

Department of Art

# FACULTY HANDBOOK

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# PREAMBLE

The following Department of Art Faculty Handbook describes the mission of the department and specifies internal procedures related to reappointments, promotions, and tenure. In applying the departmental procedures specific herein, the Department adheres to the policies and criteria for appointments, promotions, tenure, and continued service as stated in the Skidmore College Faculty Handbook.

The Department Chair is responsible for supplying the department handbook to all new faculty members. Every effort shall be made to keep the handbook up-to-date. In turn, it is the faculty member's responsibility to be familiar with these procedures.



PART ONE  
DEPARTMENTAL MISSION



# Mission Statement

Skidmore's strong tradition in the liberal arts grounds our majors' education in extensive work in our interdisciplinary Liberal Studies program, as well as in the Arts, Humanities, and Sciences, where courses emphasize critical thinking, significant reading and writing skills, and quantitative reasoning abilities.

Within this broader context, the Department of Art seeks to introduce and develop in all of its students those intellectual, creative, perceptual and technical abilities which are appropriate to the making of art, and the ability to evaluate, judge and appreciate which is appropriate to the understanding of works of art.

# Goals for the Studio Art Major

The Studio Art program offers a rich and diverse range of investigations across the disciplines of art making and art history. Integrating extensive liberal arts offerings with a broad studio experience, majors choose to balance exploration with focus in a particular area as preparation for graduate school or future work in an art-related field. Critical thinking, imaginative problem solving, and self-reflective evaluation are key components in the development of the theoretical and technical aspects of art making. Through art courses students gain competency in visual language, an increasingly important skill in contemporary culture. Visual and verbal analytical and organizational skills learned in the studio apply to thoughtful practice in many arenas of our complex world.

## **I. KNOWLEDGE**

The student who successfully completes the studio art major at Skidmore College will understand and experience the practice of art and will understand the role of art as a force in human knowledge. The student will know:

- A. The visual language of art and design;
- B. Fundamental studio practice; techniques, procedures, and theory shared across studio disciplines;
- C. Major achievements in the history of art, Western and non-Western;
- D. Varied approaches to the role of art in human experience.

## **II. SKILLS AND REASONING PROCESSES**

The student who successfully completes the studio art major at Skidmore College will understand the integration of technical proficiency and critical thinking. The student will be able to competently:

- A. Manipulate art, craft, and design media, utilizing traditional and contemporary technologies;
- B. Organize, analyze, and interpret visual phenomena using problem solving skills;
- C. Communicate clearly about art in oral and written form;
- D. Evaluate one's own artmaking and that of one's peers through critical reasoning about the use of materials, formal elements and content;
- E. Create a body of work which joins ideas and process-oriented learning.

### **III. APPLICATION**

The studio art major who graduates from Skidmore College will have acquired knowledge, skills, and reasoning abilities which will enable him/her to apply this experience in a variety of ways. The student will be able to:

- A. Synthesize knowledge from many fields into studio practice;
- B. Engage in substantive self-directed artistic activity;
- C. Direct these learned abilities to thoughtful practice in any arena;
- D. Contribute to the cultural, intellectual, and educational life of the community.

# Summer Art Program Mission Statement

The Department's Summer Art Program provides an intensive and rewarding studio art experience for seriously motivated undergraduates who wish to extend their academic work into the summer and for pre-college students and other non-traditional students who seek a college level experience in studio art. It further promotes the general educational mission of the Department and College through its rigorous departmental offerings in studio as well as special topics courses not offered during the regular academic year. The Summer Art Program, with its concentrated studio time and ample studio space, allows for a more diverse curriculum and student/faculty population than can be accommodated during the regular academic year. Featuring full credit department courses as well as various non-credit experiences and supported by a full schedule of visiting artist lectures and exhibitions in the Schick Gallery and Tang Museum, the Summer Art Program provides the opportunity for a community of artists and students from varied backgrounds and disciplines to experiment, explore and develop visual ideas in depth.

The mission of the Summer Art Program evolves from a rich heritage of programs and experiences that have contributed to its vibrancy over the past forty years. Various past and current programs have included:

1. Summer Term courses that extend the Department's curriculum into the summer for Skidmore College and visiting students
2. Pre-College Program in Art with credit and non-credit courses for high school students in the summer after their sophomore, junior, and senior years
3. High School Art Teacher Fellowship Program
4. Faculty exchange program with the University of Wales Institute, Cardiff and the Skidmore in Spain program
5. Visiting Artist Series
6. Graduate level course credit certified by Skidmore's MALS program
7. Small group non-credit workshops
8. Continuing Education programs

## PART TWO

### DEPARTMENTAL GOVERNANCE



The department faculty consists of all full and part-time teaching personnel and those in shared appointments holding the ranks defined in the Skidmore College Faculty Handbook Part One, Section VI, APPOINTMENTS TO FACULTY: A. Tenure-Track Appointments, B. Fully Dedicated Tenure-Track Lines in ID Programs, C. Tenure-Track Lines Apportioned between Departments/Programs, D. Pre-Tenure-Track Appointments, E. Non-Tenure-Track Appointments. F. Appointments to Endowed Chairs. The rights and privileges of department faculty members vary according to type and status of appointment. These rights are defined in various parts of this handbook. For additional information, consult the Skidmore College Faculty Handbook, Part One, Section VII. RIGHTS, OBLIGATIONS, AND RESPONSIBILITIES OF ALL FACULTY, Part Two, FACULTY GOVERNANCE and Part Four, BENEFITS

## **I. DEPARTMENT FACULTY GOVERNANCE**

- A. Faculty governance is carried out through decisions made at department meetings and through a system of committees of the department faculty.
- B. Department meetings, presided over by the Department Chair, are generally held on the first Friday of each month preceding the all college faculty meeting.
- C. Eligibility to Vote
  - 1. All the department faculty as herein defined are expected to attend department meetings and are eligible to vote (also refer to the section on Visiting and Non-Tenure Track Appointments in this handbook):
    - a. all full-time members of the department faculty and faculty holding shared appointments at the rank of assistant professor or above.
    - b. visiting instructors, artists-in-residence and full-year, full-time lecturers, in their third year of consecutive, full-time service.
  - 2. A voting member of the department faculty who is on leave of absence may vote in department meetings. Department faculty members on leave will be notified of department meetings only through normal college channels.
  - 3. Proxy votes and absentee ballots are not allowed in department meetings.
- D. Eligibility to Attend Without a Vote  
(please refer to Part Two, Section I, Article I of the Skidmore College Faculty Handbook)
  - 1. Part-time faculty are invited to attend and participate in department meetings, but without a vote.
  - 2. Student Academic Council representatives are also invited to attend, but without a vote.

# Department Committees

## **Overview**

Voting rights and eligibility: Department faculty with eligibility to vote at faculty meetings may vote for, or serve as faculty representative on elective or appointed committees. Voting members of the department faculty who are on leave of absence are not expected to serve on committees while on leave. Replacements for less than an academic year will normally be appointed by the Department Chair. The FAC and Gallery Committee are elected by department faculty.

# Faculty Advisory Committee (FAC)

## I. FUNCTION

The Faculty Advisory Committee of the Department of Art, Skidmore College, shall serve three primary functions:

1. It is responsible for overseeing procedural information concerning candidates for reappointment and tenure. It will report to the faculty and make recommendations to the Department Chair regarding the candidate's teaching.
2. It shall summarize student evaluations of faculty members being considered for reappointment and tenure.
3. It is responsible for up-dating the Department of Art Handbook and the Calendar for Reappointment, Tenure and Promotion.
  - a. FAC works to align the handbook with the Skidmore College Faculty Handbook.
  - b. Initiates discussion and make recommendations for changes to the handbook to reflect new developments at the College.
  - c. Changes to the handbook shall be approved by a majority vote of eligible faculty.

*The Department of Art Handbook includes:*

1. *Departmental procedures for reappointment, tenure and promotion.*
2. *Committees of the Department: functions and membership.*
3. *Other departmental policy deemed appropriate, including Gallery policy for Faculty Exhibition, and Department of Art Safety Guidelines.*

## II. MEMBERSHIP

Committee membership shall consist of three faculty members serving overlapping terms. The term of office begins at the start of the spring semester and the length of service will be three years. Membership in the committee should include two tenured and at least one untenured member if possible. By November 15, FAC elections for the following term will be held. The student representatives to the Department shall participate in the assessment of the student evaluations. Please Note: At the beginning of spring semester, the outgoing chair of FAC will provide to the incoming chair a summary of committee activities.

# Curriculum Committee

The Curriculum Committee is a recommending committee and not a policy-making body.

## **I. FUNCTION**

The Curriculum Committee shall fulfill the following functions:

1. Discuss philosophical issues relative to the curriculum;
2. Evaluate the curriculum through maintaining ongoing reviews for the Department
3. Make recommendations to the Department on new course offerings, on the deletion of courses, and on curricular issues which need to be discussed; Review and approve non-policy catalogue changes (i.e. those not requiring Department of Art approval).

## **II. MEMBERSHIP**

The Curriculum Committee membership consists of three faculty members and the Department Chair, ex-officio. Each faculty member serves on the committee for two years. Exclusive of the Chair, the committee membership shall be as follows:

1. At least two faculty members shall be tenured and at least one untenured, if possible.
2. One Department of Art student representative (serving as the Academic Council Representative from the studio area, selected by studio faculty), shall be invited to attend if necessary.
3. Election Procedures:  
One or two faculty member(s) will be elected annually for a two year term. By March 31, Curriculum Committee elections for the following term will be held and the new Chair will be elected by the new committee.

# Department Guidelines for Curricular and Program Changes

1. Curricular or program changes are discussed with the Department Chair.
2. Preliminary discussion with other faculty and current members of the Department Curriculum Committee is recommended.
3. From these informal discussions, proposed changes are presented on the appropriate form to the Department Chair and the Department Curriculum Committee for review and recommendation.
4. Final proposals with any amendments are resubmitted to the Department Chair and the Department Curriculum Committee to be brought to the Department for discussion and vote.
5. With departmental approval and the signature of the Department Chair, the Department Chair forwards the proposal to the Associate Dean and the College Curriculum Committee. \*\*

NOTE: The current "Guide to College Curriculum" and current curricular forms are available on the All College Curriculum Committee Web Site.

\*\*When appropriate, the maximum class size is decided in consultation with the Department, Department Chair and the Department Curriculum Committee. Then the recommendation is forwarded to the College Curriculum Committee for final approval.

Approved: 10/3/08

# Gallery Committee

## **I. FUNCTION**

To determine, in consultation with the Gallery Director and the Curatorial Assistant, the content of gallery exhibitions, with the primary goal to support the Department's educational and curricular needs. The Gallery Director, Curatorial Assistant, and the Gallery Committee will work together in the following:

1. planning of exhibitions
2. scheduling of exhibitions and related activities
3. on-going functions of the gallery

## **II. MEMBERSHIP AND ELECTION PROCEDURES**

- A. The Committee membership is constituted as follows: 4 eligible faculty members (elected) and the Director, ex officio. All members shall have full voting privileges. The Curatorial Assistant shall meet with the Committee but shall not vote.
- B. The faculty membership is for a three-year term, with annual elections of one or two faculty to ensure overlapping terms of service and continuity on the committee. Any full-time or part-time continuing faculty member in the Department is eligible to serve. Faculty may be elected to consecutive terms of service.
- C. Membership is based upon a “willingness to serve” principle.
- D. Ballots calling for willing candidates shall be issued by the Department Chair in the Spring Semester, on or about April 1.
- E. Elections shall be held on or about April 15.
- F. In the event a faculty member is not able to complete his/her term (illness, sabbatical leave, etc.), a special election will be held to elect a new member to complete the unexpired term.

## **III. OPERATIONAL PROCEDURES**

- A. The Director will convene and chair meetings of the committee on a regular basis throughout the academic year, and report on gallery activities to the Department at department meetings.
- B. The Committee will set procedures and guidelines for exhibits, especially those involving faculty, students and alumni. Any change in gallery policy will be brought to the attention of the Department for approval before it is submitted to FAC for inclusion in the Department Handbook.

- C. The Director, the Curatorial Assistant, and the Committee will work jointly to plan and maintain a tentative exhibition schedule for the coming 2-3 years. The tentative schedule will be presented to the Department by the end of each spring term. The schedule will include “working” dates and the projected content for each exhibition including the faculty exhibition.
- D. The Director and Curatorial Assistant will submit a report in written form to the Department Chair by the end of the spring semester.
- E. The Gallery Director will oversee all printed material (gallery announcements, catalogues, etc.), mailings, gallery functions, installation of exhibitions, etc. The Director will also oversee the annual budget in consultation with the Department Chair and the Committee.
- F. Gallery Committee members will assist the Director and Curatorial Assistant with exhibition installation and other duties when practical and feasible.
- G. In the absence of the Gallery Director, gallery committee members will, as a group, assume various duties to assure smooth running of exhibits, installation of exhibits, etc. This will only be necessary in emergency situations.

# Policy For Scheduling Faculty Exhibitions

1. Faculty exhibitions (5-7 persons) will be scheduled annually on a rotating basis, so that each studio art faculty member will have the opportunity to show once every three to four years. The rotation schedule is created and maintained by the Director, the Curatorial Assistant, and the Gallery Committee. By the end of spring semester each year, the Director will provide a faculty exhibition schedule for the next three years to the Department.
2. Any faculty member wishing to change her/his position in the rotation cycle must submit a request in writing to the Director at least one year in advance of the requested change. No changes will be permitted once the schedule for the academic year has been set unless by mutual agreement between the Gallery Director, the Gallery Committee, and the faculty member concerned. If the Director or Committee need to change or adjust the rotation cycle, the Department and individual faculty will be notified at least two years in advance.
3. The Gallery Director in consultation with the Curatorial Assistant and the Gallery Committee will design and install exhibitions, plan opening events, designate methods of labeling works, and handle all publicity for the exhibition. The Director will try to accommodate suggestions or requests by exhibiting artists when appropriate.
4. The Gallery Director will consult with individual artists regarding all decisions to limit or exclude works from the faculty exhibition due to size or space limitations, late delivery, improper preparation of work, or any other reason.
5. Work on loan is to remain in the gallery for the duration of the exhibition. Substituting work during exhibit is not permitted.

Approved: 4/29/11

**PART THREE**

**FACULTY**

**APPOINTMENTS/REAPPOINTMENTS**



# Visiting and Non-Tenure *and Pre-Tenure* Track Appointments

## I. NON-TENURE TRACK APPOINTMENTS

(refer to Skidmore College Faculty Handbook Part One, VI., E., 1. for descriptions of these and other non-tenure track appointments).

### A. Artists-in-Residence

An Artist-in-Residence is a full-time teaching member of the faculty. The title recognizes achievement, experience, and acclaim. The appointee may or may not have the academic credentials required for appointment at a professorial rank. Promotion to Senior Artist-in-Residence is granted by the Dean of the Faculty.

### B. Visiting Professors

A Visiting Professor is usually a full-time member of the faculty appointed at one of the professorial ranks for a limited time. The title reflects the possession of appropriate academic credentials.

### C. Lecturers

A Lecturer is a full- or part-time member of the teaching faculty in a department or program. Lecturers may be practicing professionals qualified by the possession of special skills or experience though they may not necessarily have the academic credentials required for appointment at professorial ranks.

## II. APPOINTMENT PROCEDURES FOR NON-TENURE TRACK FACULTY

A. The Dean of the Faculty makes all appointments to non-tenure track positions in consultation with the Chair of the department concerned and (where appropriate) program directors (refer to the Skidmore College Faculty Handbook, Part One, VI., E., 1.)

B. The Department Chair will consult with faculty from relevant areas prior to making a hiring recommendation to the Vice President for Academic Affairs and Dean of the Faculty. The Chair may make this recommendation without consultation of the department in exceptional circumstances, but will report the need for immediate action to the faculty as soon as possible.

# Guidelines for Non-Tenure Track Faculty

## **I. NON-TENURE TRACK FACULTY:**

1. may offer public lectures or participate in group exhibitions of faculty art, depending upon area of expertise;
2. may routinely write student recommendations for deserving students for graduate school and other programs;
3. are invited to attend and participate in departmental functions and activities;
4. are invited to attend department meetings, contribute to discussions, but do not have a vote on curricular or personnel decisions unless in their third year of consecutive full-time service;
5. do not write personnel letters regarding reappointment and tenure unless invited to do so by the candidate. CAPT views uninvited letters as unsolicited letters;
6. are not required to advise students, but may offer guidance to individual students;
7. may but have no obligation to work with students in advanced studio problems or independent study;
8. are not expected to participate in departmental or all-college committees.

## **II. REVIEW PROCEDURES FOR VISITING PROFESSORS AND LECTURERS**

The Department Chair will review student evaluations, make classroom observations as required and consult with appropriate members of the department as necessary.

### **III. REVIEW PROCEDURES FOR ARTISTS-IN-RESIDENCE**

- A. Full-time and shared appointment as Artists-in-Residence will be made initially for three years, the first year being a probationary one (refer to Skidmore College Faculty Handbook Part One, V., E., 1).
- B. During the second and third years Artists-in-Residence will be evaluated according to the established departmental procedures for reappointment and tenure for Tenure-track Faculty (see FAC's Reappointment Procedures page 22).
- C. During the fifth and sixth years Artists-in-Residence will be evaluated according to the procedures for reappointment, including the addition of outside letters.
- D. For contracts beyond the sixth year, the reappointment procedure is that of the third year, with the department making a recommendation to the Dean of the Faculty.
- E. After the initial six years, Artists-in-Residence who are reappointed will receive contracts of alternating lengths of four and three years, with reviews in the penultimate year of each contract. (For further details see the Skidmore College Faculty Handbook, Part One, V., E, 2. b.).

# Pre-Tenure Track Appointments

## **I. VISITING INSTRUCTORS**

Appointments to the Position of Visiting Instructor will be made with the understanding that appointees must receive their doctorate, MFA, or the equivalent terminal degree by October 15 following their second year at Skidmore in order to move onto tenure track lines. (please refer to Part One, Section VI., D., in the Skidmore College Faculty Handbook).

## **II. APPOINTMENT OF PRE-TENURE VISITING INSTRUCTOR**

- A. Hiring follows the same procedures as those for tenure track Faculty.
- B. Appointment to the Position of Visiting Instructor will be made with the understanding that appointees must receive their doctorate, MFA, or the equivalent terminal degree by October 15 following their second year at Skidmore in order to move onto tenure-track lines.
- C. By May 1 in the second year of service, such appointees must show evidence that the degree is or will be completed by October 15.
- D. If this condition (#3) is met, using the same procedures as for Visiting Professors and Lecturers, the department shall determine whether or not the appointee should be offered a tenure-track position. Neither professional accomplishment beyond the completion of the terminal degree nor community service shall be applied as criteria in the decision. If the department offers and the appointee accepts the tenure track position, from this point on procedures follow those for tenure track.
- E. Appointees who fail to complete the degree by October 15 following their second year shall receive contracts for a third and terminal year at the College. Exceptions to this date may be granted when the Dean of the Faculty judges there are procedural circumstances beyond the candidate's control.

## **III. RESPONSIBILITIES OF PRE-TENURE VISITING INSTRUCTOR**

Visiting Instructors have the same responsibilities as full time tenure-track faculty (refer to Skidmore College Faculty Handbook, Part One, VI., D.).

## **IV. TEACHING EVALUATIONS OF NON-TENURE AND PRE-TENURE TRACK FACULTY**

All Faculty are required to be evaluated by students taking their courses at the end of each semester, as are tenure-track faculty. Those with continuing appointments are evaluated by the Department Chair in consultation with full-time faculty on a yearly basis.

# Evaluative Criteria for Continued Service

The Department of Art has adopted guidelines for evaluating its faculty in accordance with all-college policies as stated in the Skidmore College Faculty Handbook (Part One, Article VIII., Topic A):

*Decisions to reappoint, promote, or tenure faculty members at Skidmore are based on the quality of their credentials in three areas: performance as teachers, achievements as scholars or artists, and contribution to the welfare of the college community beyond the classroom.*

While department procedures must conform with all-college policies as mandated in the All College Faculty Handbook, every effort is made to address the unique aspects of this department, its programs and faculty.

## **I. PROFESSIONAL ACHIEVEMENT AS TEACHER: METHOD OF EVALUATION**

The method of evaluation of teaching effectiveness may vary according to discipline. For example, classroom observations may be better suited to the consistent structure of lecture courses than to courses in studio art where critiques, demonstrations, and a considerable amount of one-on-one instruction typically take place. For this reason, judgment should be used in determining the most appropriate methods of evaluation for each faculty member. The methods used for assessing teaching effectiveness may include classroom observations (as outlined below), the evaluation of student work, a review of methods and objectives as evidenced in syllabi and other teaching materials, and student evaluations. Should tenure-track faculty wish to provide a presentation to the department about their approach to teaching (with supporting materials of their choice) they may do so as part of the evaluation process.

## **II. CLASSROOM OBSERVATIONS**

Classroom observations are widely accepted at Skidmore as one means of evaluating teaching effectiveness. The Skidmore College Faculty Handbook mandates that “Each department shall establish a timetable and procedures for visiting classes taught by non-tenured departmental colleagues and discussing with them observations derived from visitations.” (Part One, Article VIII., Tenure, E., 5., viii. Teaching Evaluations, Part Two, III Academic Policies, E. Peer Evaluations of Teaching. Classroom observations may also be conducted to provide information to a faculty member for personal development.

A. Classroom observations regarding teaching effectiveness.

1. For tenure-track faculty, and artists-in-residence, within the Department of Art, the Department Chair will conduct classroom observations once a year and twice in the fifth year. For other faculty who require an annual review letter, the Department Chair will make observations in the faculty's first year and no less than every third year thereafter.
2. During the second and fifth year, tenure-track faculty will notify all full-time department faculty of opportunities to observe classes and will provide recommendations for dates and classes that would be appropriate for observation. Observers must make an appointment with the candidate before attending a class and should not participate in the class unless invited to do so.
3. Additional classroom observations may be conducted at the request of the tenure-track faculty or the Department Chair.
4. Tenure-track faculty may supply observers with copies of course syllabi, any relevant assignments and information about the design and goals of the course and the particular class meeting being evaluated.
5. In order to promote a dialogue in pedagogy, faculty are encouraged to share observations from their visit to the classroom with the candidate. Faculty may also incorporate their observations of the candidate's teaching in their letters of recommendation at the time of the second year review, reappointment, tenure and/or promotion.
6. Classroom observations are not required for tenured faculty. However, tenured faculty are encouraged to request observations prior to promotion review.

B. Classroom observations regarding personal development.

A faculty member may request classroom observations for the sole purpose of obtaining feedback and information about one's teaching strategies. Faculty are encouraged to share observations from their visit to the classroom with the faculty member in either a written or verbal form.

### **III. PROFESSIONAL ACHIEVEMENT AS SCHOLARS OR ARTISTS: METHODS OF EVALUATION**

A. Preamble

The effectiveness of each method of evaluation of professional achievement may vary according to discipline and individual faculty members within a discipline. For this reason, judgment should be used in determining the most appropriate method of evaluation for each candidate. The Guidelines for Professional Achievement listed below represent categories without a predetermined hierarchy of their importance in order to foster the evaluation of professional achievement on an individual basis.

## B. Tenure-Track Faculty: Professional Achievement Guidelines

The department will evaluate professional achievement based on evidence of quality of work produced, significance of solo and two-person exhibitions in museums, commercial and/or college galleries, international, national and/or regional juried or group exhibitions and other activities such as critical reviews of candidate's work, reviews and articles written by candidate, curating of exhibitions, conference participation beyond attendance, commissioned work, collections in which work is included, work in progress, activities related to exploration of new processes, materials, and techniques, quantity of work produced, grants, awards and prizes, fellowships, and other professional honors and activities. (See Skidmore College Faculty Handbook)

## **IV. EVALUATION PROCEDURE AND TIMETABLE: ANNUAL LETTERS OF EVALUATION**

### A. Tenured Faculty

All faculty have the right to receive a written evaluation of their performance by the Department Chair: annually if non-tenured; every three years if tenured, or more frequently at the individual's request. These written evaluations are intended to be for guidance and used for self-improvement only, and not for use as part of the candidate's file for reappointment, tenure or promotion. (Skidmore College Faculty Handbook: Part One, VII. RIGHTS, OBLIGATIONS, AND RESPONSIBILITIES OF ALL FACULTY, A. 2.)

### B. Tenure-track Faculty

The Department Chair will write an annual letter of evaluation to every tenure-track faculty member in the department with a copy to the Dean Of Faculty and will meet with each to discuss the contents of the letter. The letter will include an assessment of the faculty member's progress relative to departmental standards and criteria for tenure. In writing the letter, the Department Chair will summarize additional information from appropriate colleagues in the department and college. Directors of interdepartmental programs such as Asian Studies, Classical Studies, Liberal Studies, and Women's Studies, will provide additional information to the Department Chair for faculty teaching courses counting towards their interdepartmental majors and/or minors. For the evaluation of Directors of Interdisciplinary Programs, the chair will solicit letters from one or more members of the interdisciplinary program as additional information for the Department Chair's annual letter to the Dean of the Faculty.

### C. Visiting and Continuing Part-time Faculty

The Department Chair will write an annual letter of evaluation to the faculty member with a copy going to the Dean of the Faculty for every visiting faculty member and continuing part-time faculty in the department.

# Calendar for Reappointment, Tenure and Promotion

These dates pertain to Department procedures only. CAPT will notify the candidate of dates pertaining to its own procedures. This calendar serves as a summary only, more detailed information follows in Procedures for Reappointment, Tenure and Promotion.

## 1. **Reappointment-Second Year** (see the Skidmore College Faculty Handbook)

By December 1      FAC will notify candidate in the second year of a three-year contract that they are to be reviewed by FAC and the Department.

By February 1

- a. Reappointment candidate's folder to be in the Department Chair's office.
- b. FAC will have requested letters of evaluation from all eligible full-time department faculty, as well as other supportive materials from inside and outside the college.

Last Friday before Spring Break

- a. FAC will have summarized the candidate's student evaluations.
- b. Department of Art peer evaluation letters are due to FAC.

The first Friday after Spring Break

FAC's preliminary report concerning the candidate will be given to the Department Chair.

By May 1      A special faculty meeting will be held to discuss the reappointment candidate.

By May 20      FAC's final recommendation concerning the candidate for reappointment will be given to the Department Chair.

By May 31      The Department Chair will notify the candidate about the Department's decision regarding the candidacy for reappointment. The Department will inform the Dean of the Faculty of its decision through a letter from the Department Chair.

2. **Reappointment-Third Year** (see the Skidmore College Faculty Handbook)

By December 1

- a. Reappointment candidate's file will be in the Department Chair's office.
- b. FAC will have requested new peer letters of evaluation from all eligible full-time department faculty.

By January 4

Peer letters will be submitted to Department Chair.

By January 15

The Department Chair will submit his/her cover letter and peer letters to the Dean of the Faculty.

3. **Tenure-Fifth Year** (see Skidmore College Faculty Handbook)

By May 1

Tenure candidates who are in their fifth year (or year prior to the tenure year) will by this date submit names of professional evaluators outside the Skidmore community to be contacted by the Department Chair for assessment of professional achievement. Letters are due to Department Chair by September 1.

By May 20

FAC will make its recommendation to the Department Chair.

4. **Tenure-Sixth Year**

Before Sept 1

Tenure candidate will have submitted their file to the Department Chair's office. Letters of recommendation from professional evaluators outside the Skidmore Community are due to the Department Chair.

By the end of Sept

FAC and the Department Chair will convene an informational meeting to discuss the candidate's qualifications for tenure. This meeting should take place before faculty letters of evaluation are written to the Department Chair and to CAPT.

## 5. Promotion

- |               |   |
|---------------|---|
| By October 1  | Each nominated faculty shall meet with the Department Chair to discuss consideration for promotion.   |
| By November 1 | The candidate will have submitted a file for promotion consideration.   |
| By December 1 | The Department Chair shall convene an informational meeting of tenure and tenure-track faculty in at least their third year of service, excluding all candidates, to discuss all promotion cases. |

# Procedures for Reappointment, Tenure and Promotion

## I. Reappointment

### A. Second Year

1. By December 1st of the second year in a three-year contract, the Department Chair will inform the appointees of the department procedures for reappointment. Should the Chair of the Department be an appointee, FAC will meet with the Dean of the Faculty to agree on a person who will be invited to act as Department Chair only for the purposes of carrying out reappointment procedures.
2. The Department Chair will observe the appointee's teaching.
3. The appointee will notify all eligible full-time department faculty of opportunities to observe teaching.
4. Should the appointee desire recommendations from persons other than eligible full-time members of the Skidmore Department of Art it is his/her responsibility to notify those individuals. FAC will supply the appointee with a standard letter which should be included with any request for re-commendation. The letter will specify that the recommendation must be returned directly to the Chair of FAC by February 28th and that confidentiality will be observed.
5. By February 1, appointees shall provide to the department Chair his/her file containing materials relevant to teaching, scholarly and professional work, and service to the college. The file shall include an up-to-date curriculum vitae, course syllabi, documentation of professional research and/or exhibitions and may include statements of teaching and scholarly/professional philosophy, as well as any other information the appointee deems appropriate. The appointee is encouraged to review the criteria for continued service and reappointment as outlined in the Skidmore College Faculty Handbook.
6. By February 1, FAC will request that all eligible full-time Art Faculty evaluate the appointee's file as well as student course evaluations and write letters clearly stating whether or not the appointee should be considered as a candidate for reappointment in the third year. The letters should assess the appointee's professional qualities and the Department's need of his/her particular abilities with respect to its projected programs as well as the other pertinent criteria outlined in the Skidmore College Faculty Handbook. (While it is the intention of the Committee, Department, and Department Chair to retain the confidentiality of all evaluations written, faculty members should be aware that in case of a grievance taken beyond the college, the law may require that the appointee's file be opened.) FAC will meet as a committee, together with its student members, to read and summarize all student course evaluations from the appointee's first year and from the Fall Semester of the

second year. Student members of FAC will participate only in this aspect of the appointee's evaluation. FAC will complete its summary of student evaluations by the last Friday before Spring Break.

7. Written material from all parties is due to the chair of FAC by the last Friday before Spring Break. Late material will not be accepted. Faculty evaluations returned to FAC unsigned will not be considered. All preliminary material gathered by FAC will be kept confidential and will not be made available to the Dean of the Faculty.
8. By the first Friday after Spring Break, FAC will have evaluated the information gathered and will make its preliminary report(s) and recommendation(s) to the Department Chair. These will be based on the student course evaluations, the faculty letters of evaluation, and other material collected (such as letters from persons outside the Department). All supporting materials will be forwarded to the Department Chair. In the case where the Department Chair is an appointee, all supporting materials will be forwarded to the Acting Chair.
9. After FAC has made its preliminary report(s) and recommendation(s), FAC and the Department Chair will call a special meeting of the eligible members of the Department of Art excluding all appointees being considered for reappointment. At this meeting FAC will present its report(s) and preliminary recommendation(s). Each appointee will be discussed, and the Department will collectively evaluate the appointee's professional qualifications and the Department's need of his or her particular abilities with respect to its projected programs. At this special meeting a vote will be taken to determine whether the appointee will be a candidate for reappointment. The results of the vote will be available in the Department Chair's office to all eligible full-time Department of Art faculty. This vote will constitute the Department's position regarding the appointee's candidacy for reappointment and will be included by the Department Chair in the Department Chair's letter to the Dean of the Faculty.
10. By May 20, FAC's final recommendation regarding the appointee, augmented by any new information, such as may be provided by Spring Semester student course evaluations and the faculty vote, will be sent to the Department Chair. FAC's final recommendation will be kept on file in the Department of Art Office and will be available to all eligible Department of Art faculty members including the appointee.
11. By May 31st, the Department Chair will notify the appointee of the Department's decision regarding his/her candidacy for reappointment. Also, the Department shall inform the Dean of the Faculty of its decision and the Department vote through a letter from the Department Chair.

## B. Third Year

1. By November 15 of the candidate's third year, FAC will consult with each reappointment candidate regarding any new or additional information pertinent to the department's review. By December 1, this data will be sent by the candidate to the Department Chair to be incorporated into the Department Chair's cover letter to the Dean of the Faculty.
2. By December 1, FAC will request that new letters of evaluation from all eligible full-time department faculty be sent to the Department Chair by January 4. Faculty letters must clearly state a recommendation for or against reappointment and the reasons behind the recommendation including clear and decisive evidence of the candidate's professional quality and the Department's need for the candidate's particular abilities in its projected programs.
3. By January 15, the Department Chair will forward a cover letter summarizing and stating the Department's recommendation for or against reappointment along with the new faculty evaluation letters, to the Dean of the Faculty.

## II. TENURE

### A. Fifth Year

1. The Department Chair will inform the candidate of the department procedures for tenure.
2. The Department Chair will observe the candidate's teaching.
3. The candidate will notify all eligible full-time department faculty of opportunities to observe teaching.
4. By May 1st, the candidate will submit 2–5 names of professional evaluator outside the Skidmore community to the Department Chair who will in turn request the evaluation of professional achievement on the candidate's behalf by September 1st. The letters from the outside evaluators must be returned to the Department chair by September 1<sup>st</sup>. These letters will become a part of the candidate's tenure file and thus be made available to eligible faculty reviewing the file excluding the tenure candidate. The letters will remain confidential to the Department.
5. The FAC Committee will prepare a report summarizing the candidate's student course evaluations of the third through fifth years. The student representatives on the committee will prepare their own summary of the student evaluations and letters which FAC will integrate into their report. The FAC report will clearly state whether or not these components indicate a candidate's teaching effectiveness. This written report will be given to the Department Chair by May 20.

## B. Sixth Year

1. The candidate will prepare a file of materials relevant to teaching, scholarly and professional work, and service to the college. This file shall include: an up-to-date curriculum vitae, course syllabi, documentation of professional research and/or exhibitions, and may include statements of teaching and scholarly/professional philosophy and letters from Skidmore colleagues, as well as any other information the candidate deems appropriate.
2. By September 1, the candidate will submit one copy of the complete tenure file to the Department Chair. Due dates vary from year to year so the candidate should consult with the Department Chair for specifics.
3. The Department Chair will make this file available for review by all eligible full-time department faculty members. The Department Chair will ensure that student course evaluations collected by the department and statistical summaries of student course evaluations collected by the College along with the letters from outside evaluators will accompany the file. The file will be kept in the Department Office during the month of September.
4. In September, with sufficient time to allow eligible faculty to meet the CAPT deadline for submission of letters, the Department Chair and FAC will convene an informational meeting with all eligible full-time department faculty to discuss and review the candidate's file. During this meeting, FAC will read its report on teaching effectiveness. The intent is to allow the department to have full discussion of the candidate prior to writing the letters.
5. All eligible full-time department faculty will thoroughly review the candidate's file and evaluate whether or not the candidate has met the criteria, obligations, and responsibilities for tenure contained in the Skidmore College Faculty Handbook. The evaluation will be conveyed in a letter to the Department Chair that clearly states whether the faculty member recommends or does not recommend the candidate for tenure.
6. The Department Chair will assess the confidential faculty letters of evaluation and prepare a statement to be submitted to CAPT clearly separating the Department Chair's evaluation from the position of the Department and stating the department's need for the candidate.

## III. PROMOTION

### A. Nomination

1. In consultation with the Department Chair, a member of the department may nominate him/herself for promotion.
2. Any member of the department may nominate to the Department Chair a member for promotion.

3. The Department Chair, in consultation with the Dean of the Faculty, may nominate a member of the department for promotion.
4. The Dean of the Faculty in consultation with the President may also decide to nominate a member of the department for promotion consideration in which case the department is obliged to consider the candidate and make a recommendation to CAPT.

#### B. Consideration for Promotion

1. Before the end of May, each nominated faculty shall meet with the Department Chair to discuss consideration for promotion.
2. By October 1st, the candidate under consideration for promotion will submit a file of materials relevant to their teaching, scholarly and professional work, and service to the college. This file shall include: an up-to-date curriculum vitae, course syllabi, and evidence of scholarly and professional accomplishments as manifested in publications, papers, presentations, exhibitions, slides, videos, etc., and may include a statement of teaching goals and philosophy, letters from colleagues, as well as any other information the candidate deems appropriate. (Please see Skidmore College Faculty Handbook for further clarification of file contents.) The Department Chair will assemble a binder of the ten most recent consecutive semesters of teaching evaluations.
3. The Department Chair shall notify other eligible members of the department of the availability of files on each candidate and assure them access to the file.
4. By November 1st, the Department Chair shall convene a meeting of all eligible full-time department faculty, in at least their third year of service, excluding the candidate, to discuss all promotion cases. A straw poll of those present regarding whether or not to recommend the candidate for promotion will help guide the Department Chair's decision regarding candidacy.
5. Following the meeting, the Department Chair and the candidate will discuss the merits of the case including the results of the poll. After consulting with the candidate and considering all available information, the Department Chair will decide if the process should continue.
6. Letters from outside evaluators are not required, but advisable, and shall be submitted to the department by December 15th. External letters are solicited by the candidate. These letters will become a part of the candidate's file and will be made available to eligible faculty reviewing the file excluding the candidate.
7. If the Department decides to recommend promotion to the CAPT, letters from all eligible full-time faculty in at least their third year of service (excluding the candidate) shall be submitted to the Department Chair no later than January 4<sup>th</sup>. The Department Chair's letter will present the Department Chair's individual position as well as the departmental position. The Department Chair shall forward all letters and the complete file to the CAPT by the date in January specified in the current CAPT calendar.



# **APPENDIX**



## **Use of Departmental Facilities and Equipment**

Within the Department, each individual studio and/or area has specific policies governing access to and use of its facilities and equipment, established by the respective faculty within that studio/area, in consultation with the Department Chair and in compliance with college policies. When multiple faculty share a studio or classroom, they should reach group consensus about the policies. Health and safety requirements are especially important factors in determining these policies. While policies may vary from area to area, as a rule only those students currently enrolled in a given studio course will be permitted access to that respective studio and its equipment. All others, including department faculty, must receive special permission from the respective faculty member(s) in that area before being permitted access to a facility and its equipment. The Dean of the Faculty, Dean of Special Programs, Director of Summer Studio Art Programs, or the Department Chair, may approve access to classrooms for summer programs, special events, continuing education courses, etc., but will consult with the appropriate faculty in advance regarding use of the facility and/or equipment.

## **DEPARTMENT OF ART**

### **STUDIO HEALTH AND SAFETY GUIDLELINES**

The following policies have been established to minimize the risks to health and safety for ALL persons using the Saisselin Art Building. However, it should be understood that these policies are neither studio specific nor all inclusive. In short, this is not a safety manual. Each instructor has developed specific guidelines which address the particular risks encountered in their studios. This information may be communicated in a variety of ways including demonstrations, lectures, hand-outs, and posted notices. It is your responsibility to inform yourself of the pertinent safety information for each studio in which you are working.

Every environment contains potential risks to health and safety. The broad range of materials and processes present in a contemporary art studio increases the need for rigorous and conscientious safety practices. Many potential hazards exist in the Saisselin Art Building. Flammable solvents, caustic acids, and other potentially dangerous substances are routinely used in many studios. Tools and power equipment present a potential for injury including punctures, lacerations and eye injuries from flying debris. Some forms of airborne dust and vapor may present both acute and chronic hazards to respiration. Even hearing can be at risk when exposed to repeated and excessive noise. For these reasons it is essential that common sense and strict adherence to standard safety practices be followed. Above all else **INFORM YOURSELF!** Do not attempt a process or begin using a material until your instructor has provided you with thorough instruction. Do not hesitate to bring to your instructor(s) any questions you have regarding safe studio practices.

Please read the following policies carefully! Failure to comply with these policies may result in your expulsion from these facilities. Please direct any questions you may have regarding this information or any health and safety matter to your instructor(s).

#### **IN THE EVENT OF AN ACCIDENT OR INJURY:**

During class hours report any accident or injury to your instructor.  
After class hours call: **CAMPUS SAFETY - Ext. 5566.**

Any injury requiring treatment, however minor, should be seen to immediately by **HEALTH SERVICES - Ext. 5550.**

#### **GENERAL POLICIES:**

1. **SMOKING IS PROHIBITED** in the Saisselin Art Building!
2. Students may only be permitted access to those studios in which they are currently registered. All policies regarding the use of equipment and space within a particular studio are determined by the faculty member(s) responsible for that studio.
3. Theft and the destruction or defacement of property (including graffiti) are violations of law. It is assumed that all persons using these facilities will conduct themselves in a mature and responsible manner.

4. Your instructor has specific safety regulations that apply to your particular class. It is your responsibility to inform yourself of those regulations to ensure your own safety and the safety of others.
5. The Shop Supervisor maintains a number of reference publications on health and safety practices as they relate to art. You may consult these during his office hours.
6. All persons using this facility assume a measure of personal responsibility for the upkeep and security of these studios. Maintaining a clean and organized working environment is as essential to protecting health and safety as any other practice.
7. The Saisselin Art Building is open 24 hours/day. It is strongly recommended that you do not work in the building outside of regular class hours unless at least one other student is present in the same studio.
8. The last person to leave a studio should turn off all equipment and properly store tools and materials; lights should be turned off and doors locked (when appropriate) before leaving.
9. The Department cannot be held responsible for the loss of personal property (including materials and artworks).

#### **EQUIPMENT AND MATERIALS SAFETY POLICIES:**

1. No piece of equipment may be used before you have received full and proper instruction by your instructor. Faculty will normally require a demonstrated level of technical competence before unsupervised work is permitted with specific equipment and materials. **DO NOT WORK** with any piece of equipment when you are fatigued, stressed, or otherwise impaired.
2. Protective clothing must be worn when recommended by the instructor. Safety glasses, face shields, dust masks, and hearing protectors will be required when working in some studios or when performing particular operations. See your instructor for specific recommendations and requirements. Proper footwear must be worn in the studios at all times.
3. Certain hazardous substances may be prohibited in the building. Seek advice from a member of the faculty if you are proposing to use materials other than those supplied by your instructor. If you are buying art materials and/or equipment for use in any of your classes, your instructor can advise you on health and safety risks.
4. Spray paint, fixative, etc. **MUST** be used outside (or in properly equipped exhaust booths where available).
5. Lockers are provided for storage of small personal items and art materials. You may **NEVER** store combustible solvents or other dangerous materials in any locker. Solvents and other flammable/inflammable liquids should be stored only in recommended storage facilities provided in the studios for this purpose (i.e. yellow fireproof cabinets).

## **FIRE REGULATIONS:**

1. No paintings or other materials may be placed in corridors near doors or exits.
2. FIRE EXITS MUST BE KEPT CLEAR!
3. Absolutely nothing may be placed in stairwells. This includes artworks!
4. Nothing may block or obscure wall-mounted fire alarms or fire extinguishers.
5. Combustible materials must be stored in fireproof cabinets only never in lockers!
6. All chemicals must be properly stored when not being used. This includes paint solvents!
7. All chemicals must be properly disposed of.
8. Fire doors must be closed at all times.
9. Combustible waste (i.e. oily rags) must be disposed of in properly labeled fireproof containers (i.e. self-closing, red, triangular trash cans).
10. Acetylene, propane, and other combustible gases are used in this building. Immediately report any unusual odors to faculty. After class hours call Campus Safety, Ext. 5566.

## **FIRE ALARMS/FIRE DRILLS:**

1. A continuous ringing bell is a fire alarm. When sounded you must immediately vacate the building. You must remain a minimum of 50 feet from the building until you are instructed that it is safe to reenter the building. NOTE: There may be some "unannounced" fire drills during the academic year. It is essential that you observe the above rules at all times.
2. ANY FIRE, NO MATTER HOW SMALL, MUST BE REPORTED AT ONCE!
3. Know the location of fire alarms. In the event of a fire sound a fire alarm and/or call Campus Safety, Ext. 5566, alert others in the building, and exit IMMEDIATELY!

## **RESPONSIBILITY AND THE INDIVIDUAL:**

During class hours any and all breaches of these Health and Safety Guidelines should be brought to the attention of your instructor. Outside of class hours you should advise Campus Safety - Ext 5566. Flagrant or repeated abuse of these Health and Safety Guidelines may lead to your dismissal from class and/or the facility.

# **Policies for the use of Life Models in the Department of Art**

Adopted April 5, 2013

## **Policies for the use of Life Models during scheduled class sessions:**

- 1) All Life Models must be scheduled through the Department of Art office.
- 2) A faculty member must be present during the entire modeling session.
- 3) Life Modeling sessions are restricted to those students enrolled in the course.
- 4) Life Models must be provided with appropriate equipment and materials (heaters, pillows, etc.) to ensure their well being throughout the session.
- 5) Privacy must be ensured during all Life Modeling sessions. As deemed practical, studio doors should be closed and locked, or partition screens placed so as to protect a model's privacy. Signage should be placed outside of each studio in which a modeling session is taking place. Faculty must not permit visitors, unregistered students, or employees of the college to enter a studio while a modeling session is underway.
- 6) Life Models must be accorded appropriate respect and consideration. The duration and form of the poses must be appropriate to the model's abilities and temperament. At no time may a model be pressured into doing something they are uncomfortable with.
- 7) Photographs may not be taken of any Life Model during a scheduled class modeling session.

## **Policies for the use of Life Models outside of scheduled class sessions:**

- 1) All policies pertaining to the use of Life Models during scheduled class sessions must be strictly followed. In addition:
- 2) Life Modeling Sessions scheduled outside of the regular class time (including department sanctioned events such as ProArts Open Model Sessions) require appropriate faculty oversight, but may be monitored by another individual instructed by the faculty member in all policies and practices related to the use of Life Models. A "monitor" may be another department faculty member, a student assistant, or a responsible student from the class who has been specifically designated and instructed by the faculty member.
- 3) A minimum of five (5) students must be in attendance to justify the use of the department's Life Model budget.

- 4) All sessions must be scheduled in an appropriate studio within the Saisselin Art Building. Only students enrolled in the class may be in attendance.
- 5) Individual Life Modeling Sessions (i.e., those sessions arranged by a faculty member for one student) must adhere to the following:
  - a. If a faculty member chooses to support an individual student's use of a model during an outside of class session, it must be paid for from that faculty member's budget or a special request made to the Chair of the Department.
  - b. The faculty member is responsible for all arrangements (e.g. location) pertaining to Individual Life Modeling Sessions, in consultation with the Chair and appropriate faculty.
  - c. The faculty member approves a monitor that must accompany the individual student and model during the full duration of the private session.
  - d. The faculty member provides the student with the proper equipment to be used during the session, and the necessary signage is posted on the entry door(s).
- 6) The Art Department bears no responsibility for Individual Life Modeling sessions arranged by students. Skidmore students who elect to hire a model for individual use must conduct their studio session in a location other than the Saisselin Art Building.

**Rationale:** Life Models are in use in classes from several areas of the department. At times, a faculty member will set up additional sessions with the model outside of the regularly scheduled class periods in order to provide students with opportunities to extend their work from the model. The guidelines are recommended to support the safety and well being of the model and the students during these sessions, as well as the efficient scheduling of models throughout the department.

# Reflective Essay Component of the Senior Thesis Exhibition

The capstone experience for the studio art major is the Senior Thesis Exhibition (STE). For the exhibition each senior major selects and presents a body of work representing the culmination of study in the studio arts. Effective with the class of 2012, the department has added a writing requirement to the STE and thus to the major: a short essay.

The process of formulating the essay will encourage each student to reflect upon their experiences and growth as a studio art major and provide a means for them to think seriously and communicate effectively about their own artwork as they prepare for their exhibition. The essay will be used, in coordination with the exhibition of work, as a tool for evaluating the student's capstone experience.

## I. Content

Artists' writings cover a wide range of styles and intents including a cryptic stream of consciousness, a politically charged manifesto, a delicate poem, a humble statement of intent or a scholarly essay. In art, writing may be highly structured—as in a theoretical paper—or much more informal. Members of the art department agree that the reflective essay is seen as a culmination of the writing experience in the major and may take many forms. Throughout the studio art major students may write statements of intent, critical evaluations, analytical papers, response papers, journals and/or descriptive or expressive essays. Because there is no standard convention of writing within the arts, students may explore a broad variety of writing in context to their work, including, but not limited to the following examples:

1. **An artist statement** explains, justifies, and contextualizes an artist's work. Artists often maintain and revise these statements throughout their career and may be required to submit the statement to apply for graduate school, residencies, exhibitions, or grants. An artist statement is not a biography but might include biographical information pertinent to the concept/process of the work.
2. **A self-reflective essay** critically analyzes the experiences of why and how:
  - a. the student's choice of classes or faculty has influenced or impacted their artwork.
  - b. the student's ideas may have changed over the course of four years due to exposure to new tools, mediums or ideas.
  - c. the influence of art historical perspectives, information and ideas are manifested in the student's work.

- 3. A process essay** may focus on the tools, processes and/or techniques a student has chosen and the impact those choices have had on the student's work.

It is expected that students will write papers that are well-crafted, concise, clear, consistent in style and grammatically correct. The Writing Center is available to students for help with these issues and students are encouraged to take advantage of this service.

## **II. Length**

The essay should be 100 to 1000 words on one or two sheets of 8.5 x 11 inch paper, typed, and in 12 pt. legible type. This format requires that students are concise with their thoughts and words.

## **III. Timeline**

During the first senior meeting in the FALL the faculty will present and discuss the reflective essay component of the capstone experience. Within the two weeks following the meeting all senior art majors must confer with a potential faculty advisor for the essay. Essay Advisor Forms will be available at the meeting and must be returned to the art office with the faculty member's signature (*by the date specified at the meeting*). Faculty are advised to work with no more than five seniors each year. The faculty member's primary role is to help students with content and effectiveness. Meetings between advisors and students will be dictated by individual progress and requirements. The department recommends that outlines are completed by the end of the fall semester and first drafts are completed by March 1. A final draft is due to the faculty advisor for assessment by mid-April. Students should make use of the Writing Center for help with structure and grammar. Final essays are due to the art department office on the same day that information for labels is due. (*this date will be announced at a senior seminar meeting and posted on the website*).

## **IV. Grading**

A single grade of pass/fail will be assigned for both the essay and the exhibition since the STE is a noncredit bearing requirement for graduation. Essays will be read and evaluated by the faculty advisor. Any essay considered failing would be discussed with the student in time to rework and improve it. If a student is unsuccessful, the advisor will notify the department Chair by May 1. All Pass/Fail essay grades will be documented during the grading of the Senior Thesis Exhibition. Some essays may be discussed at the grading of the STE.

## **V. Assessment**

In addition, the department will use the essay as a tool for assessment as part of an exit portfolio. The department will evaluate a random sampling of the essays as one approach to assess the effectiveness of the curriculum. First, the Office of Institutional Research will provide names (a random sampling of a minimum twenty percent) of the department's graduating class and those student's essays will be read and considered by the department Curriculum Committee using a rubric for: content, structure, depth and grammar and vocabulary. The Curriculum Committee will also consider how, or if, the exhibit and essays reflect on the department's curriculum as applied to the goals of the art department and create a summary. Secondly, the Curriculum Committee and the Department Chair will discuss their findings with the art faculty at the first department meeting the following fall. Any changes or recommendations to improve the discussed at that time.

Approved: 4/29/11

## GUIDELINES FOR THE SENOR THESIS ESSAY

	<b>EXCELLENT</b>	<b>ACCEPTABLE</b>	<b>PROBLEMATIC</b>
<p><b>FOCUS, PURPOSE, THESIS</b>  <i>(student should work with faculty member to develop this portion of the essay)</i></p>	<ul style="list-style-type: none"> <li>• Major idea is easily identifiable and sophisticated.</li> <li>• Exhibits in depth understanding and thoughtful, unique exploration of topic.</li> <li>• Inventive and original content is articulated in colorful details rather than simply told.</li> <li>• The author has a strong voice and demonstrates full understanding of ideas.</li> <li>• Paper shows evidence of research that is integrated with the student's own interests.</li> </ul>	<ul style="list-style-type: none"> <li>• Major idea is evident, but may be confusing at times.</li> <li>• Idea is promising but may lack clarity, insight or originality.</li> <li>• Demonstrates a solid understanding of the ideas.</li> <li>• Idea may be general and not explored to full potential.</li> <li>• Thoughtful but predictable.</li> <li>• Adequate understanding of the ideas.</li> </ul>	<ul style="list-style-type: none"> <li>• Difficulty to identify or does not contain a major idea.</li> <li>• Logic may fail or argument is unclear.</li> <li>• Simplistic view of topic.</li> <li>• Lack of effort or comprehension.</li> <li>• Difficult to follow or understand.</li> </ul>
<p><b>STRUCTURE + ORGANIZATION</b>  <i>(student should work with faculty member to develop this portion of the essay)</i></p>	<ul style="list-style-type: none"> <li>• Structure is evident, understandable and appropriate for thesis.</li> <li>• Structure should set up an introduction and bring thoughts to a conclusion.</li> <li>• The essay is clearly organization and moves logically from idea to idea and point to point.</li> </ul>	<ul style="list-style-type: none"> <li>• Structure is generally clear but may have passages that are unclear or lacking in insight.</li> <li>• May have too much or too little information.</li> </ul>	<ul style="list-style-type: none"> <li>• Unclear or non-existent structure may wander or jump around.</li> </ul>

**GUIDELINES FOR THE SENIOR THESIS ESSAY  
(continued)**

	<b>EXCELLENT</b>	<b>ACCEPTABLE</b>	<b>PROBLEMATIC</b>
<b>SUPPORT + DEVELOPMENT</b>	<ul style="list-style-type: none"> <li>• Uses examples to support ideas, without factual errors.</li> <li>• Clearly synthesizes knowledge from other fields into studio practice.</li> <li>• Ideas and quotations are carefully documented and cited.</li> </ul>	<ul style="list-style-type: none"> <li>• Uses some examples to support major points.</li> <li>• Idea may be too general but appropriate. May only refer to sources common to the studio arts.</li> <li>• Ideas and quotations are only occasionally documented and cited or lacking.</li> </ul>	<ul style="list-style-type: none"> <li>• Few or weak examples used to support ideas.</li> <li>• Provides no references or examples to support opinions and ideas.</li> </ul>
<b>MECHANICS + PRESENTATION</b> <i>(student should work with The Writing center to develop this portion of the essay)</i>	<ul style="list-style-type: none"> <li>• Appropriate and sophisticated use of vocabulary and terminology.</li> <li>• Grammar sentence structure and use of punctuation is flawless.</li> <li>• Paper should show evidence of editing and proofreading, punctuation and formatting.</li> <li>• Uses active voice where possible.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Vocabulary appropriate but limited.</li> <li>• Grammar, spelling or punctuation errors may have a run-on sentence.</li> </ul>

Approved: 10/7/11