

The mission of the Kennesaw State University School of Art and Design is to lead in the education of art students and to promote the visual arts as an essential expression of the human condition. The School cultivates artistic and intellectual growth by developing creativity, innovation, critical thinking, and technical proficiency. All programs uphold and exceed national standards in studio art, art history, art criticism, aesthetics, and art education. A commitment to excellence in teaching, research, creative activity, service, and scholarship provides students with the tools to be informed citizens in a global society and to succeed professionally. The School continually seeks to expand its engagement with and prominence in the local community, the state, the nation, and the world.

This document establishes the criteria used for SOAAD tenure-track or tenured faculty members applying for promotion or tenure. It also guides the School's Promotion and Tenure Committee and School Director in acting on reappointment, promotion, or tenure. In accordance with the University's Faculty Handbook the School of Art and Design bases the evaluation of its faculty's work and contributions and its consequent recommendation for tenure and/or promotion on three key performance areas: Teaching; Scholarship and Creative Activity; and Professional Service. Significant scholarly activity is expected in all three areas. Scholarly activity applies to all faculty work if it is "deliberate and intentional, systematic and planned, measured and evaluated, revised and rethought."

All guidelines must adhere to both USG (University System of Georgia) and KSU (Kennesaw State University) policy. If any information contained in the college or department promotion and tenure guidelines contradicts the USG policy or the KSU Faculty Handbook, USG policy and the KSU guidelines and policy will sup5 proficiency

Teaching is central to the school's and university's missions and thus plays a prominent role in tenure and promotion decisions. Teaching refers to the

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The tangible products of research and creative activity become scholarship when they are formally presented to and evaluated by peers and the public. In the School of Art and Design, and are the most common (but not the only) forms of research and scholarship. As many of the disciplines represented in the School often utilize collaboration, in such cases candidates must clearly articulate the precise nature of their contributions to the collaborative


graphic design, graphic novels, or creative writing (1)
Scholarly encyclopedia or dictionary entries (2)

The department values the participation of its faculty in service, both internal (to the academic program, to the department, the college, the university) and external (the local community, pro TJONA54 683.14 Tm0 g0 G(PROFES)6(S

		Significant improvements are needed.	for tenure-track and tenured faculty
1	Does Not Meet Expectations	Faculty member neglected their responsibilities in the performance area.	This rating in any area necessitates a PRP for tenure-track and tenured faculty

Faculty performance is evaluated through two basic and interrelated processes: annual reviews and multi-year reviews. Annual reviews serve as an evaluation of the faculty member's performance over one

pay a fee to the exhibition organizers to exhibit artworks in a convention-like setting. In return, the art fair promises that large numbers of collectors will attend the event. Art fairs are concerned with commerce and are juried by a committee.

- University Gallery, an art gallery within an academic institution. Having an art exhibition, especially a solo show, in a university gallery is prestigious because it indicates that the artworks possess cultural or educational value.
- Cooperative Gallery, a gallery jointly owned and/or operated by the artists who use its facilities. The owners/artists agree to "gallery sit" or pay an additional monthly fee as their contribution to the cooperative.
- Non-profit Gallery, a gallery that does not sell artwork nor take a percentage of any sales that transpire.
- Alternative Gallery, an art gallery outside the mainstream cultural arena. Alternative galleries are usually in warehouses, artist's lofts, coffee houses, restaurants, etc.
- Art Festivals, an art festival is usually a celebration of a particular geographic location or holiday. Art festivals are a primary venue for artisans and craftspersons. Some festivals host a fine arts exhibition.
- Vanity Gallery, an art gallery that rents or charges fees from artists in order to show their work. The exhibitions are not legitimately curated and usually include as many artists as possible. 

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- Public Art Commissions, Corporate Art Commissions, University Art Commissions, Private Art Commissions.

If a tenure-track or tenured faculty member receives a "1 - Do not improve" (see 4.0.95.4.00009) or "0 - Do not improve" (see 4.0.95.4.00009) during an annual review or third-year review the chair and faculty member will develop a Performance Remediation Plan (PRP) in consultation with the faculty member to remediate the faculty member's performance. A PRP sets realistic goals and strategies for the faculty member to begin meeting expectations in the following year's annual review. The PRP must be approved by the Dean and submitted to Academic Affairs. For further details on the performance remediation p(facu)4(l)13(ty)TJETQq0.0000092 0 612 72 reW*

The multi-year reviews, involving multiple reviewers, are more comprehensive examinations of a faculty member's contribution to the Department, College, and University. When submitting evaluation materials for Pre-Tenure, Promotion, Tenure, and Post-Tenure Reviews, faculty members are required to submit Portfolios that document the quality and significance of their work during their period under review. For further details about multi-year review procedures, including guidelines for the promotion and tenure process and portfolio guidelines and contents, refer to the current edition of the KSU Faculty Handbook and the appropriate sections of this document and the College Promotion and Tenure Guidelines.

While the ideal outcome is for faculty performance to be exceptional in all three areas, as outlined in the Faculty Handbook the School of Art and Design expects faculty scholarly work to be "noteworthy" in Teaching as well as in at least one of the other two areas. The quality and significance of work in the third area may be either "satisfactory" or "noteworthy." Thus, if an assistant professor is no more than proficient as a scholar or creative artist, he or she must be truly superior as a teacher and in professional service activities in order to receive promotion to associate professor and tenure. However, a faculty member who fails to make at least satisfactory contributions in Scholarship and Creative Activity prior to tenure will not receive promotion to associate professor and tenure, whatever his or her teaching record.

Similarly, an excellent scholar or artist who fails to teach effectively will not receive promotion or

or

It is incumbent upon the candidate for tenure and/or promotion to make a clear and cogent argument for how s/he meets the specific standards outlined in this document and in the Faculty Handbook. This is the function of the narrative that accompanies the application. The narrative should not simply re-list all the items on the CV again; it should interpret and explain them, focusing on the items that present the best case for the new professorial rank. Arguments should include rationales and evidence as to the “quality and significance” of the accomplishments and their merit relative to disciplinary standards and university and school expectations as outlined in this document and the Faculty Handbook. The evaluators’ role is not to piece together the relationships between a candidate’s accomplishments and the stated expectations; the application file must serve this function. Material not clearly relevant to the specifics of the argument should be omitted from the narrative. For example, a statement of teaching philosophy would be supplied in the supporting evidence, not in the candidate’s narrative.



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Carbon Copy Events	Status	Timestamp
Leslie Downs ldowns@kennesaw.edu Security Level: Email, Account Authentication (None)	COPIED	Sent: 1/25/2024 10:24:15 AM Resent: 1/25/2024 10:24:17 AM Viewed: 1/25/2024 3:43:49 PM
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Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Certified Delivered	Security Checked	1/25/2024 10:24:06 AM
Signing Complete	Security Checked	1/25/2024 10:24:13 AM
Completed	Security Checked	1/25/2024 10:24:15 AM

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If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

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i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;

ii. send us an email to asklegal@kennesaw.edu and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

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