAVS's undergraduate majors advising, including evaluating petitions for changes to degrees and recommending action to the Director. Their primary responsibility is to focus on the academic and intellectual development of declared majors and the undergraduate curriculum. The DUS will serve as a mentor and advisor to faculty teaching within the undergraduate curriculum. Additional duties include:
 - The DUS is responsible for assigning transfer equivalencies for all incoming students for any class that will come in with an ART, A-H, A-E or A-S prefix, consulting with area faculty when necessary.
 - The DUS is responsible for assigning all Study Abroad Transfer equivalencies for all incoming UK students for any class that will transfer with an ART, A-H, A-E or A-S prefix, consulting with area faculty when necessary.
 - The DUS serves as the Chair of the School of Art and Visual Studies Curriculum Committee.
 - They provide advice and information on graduate programs and career opportunities, grants and fellowship opportunities, counseling services, and other offices and units within the University that might be of service to students. They also work with and assist students as needed on an individual basis.
 - Assists faculty in developing course and curriculum changes and administers the updating of the Undergraduate Bulletin on an annual basis.
 - The DUS, in partnership with the Director and the School committees, will supervise the curriculum as a whole and recommend pedagogical revision and innovation. They also evaluate courses for the registrar.
 - The DUS will support the Director, undergraduate recruitment committee, and college recruiter in developing strategies for recruiting undergraduate majors and minors.
 - The DUS encourages extracurricular activities (such as Student Organizations, etc.) that bring students and faculty members together in a shared community of interests.
 - The DUS will oversee administrative processes for undergraduate students including admission to major from pre major status, incomplete paperwork, and petition requests. They review and update program-specific undergraduate handbooks. They consult with the SAVS Internship Coordinator and individual faculty mentors on experiential learning (internship, practicum, and independent study) opportunities.
 - The DUS will oversee the assessment process of all undergraduate programs by managing and collecting related artifacts and data, leading

evaluation process with undergraduate faculty, and writing and submitting report for the Office of Strategic Planning and Institutional Effectiveness.

4. Modified teaching duties: The DUS has a 25% reduction in Instruction, which is replaced with 25% Administration. In the case of extraordinary circumstances renegotiation of DOE would be allowed.*

C. Director of Foundations

1. Appointment and qualifications: The Director of Foundations is appointed by the Director and responsible to SAVS. They are a dedicated, full-time faculty member in the Art Studio area to ensure high quality outcomes across courses and sections.
2. Length of term & evaluation process: The Director of Foundations position is renewable every four years and is reviewed every two years by the Director in consultation with the Art Studio area and the Foundations Advisory Committee. SA/VS Administration should work with the Director of Foundations to clearly outline responsibilities, expectations, and support.
3. Duties and responsibilities: The Director of Foundations is responsible for the coordination of the curriculum and operations of courses comprising the Art Studio Foundations Program and serves as a liaison with other parts of the School, College, and University. The Director of Foundations chairs the Foundations Advisory Committee and oversees the Foundations Assessment Sub-Committee. The Director of Foundations, working with the Foundations Advisory Committee, provides leadership for curriculum development and ensures consistency across the Foundations Program. The Director of Foundations is responsible for supervising and coordinating the teaching efforts of graduate Teaching Assistants assigned to studio courses in the Foundations Program.

Additional duties and responsibilities include orienting incoming students, facilities supervision, consulting on hiring instructors, oversight of student lab fee budgets, coordinate equipment needs and purchases programmatically, and helping to secure Foundations Exhibition jurors.

4. Modified teaching duties: The Director of Foundations has a 25% reduction in Instruction on their DOE, which is replaced with 25% Administration. In the case of extraordinary circumstances renegotiation of DOE would be allowed.*

D. Graduate advisors

There are four Graduate Advisors for the School, one each for Art History and Visual Studies, Curatorial Studies, Art Studio, and Art Education. They oversee the graduate admissions process, orient new graduate students, assist area faculty in making teaching assistantship assignments for first-year graduates, act as mentors, and as first points of contact between graduate students and faculty when needed (grade and assignment disputes, etc.).

E. SAVS internship coordinator

The SAVS internship coordinator is responsible for assisting students in finding internships and various job opportunities while enrolled in SAVS. They coordinate efforts with the Office of Internship and Experiential Education in the UK Career Center. The coordinator also works with other units in the University that offer student employment and internship positions and with community employers, both local business and individuals seeking student workers. The coordinator is responsible for establishing the validity of internships and job opportunities and acting as the academic instructor of record for credit-bearing internships. The coordinator is appointed by the Director in consultation with the SAVS Advisory Committee. There is currently no term limit to this position and the position is subject to faculty interest and availability.

Modified teaching duties: The Internship Coordinator has a 25% reduction in Instruction on their DOE, which is replaced with Administration and oversight of A-S, A-H, and EXP prefix experiential education courses. In the case of extraordinary circumstances renegotiation of DOE would be allowed.*

*Circumstances including but not limited to, sabbatical or family leave replacements, short-term replacement due to unexpected resignation, etc.

V. Committee procedures

1. SAVS shall have a standing Advisory Committee consisting of the Associate Director, the three Area Coordinators, the Director of Graduate Studies, the Director of Undergraduate Studies and the Director of Foundations. This committee shall advise the Director on matters relating to SAVS as a whole. It shall recommend the agenda and oversee the SA/VS Rules and Procedures and the facilities and resources.
2. The committees within the areas shall be nominated by the Area Coordinator and appointed by the Director.
3. SAVS committees shall be appointed by the Director after consultation with the SA/VS Advisory Committee and shall be announced at the beginning of each academic year or at the constitution of a committee.

4. Membership on standing committees for SAVS, for the College of Fine Arts, and for the University shall be reviewed by the SAVS Advisory Committee at the beginning of each academic year.
5. The responsibilities of any ad hoc committee shall be clearly defined at the time of the formation of the committee by a specific charge in writing. Charges for the Standing Committees of SAVS are enumerated in section VI.
6. The Director is an ex officio member of all committees.
7. Membership on standing committees is for three-year terms.
8. Standing committees should have an established calendar for meetings throughout the academic year.
9. All committees shall have a chair, appointed by committee vote.

VI. Standing committees

1. SAVS Curriculum Committee. Charge: to review course and program proposals put forward by faculty and areas within SAVS and to make recommendations to the general faculty as to whether these proposals should be put forward to the CFA Curriculum Committee. This committee is composed of full-time faculty with representatives from the Art Education area, the Art History & Visual Studies area, from the Foundations Committee, from the Art Studio area, and from the Digital Media Design steering committee. The DUS serves as the chair of this committee.
2. Visiting Artist Committee. Charge: to review nominations for the Distinguished Artist/Scholar and to advise the Director regarding SA/VS's Visiting Artist program.
3. Facilities and Safety Committee. Charge: To advise the Director on matters relating to the maintenance and improvement of the Art and Visual Studies Building, the Metal Arts Building, and when required, the Fine Arts Building regarding issues of classroom and studio safety. The SAVS's staff person assigned as Facilities Supervisor serves as a permanent member of this committee.
4. Foundations Committee. Charge: Oversight and supervision of the curriculum of the Art Studio Foundations program. This Committee is composed of full-time faculty whose teaching assignments are predominately foundations courses as well as representatives of Art History and Art Education appointed by the SA/VS Director. The Foundations Director chairs the Foundations Committee.
5. Digital Media Design Steering Committee. Charge: Oversight and

supervision of the curriculum and enrollment management for the Digital Media Design degree program. This Committee is composed of full-time faculty and relevant staff.

6. B.A. Steering Committee. Charge: Oversight and supervision of the curriculum and enrollment management for the Bachelor of Art in Art Studio degree program. The assessment committees report their findings and any suggested improvement actions to this steering committee. This committee is composed of full-time faculty in the Art Studio area and relevant staff.
7. B.F.A. Steering Committee. Charge: Oversight and supervision of the curriculum and enrollment management for the Bachelor of Fine Art in Art Studio degree program. The assessment committees for both programs report their findings and any suggested improvement actions to this steering committee. This committee is composed of full-time faculty in the Art Studio area and relevant staff.

VII. Ad hoc committees

Ad hoc committees are established by the Director on the advice of the faculty as need arises. Membership and length of service depend upon the committee's charge and will be arranged in consultation with the Director. The frequency of ad hoc meetings and their meeting times are the responsibility of the committee chair as needs arise. Current long-standing ad hoc committees in SAVS include:

- BEAP (Building Emergency Action Plan) committee
- Digital Media equipment acquisitions committee
- Print Lab committee
- Video area committee
- Undergrad recruiting committee
- Grad recruiting committee
- Equal Dignity and Belonging committee

Short-term committees include faculty and staff search committees.

VIII. Promotion and tenure processes for tenure stream and lecturer faculty

The SA/VS, in keeping with University Academic Regulations, appoints faculty in six different categories:

1. Full-time, continuous appointments (at the rank of Associate or Full professor with tenure)
2. Full-time, year-to-year appointments that are tenure eligible (usually at the rank of Assistant Professor)
3. Full-time, year-to-year appointments that are not tenure-eligible (at the rank of Lecturer)

4. Full-time, rolling contract appointments that are not tenure-eligible (at the rank of Senior Lecturer)
5. Part-time, contract instructors hired on a semester-by-semester basis (or “PTI” in our terminology)
6. Graduate Teaching Assistants

SAVS follows the rules for promotion and tenure set forth in [AR 2:1-1 \(7/1/2011\)](#) and for senior lecturer set forth in AR 2:9 (6/8/2010)

SAVS follows the guidelines for faculty performance review for tenure stream faculty established in the College of Fine Arts Faculty Rules Document (2022), pp. 25-26 and for senior lecturers, lecturers, and part-time instructors on p. 28. The suggested dossier format for promotion and tenure is listed on pp. 28-29. For the Statements of evidence adopted by each degree program in SAVS see the appendix.

IX. Records of Procedures

1. A currently revised copy of these Rules and Procedures shall be distributed to all faculty members and kept on file in the SA/VS office.
2. Any additional rules and amendments passed at general faculty meetings are to be added to the above-mentioned file after they have been approved by the Dean and the Provost.

To the Best of my knowledge,

These rules of procedure have been created and approved by the faculty of this School, pursuant of the authority granted by the Administrative and Governing Regulations of the University of Kentucky. These rules do not become effective until and unless approved by the Dean and Provost as indicated by their signatures below. The Dean and Provost must also approve any modifications to these rules before the modifications take effect. A current copy of the approved rules for this school is available in the office of the SA/VS Director, the Dean of the College of Fine Arts, and the Provost's office.

Director (indicating approval by the faculty)

Date

Dean of the College of Fine Arts

Date

Provost, University of Kentucky, Lexington Campus

Date

Appendix. SAVS Faculty Evaluations, Tenure and Promotion Criteria, and Procedures

The purpose of this appendix is to supplement the policies and procedures outlined in the College of Fine Arts Faculty Rules Document and the University Governing and Administrative Regulations pertaining to the evaluative criteria and procedures used in the evaluating candidates for the purpose of tenure and promotion. The rules and procedures for promotion expressed in the University's GRs and ARs supersede any discrepancies that may arise within this appendix.

The College of Fine Arts mandates that each instructor conduct student evaluations for each course they teach. Students are asked to evaluate numerically the teaching performance and other pertinent aspects of the class and classroom environment. Students are also given the opportunity to provide written comments. It is the responsibility of the candidate to ensure the maximum possible student participation in these evaluations. Student evaluations of teaching effectiveness are an important part of the regular evaluation of faculty performance established by the University's Academic Regulations, AR 3:10 (<http://www.uky.edu/regs/files/ar/ar3-10.pdf>).

SA/VS faculty are reviewed annually. The Provost establishes the deadlines for these reviews. The annual reviews in CFA cover faculty work and performance for the academic year (from August to August) in the areas of teaching, research, and service. Faculty members are required to prepare and present three essential materials for these reviews. The first is a standard CFA document, known as the Activities Summary, which records in detail teaching assignments, research activities, and service. Faculty members are also expected to present a second document, the Teaching Portfolio, and finally, an up-to-date curriculum vitae.

In practice the Teaching Portfolio is an individualized document, in which the faculty member presents a variety of material, greatly differing in size and scope, to fulfill this requirement. Nonetheless there are elements that are required according to the Academic Regulations. (See Appendix I of AR 3:10; <http://www.uky.edu/regs/files/ar/ar3-10.pdf>).

It is the practice in SAVS that the Director consults with the Area Coordinators of the three primary areas when completing the annual performance reviews based on the faculty-provided dossiers to obtain their feedback (this constitutes the "suitable committee" as required by UK policy). Input from the Area Coordinators may be supplemented with discussion with select senior faculty when those faculty members have worked closely or in a supervisory role with the faculty undergoing the merit review.

Pre-tenure faculty are, according to University policy, reviewed at the end of the second year and at the end of the fourth year following their appointment. The Director meets with all the tenured faculty customarily on the first Friday in May to discuss the dossiers that have been submitted by the candidate(s) several weeks prior. The Director records the faculty's evaluations of the candidate(s) achievements and any observations regarding

the candidate's progress toward promotion as well as areas for improvement in the areas of teaching, research, and service. From these notes the Director produces a written evaluation of the candidate(s), which then becomes part of the candidate(s) promotion materials.

Statements of Evidence for the School of Art and Visual Studies

SA/VS Promotion Criteria at Each Rank

Art Education and Art History and Visual Studies Last revised: August 17, 2018

Art Studio and Digital Design last revised: December 13, 2024

The following general criteria for appointment and promotion serve as guidelines for persons involved in the decision process.

Associate Professor Appointment, reappointment, or promotion to associate professor shall be made only after a candidate has met the criteria for assistant professor and has demonstrated high scholarly achievements commensurate with his other assignment in areas of: (1) teaching, advising and other instructional activities; (2) research or other creative activity; (3) professional, university and public service. Particularly, an indication of continuous improvement and scholastic contributions should be evident as documented by the candidate. Further, the individual should have earned external recognition for excellence in her or his scholarly activities. Where appropriate, this recognition should be on a regional or national level as appropriate to the field of assignment.

Professor Appointment, reappointment, or promotion to full professor shall be made only after a candidate has met the criteria for associate professor and has demonstrated high scholarly achievements commensurate with his or her assignment in areas of: (1) teaching, advising, and other instructional activities; (2) research or other creative activity; (3) professional, university and public service. Particularly, such an appointment implies that, in the opinion of colleagues, the candidate's scholarship is excellent and, in addition, she or he has earned a high level of professional recognition. Where appropriate, this recognition should be on a national or international level in the field of assignment. It is further emphasized that this rank is in recognition of attainment rather than length of service.

Art Education

Art Education Evaluation Criteria

Art Educators are expected to establish and develop an active academic identity within both the university community and the discipline of a regional, national, and/or international scale. Local and regional identity can be defined by a number of activities including (1) presentations/workshops to local community groups or educational entities, (2) community projects involving K-12 students, (3) collaborating with local/regional community organizations, and (4) publication of art education resources serving a local or regional constituency by the publication of relevant art education material through school systems, community partners, and professional organizations, or any other appropriate criteria among others.

Evidence of the establishment of a candidate's national or international reputation will be based on participation in professional organizations, such as the National Art Education Association or International Society for Education through Art (INSEA). This includes: (1) active participation in professional groups, (2) presentations, and (3) publications, including articles, book chapters, K-12 lessons and activities. It also includes articles written in professional or community newspapers, magazines such as the Kentucky Art Education Association and the National Art Education Association and their caucuses, which serve the state, national and/or international audience of art educators.

Evaluation of candidates for tenure and /or promotion will be based on a clear demonstration of teaching, service, and research and/or some creative activity in line with the expectations of a teaching institution. The following list provides a basis of assessment for tenure and promotion of candidates in the discipline of Art Education. This list, however, is suggestive and not exclusive:

Research and Creative Activity:

The successful candidate will demonstrate an ongoing commitment in one or more of the following:

- Publication of articles in professional journals and magazines in print or digital format.
- Publication of chapter(s) or section(s) of a scholarly book.
- Publication of a book review.
- Publication of a book.
- Exhibitions or creative activities at the local, regional, national, or international level.

The successful candidate is expected to demonstrate active involvement in one or more of the following:

- Presentations at professional conferences such as the National Art Education Associations and the Kentucky Art Education Association.
- Publication in professional newsletters and newspapers.
- Grant funding for scholarly research and/or community projects.
- Or any area associated with professional field-related activities.

Teaching:

The successful candidate is expected to demonstrate competency in the following:

- Knowledge of subject matter.
- Quality organization of course material.
- Ability to communicate subject matter.
- Ability to mentor students effectively.
- Fulfillment of School student-faculty assignments such as student advising and/or supervising student teachers.

The successful candidate may demonstrate an ongoing commitment to teaching in one or more of the following:

- Guide student research/creative projects.
- Teaching awards.
- Or any other appropriate teaching criteria.

Service:

The successful candidate is expected to make ongoing contributions to SA/VS, college, university, and public committees.

The successful candidate will demonstrate a professional commitment in one or more of the following:

- Service to the Kentucky Art Education Association.
- Service to the National Art Education Association.
- Member of advisory council(s) or board(s).
- Service as a consultant in areas of the candidate's expertise made available to local, regional, or national communities.
- Involvement with Student Chapter of the National Art Education Association/Kentucky Art Education Association.
- Or any area associated with professional field-related activities.

Art History and Visual Studies

Art History and Visual Studies Evaluation Criteria

Art historians are expected to establish and develop an active academic identity within both the university community and the discipline on a regional, national, and/or international scale.

Local and regional identity can be defined by a number of activities such as presentations to local community groups or educational entities, curating, local/regional museum exhibitions, publication of museum catalogs for exhibitions serving a local or regional constituency, by the publication of exhibition reviews, articles, exhibition catalogs, books and monographs, either in hard copy or digital format, by book publishers, periodicals, newspapers, or academic organizations, such as the College Art Association, which serve a national or international audience of scholars; by review, critiques, commentaries, and/or citations of the candidate's published research in similar venues, and by any other appropriate criteria.

Research and Creative Activity:

As art history is a research-driven discipline, candidates for tenure and/or promotion must demonstrate serious and on-going commitment to research and/or creative activities in one's field. The following list provides a basis of assessment for tenure and promotion of candidates in the discipline of art history; however, this list is suggestive, not exhaustive:

- Publication or contract for publication of a book, monograph, or a substantial museum catalog.
- Publication of chapter(s) or section(s) in a scholarly book either in print or digital format.
- Publication of articles in refereed journals in print or digital format.
- Publication of articles in non-refereed journals in print or digital format.
- Organizing and curating an original museum/gallery exhibition.
- Serving as a professional consultant for non-profit arts organizations, educational institutions, or governmental entities.
- Serving as an invited guest curator, consultant, or juror of selection for a museum or gallery exhibition.
- Presentation of a paper at a professional conference such as CAA, SECAC, etc.
- Presentation of a lecture or participation in a symposium or panel at a museum or educational institution.
- Grant funding for scholarly research proposals.
- Or any other appropriate criteria.

Teaching:

Evaluation of candidates for tenure and/or promotion will be based on a clear demonstration of excellence in teaching. Additionally, as art history is a research-driven discipline, active and on-going engagement in research, publication, and intellectual development in one's field, as reflected in on-going curriculum development, and course revision, will be considered as evidence of knowledge of subject area and as demonstrating professional commitment to teaching.

Professional growth for art historians is also reflected in affiliation with, and active participation in, professional organizations; attendance at conferences and symposia; on-going visual research in museums, galleries, archaeological sites, or other venues appropriate to their specific areas of expertise, and by maintaining contacts and dialogue with the network of academicians and professionals beyond the borders of Kentucky.

Some additional examples demonstrating excellence in teaching include:

- Participation in collaborative, interdisciplinary projects, programs, and courses.
- Development of new instructional approaches, methodologies, or educational aids.
- Grant funding for teaching proposals.
- Curriculum and program development resulting in the approval and addition of new courses, minors, majors, and degree programs at the undergraduate or graduate level.
- Awards and recognition for teaching.
- Guest lectures in other courses.
- Or any other appropriate criteria.

Service:

Art historians are expected to serve on committees at the university, college, school and public levels. Professional service on the local, regional, and national levels is also to be commended.

Art Studio and Digital Design

Art Studio and Digital Design Evaluation Criteria

Art Studio and Digital Design faculty are expected to establish and develop an active academic identity within both the university community and their respective discipline at a scale appropriate to each rank.

Scholarly and Creative Research Activity:

Research/scholarship/creative activities for assessment for tenure and promotion of candidates in the discipline of Art Studio and Digital Design include, but are not limited to, the following: participation in a residency, reception of a fellowship, grant or award, panel participation or coordination, presentation, editorial duties, performance, judging a competition, entering a competition, placing in a competition, exhibiting, authorship, original pedagogical scholarship, curation, or generation of original artistic and/or design content, etc.

The above activities can be realized in a digital, virtual or physical space.

Recognition/Reputation:

Activity review process can be defined by the following types: Curated, Invited, Commissioned, Juried, Represented, Purchased, Published, Reviewed.

Generally solo activity will be ranked higher than group activity. For the purpose of this review, collaborations are considered solo activity and ranked at the same level as individual research/scholarship/creative activities.

The venues/publications, etc. are ranked by the reputation and prestige of the network they engage with, in order of priority:

1. International
2. National
3. Regional
4. Local

Activities include but are not limited to the following:

Exhibitions, competitions, screenings, and performances

solo or group show or performance in a museum, major private gallery, university gallery, not-for-profit space, alternative space, design competition/showcase, convention, art fair, festival, distribution agreement

Publications and lectures

published book or book chapter or exhibition catalogue, publication of an article in a print or digital periodical, patent or trademark for design work, invited presenter at venue, conference panelist, poster session, publication of an art/design review, digital distribution of a design project

Commissions, grants, honors, residencies, and other activities

exhibition curator, art or design commission, competition recognition for an art or design commission, grant, fellowship, acquisition, collection, award received, art/design residency, exhibition or design competition jury member, gallery representation

Media appearances

featured artist/designer in publication in digital or print format, featured artist/designer in exhibition review in digital or print format, artist/designer interviews, artist/designer mention in digital or print format publication, citation in conference papers/presentations

Teaching:

Evaluation of candidates for tenure and/or promotion will be based on a clear demonstration of excellence in teaching. Additionally, active and on-going engagement in research, publication, and intellectual development in one's field, as reflected in on-going curriculum development, and course revision, will be considered as evidence of knowledge of subject area and as demonstrating professional commitment to teaching.

Professional growth for art studio and digital design faculty is also reflected in affiliation with, and active participation in, professional organizations; attendance at conferences and symposia; on-going visual research in museums, galleries, archaeological sites, or other venues appropriate to their specific fields of expertise, and by maintaining contacts and dialogue with the network of academicians and professionals within and beyond the borders of Kentucky.

Some additional examples demonstrating excellence in teaching include:

- Participation in collaborative, interdisciplinary projects, programs, and courses.
- Development of new instructional approaches, methodologies, or educational aids.
- Grant funding for teaching proposals.
- Outreach workshop activities.
- Curriculum and program development resulting in the approval and addition of new courses, minors, majors, and degree programs at the undergraduate and graduate level.
- Awards and recognition for teaching/creative research.
- Guest lectures in other courses.
- Or any other appropriate criteria.

Service:

Art Studio and Digital Design faculty are expected to serve on committees at the university, college, and school levels. Public and professional service to the local, regional, national and international networks is also to be commended.

National may be more significant than local.

Leadership may be more significant than mere membership.

Elected service may be more significant than non-elected-related service. Art-related service may be more significant than non-art-related service.

University level committee work may or may not be more significant than college or school level committee work.

SA/VS Lecturer/Senior Lecturer Policy

The purpose of this document is to serve as a supplement to the policies and procedures outlined in UK Administrative Regulations 2.9 pertaining to the evaluative criteria for the appointment and promotion of faculty in the Lecturer Series. This instrument, as well as the College of Fine Arts Handbook and the University Governing Regulations, supersede any discrepancies that may arise in this document.

I. Definition

As professionally qualified teachers, lecturer series faculty will hold a terminal degree or the equivalent experience in the field of their teaching assignment. The academic ranks of Lecturer and Senior Lecturer are recognized by the faculty of SA/VS.

II. Appointment Criteria

It is the duty of the Director of SA/VS to make a recommendation to the Dean of the College for final approval of initial appointment, reappointment, etc. for Lecturer Series faculty at the rank of Lecturer. To assist in this goal, the Director should organize faculty-led searches which, pursuant to AR 3.5, describe, advertise, and screen finalists for the position. These searches should be of at least a regional, and preferably national, scope, at the discretion of the Director of SA/VS. It is the duty of the Director to inform the faculty of SA/VS of the parameters of the position, the nature and scope of the search at a meeting of the full faculty or in written communication.

The primary job duties of faculty in the Lecturer series are teaching and service; nonetheless, the faculty of SA/VS understands that knowledge, facility and accomplishment in creativity and research may often be an indicator of successful and effective teaching. Therefore, it is expected that the creative and research record of potential candidates should be examined during the search process.

A majority of the faculty in SA/VS has determined that the percentage of Lecturers appointed shall not exceed 42% of the total number of full-time faculty in SA/VS.

Upon appointment, Lecturer Series faculty members are entitled to participate and vote in all school functions in the same manner as tenure-eligible faculty.

III. Review, Reappointment and Promotion

As required by AR 2.9 and GR VII.A.6, Lecturers series faculty shall participate in the Faculty Performance Review annually. Faculty holding these positions will be evaluated using the standard forms, teaching portfolio, and process currently used in the College of Fine Arts for full-time faculty. Evaluations will be based on the percentages set forth in the AR 2.9, that is a minimum of 75% in teaching (the equivalent of 9 credit hours each semester) and 25% service in support the undergraduate programs of SA/VS.

III.A. Lecturer Series Evaluation Criteria

Lecturer Series faculty members in SA/VS are expected to establish and develop an active academic identity as professional teachers within the school, college and university community. Identity can be defined by a number of activities including the quality of teaching as evaluated by students and peers; mentoring students in preparation for student success; participation in campus and professional organizations dedicated to

teaching and learning excellence; by presentations to local community groups or educational entities or curating exhibitions serving a local or regional constituency; in service directed toward improving the academic environment of undergraduates at the University of Kentucky; and by any other appropriate criteria established in consultation with colleagues and approved by the Director of SA/VS.

For all areas within SA/VS the following criteria will be taken into consideration for reappointment and promotion.

Lecturer

- Evidence of high quality professional performance in teaching
- Evidence of effective and productive service
- Evidence of good character, mature attitude, and professional integrity

Senior Lecturer

- Evidence of sustained excellence in teaching.
- Evidence of sustained effective and productive service
- Evidence of good character, mature attitude, and professional integrity
- Minimum years at rank of Senior Lecturer (5 years)

III.A.1 Teaching

The primary criterion for evaluation of candidates for retention and or promotion is excellence in teaching. Additionally, SA/VS may consider active and on-going engagement in research, publication, and intellectual development as this demonstrates professional commitment to teaching, i.e. providing evidence of knowledge of subject area and the ability to develop curriculum and revise courses.

Professional growth may be also reflected in affiliation with, and active participation in, professional organizations; attendance at conferences and symposia; on-going visual research in museums, galleries, archaeological sites, or other venues appropriate to their specific areas of expertise.

Some additional examples demonstrating excellence in teaching include:

1. Participation in collaborative, interdisciplinary projects, programs, and courses.
2. Development of new instructional approaches, methodologies, or educational aids.
3. Grant funding for teaching proposals.
4. Curriculum and program development resulting in the approval and addition of new courses, minors, majors, and degree programs at the undergraduate level.
5. Awards and recognition for teaching/creative research.
6. Guest lectures in other courses.

III.A.2 Service

Faculty members in the Lecturer Series are expected to devote the equivalent in time and effort of one course per semester (25%) to work that benefits the academic and professional life of SA/VS. This service should be primarily directed toward SA/VS's undergraduate programs, and may include Freshman Orientation and advising, organization of shows and exhibits involving primarily undergraduates, Open Studio,

assessment, and other assignments determined by the Director. Lecturers may also be asked to assist in the duties of the Director of Undergraduate Studies and other administrative functions in addition to service on committees at the university, college, and school levels, including faculty searches and undergraduate reviews. Professional art-related service on the local, regional, and national levels is to be commended.



Rules and Procedure

College: College of Fine Arts

Unit: Art and Visual Studies

Approved by Provost: Tannock, 12/20/2024

Approved by College Dean: 12/20/2024

Approved by Unit Director (Indicating Approval by Faculty): 12/13/2024