

**Department of Art & Art History  
Faculty // Department Handbook**



July 14, 2020

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Rich Gere  
Chair, Department of Art & Art History

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Date



July 27, 2020

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Date

**University of Alabama at Birmingham  
Department of Art & Art History  
Faculty // Department Handbook**

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## 1. MISSION STATEMENT

The Department of Art and Art History strives to provide the highest quality of practice, scholarship, and education in the visual arts. We aim to produce artworks and studies that transform their field and create a positive impact locally, nationally, and internationally. We train our students to develop critical thinking, historical and cultural awareness, effective communication, and problem-solving skills. We encourage them by example and pedagogy to pursue community engagement. We promote personal and professional development to serve the university's diverse constituencies and to advance the importance of the arts in society.

## 2. GOVERNANCE WITHIN THE DEPARTMENT OF ART AND ART HISTORY

All full-time faculty members of the Department of Art and Art History are expected to be aware of the material contained in this faculty handbook, the College of Arts and Sciences Faculty Handbook, the UAB Faculty Handbook, and the UAB Undergraduate Catalog (as well as Graduate Catalog if relevant). They are also expected to know and abide by standard departmental, college, and university operating procedures. This handbook is available digitally at <https://www.uab.edu/cas/art/about/forms-resources>.

The Chair of the Department of Art and Art History is appointed by the Dean after consultation with the Department of Art and Art History faculty. The Chair is a member of the faculty who has been assigned the responsibility of overseeing and coordinating the departmental programs of teaching, research, and service. The responsibilities of the Chair include the promotion of the department's academic programs in relation to the comprehensive academic programs of the College and University through:

- The guidance of the recruitment, appointment, promotion and development of the faculty;
- The scheduling of classes;
- The support of faculty research programs and of faculty activities in service to the department, College, University, community, and discipline;
- Communication with undergraduate and graduate students concerning their professional goals and programs;
- Representation of the department professionally to the university faculty and administration, to the political constituencies supporting the university, and to the regional, national, and international art profession.

The Chair's responsibilities, of necessity, must also include the care of other budgetary matters such as:

- The preparation and defense of the departmental budget;
- The authorization of all expenditures in support of departmental programs in research, teaching, and service;
- The management and oversight of requisite physical facilities;
- Review of faculty performance;
- The employment and direction of supporting staff personnel.

### **3. FACULTY COMMITTEES**

#### **GENERAL**

1. All functions and activities of the Department of Art and Art History are governed by University regulations and guidelines. Committee action may not be substituted for, or conflict with, policies of the University, the College of Arts and Sciences, or federal or state laws.
2. The process for staffing committees includes a mechanism for allowing faculty to express their interests.
3. Normally, a faculty member should be expected to serve on no more than two standing committees in the Department of Art and Art History at one time.
4. Committee Chairs are expected to meet with their committees as stipulated in these committee guidelines and/or as directed by the Chair of the Department of Art and Art History. All committees are expected to report on committee actions at appropriate Faculty Meetings. Minutes should be taken and submitted to the Chair to archive. Minutes are not expected to provide detailed reports of discussions, but to summarize important points and points of general interest.
5. Committee staffing normally takes place at the beginning of the fall term for the upcoming academic year.
6. Committee designations and responsibilities are generally at the discretion of the Department Chair, but it is expected that the Department Chair consult with the faculty about department committee needs.

#### **STANDING COMMITTEES**

##### **FACULTY PROMOTION REVIEW COMMITTEE**

Members include all faculty in the department who in that year are eligible to vote on tenure and/or promotion decisions. In cases of tenure and/or promotion, the Department Chair will select a faculty member above or equal to the rank of the faculty candidate applying for promotion to chair the Faculty Promotion Review Committee. With the Department Chair, the FPRC Chair will select a date for the promotion review and inform the candidate. The FPRC Chair is responsible for convening the promotion review and writing the departmental recommendation letter for tenure and/or promotion. If a voting faculty member will be absent for the review, they must submit a written evaluation of the candidate's materials and their vote to the Chair of the FPRC Chair prior to the promotion review.

##### **HEALTH & SAFETY COMMITTEE**

The Health and Safety Committee communicates and reviews health and safety updates, creates policy for the department, and promotes the departmental Health and Safety Program mission. Members include Department Chair, Studio Lab Technician, and member of studio faculty.

## VISITING ARTIST/ SCHOLAR AND EXHIBITION COMMITTEE

The Visiting Artist and Exhibition Committee is comprised of four faculty on a two-year rotation. The goals of the committee are to collect recommendations for visiting artists, organize materials and present to the faculty for votes.

## 4. EVALUATION OF FACULTY PERFORMANCE IN THE DEPARTMENT OF ART AND ART HISTORY

Procedures for evaluation and promotion of faculty are listed in Faculty Handbooks of the University of Alabama at Birmingham and the College of Arts and Sciences. The Department of Art and Art History has additional specific procedures for the evaluation of faculty performance as included herein.

### A. ANNUAL REVIEW AND EVALUATION

#### ADJUNCT FACULTY

Evaluation of adjunct faculty performance occurs each year by the Department Chair through end-of-semester student evaluations and peer review of teaching by full-time faculty members.

#### FULL TIME FACULTY

Evaluation of full-time faculty performance in the Department of Art and Art History occurs each year through self-reporting, end-of-semester student evaluations, and the annual review by the Department Chair.

#### Procedures

##### A. Preparation of the Annual Report:

Each faculty member will prepare an end-of-year summary, in an approved format, and submit it to the Department of Art and Art History office by the announced due date before faculty evaluations are scheduled.

##### B. Evaluation Method and Criteria of the Annual Report:

The Department Chair will be responsible for evaluating teaching, service, and scholarly activity as demonstrated through individual Annual Reports, student evaluations and other documentation. Each faculty member's performance will be evaluated in the areas of teaching, service/governance and establishing a national/international presence in research and creative activities. This is considered an informal review. The following criteria in the areas of teaching, research, and service/governance are examples of some of the way faculty may demonstrate their performance.

#### TEACHING

See the UAB Faculty Handbook section 2.10.1 for criteria for success in faculty teaching:  
<https://www.uab.edu/policies/content/Pages/UAB-AA-HBK-0000647.aspx>

#### SCHOLARLY ACTIVITIES

See the UAB Faculty Handbook section 2.10.2 for criteria for success in scholarly activities:  
<https://www.uab.edu/policies/content/Pages/UAB-AA-HBK-0000647.aspx>

## SERVICE

See the UAB Faculty Handbook section 2.10.3 for criteria for success in service:  
<https://www.uab.edu/policies/content/Pages/UAB-AA-HBK-0000647.aspx>

## **B. FORMAL REVIEW AND EVALUATION**

### **i. PREPARATION OF THE FACULTY FILE FOR FORMAL REVIEW FOR TENURE AND/OR PROMOTION**

Preparation of the file for formal review and for tenure and/or promotion should follow the requirements outlined by the UAB Faculty Handbook and follow CAS deadlines:

<https://www.uab.edu/faculty/images/promotion-tenure/preparing-promotion-and-tenure-applications.pdf>

In addition to the above, the Department of Art and Art History recommends that faculty members prepare a narrative statement for each section: teaching, research, and service. This statement should outline and/or highlight the faculty member's most notable accomplishments in each area. It is intended to aid departmental faculty and promotion and tenure committee members to understand and recognize a faculty member's accomplishments and productivity.

Copies of publications, reviews, artwork, student artwork, and other supporting materials should be included in a separate binder for departmental review. In tenure and/or promotion reviews, these materials will not go forward to the College Promotion and Tenure Committee but are for internal, departmental review only.

### **ii. SUPPLEMENTING AND UPDATING THE REVIEW FILE**

With the exception of inserting external evaluation letters, only the candidate may add information to his or her application materials once it is submitted at the beginning of the Promotion and Tenure review process. If a candidate's vitae has work listed as "submitted" or "in review" that gets accepted (or rejected) at any point in the review process, the candidate should contact the chair who then update the CAS Promotion and Tenure Committee by inserting the new information into his/her application materials and making a note of such within the application.

### **iii. FORMAL REVIEW TOWARDS TENURE AND/OR PROMOTION**

A formal review takes place in the second and fourth years and consists of the following procedures. The Department Chair will notify the faculty member in writing of the review at a semester in advance and request that the faculty member bring their personnel records up to date and submit any other material they deem appropriate. The Department Chair will consult with other faculty members of the department after they have had the opportunity to examine the faculty member's file generally in a review meeting convened by the Department Chair. The faculty member under review will be absent for this discussion. The Department Chair will prepare a written summary of that review which will be approved by the participating faculty. The faculty member being reviewed will then meet with the Department Chair to discuss the evaluation. The faculty member will be given a written copy of the evaluation. A signed copy of that review will be kept in the faculty member's departmental personnel file.

An informal review is substantially similar to formal reviews, except that the Department Chair does not consult with other members of the department and the other members of the department do not review the letter.

#### REVIEW OF FULL PROFESSORS

Like all full-time faculty, Full Professors are informally reviewed every year. A formal review may be requested by either the Full Professor or the Department Chair. The purpose of the formal review is to provide the faculty member with a general assessment of their recent performance as faculty member and scholar.

#### REVIEW OF ASSOCIATE PROFESSORS

Like all full-time faculty, Associate Professors are informally reviewed every year. A formal review may be requested by either the Associate Professor or the Department Chair. The purpose of the formal review is to provide the faculty member with a general assessment of their recent performance as faculty member and scholar as they move towards promotion.

#### REVIEW OF ASSISTANT PROFESSORS, TENURE-TRACK FACULTY

To assist a junior faculty member's professional growth, untenured (but tenure-track) faculty are informally reviewed annually and formally reviewed biannually. A formal review is conducted if and when the faculty member comes up for tenure and/or promotion or whenever a retention decision must be made.

The purpose of the informal review is to assess the faculty member's performance and progress toward tenure. The formal review of untenured faculty also serves this purpose (in addition to forming part of the procedure for determining tenure or retention).

#### REVIEW OF NON-TENURE-EARNING (NTE) FACULTY

In the case of faculty members not on tenure track, the Department Chair shall conduct an informal review each time the faculty member's contract is up for renewal. The procedures used for the review may vary depending on the nature of the faculty member's appointment. Formal reviews will occur every two years before the review for promotion to Associate Professor and by request of the faculty member or Department Chair for any Associate or Full Professor not on tenure track.

#### iv. FORMAL REVIEW FOR PROMOTION OF NON-TENURE-EARNING (NTE) FACULTY

**See the UAB Faculty Handbook section 2.5.5, Section 2.10 and section 2.16**

#### v. PROCESS AND TIMELINE FOR FORMAL REVIEW FOR TENURE &/OR PROMOTION OF TENURE-TRACK AND TENURED FACULTY

All faculty members seeking tenure and/or promotion should consult the UAB GUIDELINES REGARDING THE TENURE, PERMANENT STATUS, AND PROMOTION STATUS found here: <https://www.uab.edu/faculty/promotion-and-tenure> and in the UAB and College of Arts and Sciences faculty handbooks.

#### PROCESS FOR APPLICATION FOR TENURE AND/OR PROMOTION

During the spring (no later than April 1) prior to the year during which the decision regarding tenure and/or promotion will be made, the faculty member will notify the Department Chair in



writing of their intention to apply for tenure and/or promotion. The Department Chair will notify the CAS Dean by June 1.

The Department Chair will send a letter or e-mail to all tenured faculty, as well as to the candidate, asking for names, addresses, e-mail addresses, and basic qualifications of potential external reviewers to serve as reviewers for the candidate in the Department. All receiving the letter will be asked to ensure that potential external reviewers hold a rank at or above that for which the candidate is applying. Additionally, potential external reviewers should not have had an association with the candidate as a teacher, fellow faculty member, student, student colleague or personal acquaintance. (See additional information regarding external reviewers below.)

Following receipt of notification of intent to apply, the Department Chair will appoint a faculty member in the department at the rank above the faculty member up for promotion (Tenured Associate or Full Professor for those seeking tenure and/or promotion to Associate Professor with Tenure; Tenured Full Professor for those seeking promotion to Full Professor) to chair the Faculty Promotion Review Committee, convene the promotion review, and write the departmental recommendation letter. Because of the size of the Department of Art and Art History faculty, all tenured faculty members above the rank of the faculty member under review are members of the FPRC.

The faculty member under consideration will prepare all appropriate supporting materials for external evaluation and submit them to the Department Chair prior to May 1. The faculty member should consult with the Department Chair and senior faculty members to prepare materials in accordance with the PREPARATION OF THE FACULTY FILE FOR FORMAL REVIEW AND FOR TENURE &/OR PROMOTION (see above). The Department Chair will send the material to a minimum of four external evaluators, two recommended by the faculty member, two recommended by senior faculty or the chair, to review and comment on the faculty member's tenure/promotion candidacy.

The Department Chair and FPRC Chair will select the date for the promotion review and will inform the faculty candidate of this date by Sept. 1.

In cases in which the Department Chair applies for tenure and/or promotion, the Dean of the College of Arts and Sciences will appoint a faculty member (external or internal to the Department of Art and Art History) to oversee the process and assume the duties of Department Chair.

It is the responsibility of the faculty member to see that their file is complete and contains all the information pertinent to his or her case (see PREPARATION OF THE FACULTY FILE FOR FORMAL REVIEW AND FOR TENURE &/OR PROMOTION). The Department Chair should provide advice on the preparation of the packet and the candidate is also encouraged to seek advice from their faculty mentor or other individuals knowledgeable about the process.

The faculty candidate up for tenure and/or promotion must submit their file to the Department Chair one month prior to the date scheduled for review. Faculty members will be given at least two weeks to examine the faculty candidate's materials and external evaluation letters.

## PROCESS FOR REVIEW FOR TENURE AND/OR PROMOTION

A formal review shall be conducted. The FPRC Chair will convene a review meeting of all full-time faculty of the department to review the file of a faculty member under consideration for tenure and/or promotion. The candidate shall be absent from discussion.

If a voting faculty member will be absent for the tenure and/or promotion review, they must submit a written evaluation of the candidate's materials and their vote to the FPRC Chair prior to the promotion review.

## IN PROMOTION &/OR TENURE CASES TO THE RANK OF ASSOCIATE PROFESSOR

After a review of the file and a discussion of the merits of the case amongst all full-time faculty, the Department Chair will leave. After the Department Chair has left, there may be further discussion and then a non-binding advisory vote of untenured faculty members taken by secret ballot and recorded by the FPRC Chair. The FPRC Chair keeps the results of this non-binding advisory vote confidential. All faculty members below the rank of Associate Professor will then be dismissed. After further discussion of the case, a vote of the tenured Full Professors and Associate Professors will be taken by secret ballot and recorded by the FPRC Chair.

## IN PROMOTION &/OR TENURE CASES TO THE RANK OF FULL PROFESSOR

After a review of the file and a discussion of the merits of the case amongst the full faculty, the Department Chair will leave. After the Department Chair has left, there may be further discussion and then a non-binding advisory vote of untenured and Associate Professor faculty members taken by secret ballot and recorded by the FPRC Chair. The FPRC Chair keeps the results of this non-binding advisory vote confidential. All faculty members below the rank of Full Professor and all non-tenured faculty members will then be dismissed. After further discussion of the case, a vote of the tenured Full Professors will be taken by secret ballot and recorded by the FPRC Chair.

## IN ALL TENURE &/OR PROMOTION CASES

The senior faculty member chairing the review meeting (FPRC Chair) will compose a letter summarizing the results of the vote and supporting narrative and distribute it to the voting members for review and approval. The final copy of the letter will be attached to the candidate's file. A second, separate letter by the Department Chair will also be attached to the file and both letters will accompany the candidate's file to the Dean's Office for review by the Promotion and Tenure Committee and the Dean.

Letters should be written so that faculty from any of the diverse disciplines in the CAS can clearly understand the requirements for promotion (and awarding of tenure, if applicable) as set out in the department Promotion and Tenure policies. These letters should also address the reasons why the department faculty or department chair felt that the candidate has or has not met those requirements.

## **C. REQUIREMENTS FOR PROMOTION TO THE RANK OF TENURED ASSOCIATE OR FULL PROFESSOR**

**For criteria for promotion and tenure, see the UAB Faculty Handbook, section 2.10**

The Department of Art and Art History is composed of several disciplines, each of which has distinctive criteria for tenure and promotion. While the guidelines that appear below are the same for teaching and service, it is acknowledged that certain items may not apply to all disciplines. The diversity in research is sufficient to warrant separate, discipline-specific criteria for that activity. The following guidelines are based on those of peer institutions and of the appropriate professional organizations. They assume a comparable level of support in teaching, research, and service to that provided by peer institutions.

### A. Scholarly Activity – by Discipline

**See the UAB Faculty Handbook section 2.10.2 for criteria for success in faculty scholarly activity: <https://www.uab.edu/policies/content/Pages/UAB-AA-HBK-0000647.aspx>**

#### Scholarly Activity in Art History

1. Authorship of a book, monograph, or exhibition catalog is expected. A book is defined as being already published or in press (that is, with peer reviews, a final acceptance, and a confirmed date of publication).
2. In limited cases, a series of peer-reviewed articles or essays may be considered equivalent to a book, as urged by the College Art Association. These articles or essays must be substantive and important contributions to the field, such that an independent reviewer would consider the impact of the total to be equivalent to that of a sole-authored book.
3. A peer-reviewed book, monograph, or exhibition catalog published by a major commercial press that is also known for publishing scholarly works will be considered equivalent to a book or monograph published by a university press.
4. The value of a peer-reviewed publication is based on its esteem within the field, irrespective of whether it is published online or off.
5. In addition to the book or equivalent articles, the Department of Art and Art History considers the following activities as significant indicators of a faculty member's impact on the field of art history: edited books; book length manuscripts; articles and reviews, including those that are not peer-reviewed; the receipt of grants and fellowships for research and other activities; exhibitions curated; papers presented before professional societies; appearance on programs of professional organizations; lectures delivered at other institutions or to various organizations.

#### Scholarly and Creative Activity in Studio Art

The products of creative activity are highly varied. The output and documentation of these activities must be considered in relation to each individual candidate's specific area of expertise and stated research direction. One judgment of distinction in creative activity shall be based on

the written opinions of external reviewers who themselves are recognized as outstanding practitioners in the candidate's area of specialization and research focus. (Note: The external reviewers will be asked to submit copies of their curriculum vitae, which will be included in the candidate's packet.) Distinction in creative activity ordinarily entails (a) the development of a significant line of research and (b) an established national or international presence based on contributions in one's field. The quality of research shall be judged as more important than quantity when evaluating the candidate's research contributions.

**See the UAB Faculty Handbook section 2.10.2 for criteria for success in faculty activity:**  
**<https://www.uab.edu/policies/content/Pages/UAB-AA-HBK-0000647.aspx>**

In addition, the following may be considered as evidence of research effectiveness:

Participation in juried, invited, solo, and group exhibitions. Presentation and exhibition of creative activity may include, but is not limited to commercial and non-profit galleries, art centers, museums, web-sites, institutes of contemporary art, virtual environments, alternative spaces, public spaces, publications, and other appropriate venues, both real and virtual. The products of creative research may be multiple, allowing for wide distribution to presentation and exhibition venues. In other instances, projects may evolve over long periods of time and may be exhibited only once. Modes of creative research practice may be individual, collaborative, interactive, performance-based, site-specific (both real and virtual), web-based, and other modes. The value of a peer-reviewed publication is based on its esteem within the field, irrespective of whether it is published online or off; authored Publications and the publication of creative work are considered evidence of research effectiveness.

## B. Teaching

Teaching is considered an essential function of faculty at the University of Alabama at Birmingham, and consequently all faculty members are expected to demonstrate excellence and effectiveness in this important area. Distinction in teaching shall be evidenced by a consistent pattern of excellence and effectiveness among multiple indicators. **See the UAB Faculty Handbook section 2.10.1 for criteria for success in faculty teaching:**  
**<https://www.uab.edu/policies/content/Pages/UAB-AA-HBK-0000647.aspx>**

In addition, the following may be considered as evidence of teaching effectiveness:

- a. Student evaluations considered in relation to the type of course;
- b. Peer ratings showing excellence and effectiveness in teaching content in classroom performance based on direct observations;
- c. Serving as a BFA faculty advisor or on graduate committees;
- d. Supervising independent studies, internships, fellowships, honors theses, and practica;
- e. Significant awards or other recognition for teaching;

- f. Development of new courses, teaching program, and/or implementation of a degree program and ongoing revision of existing courses to reflect the changing state of the discipline;
- g. Evidence of positive outcomes of students directly supervised and/or mentored by the faculty while a student.

### C. Service

It is expected that all faculty members will demonstrate good citizenship in their department and in the college by actively serving on department, college, and/or university committees consistent with their rank and experience. This description of service relates to activities that are performed without additional compensation or course release. In addition, faculty are expected to engage in community activities and offices held in professional societies. **See the UAB Faculty Handbook section 2.10.3 for criteria for success in faculty service:**  
**<https://www.uab.edu/policies/content/Pages/UAB-AA-HBK-0000647.aspx>**

## 5. FACULTY LOADS

Authority to make assignments rests solely with the Department Chair.

Internal Computation of Faculty Workload:

### A. Goal

Each tenured and tenure-track faculty member would expend equal effort on university work, while rewards such as raises would be based on the quality of these efforts. The framework set out below is designed to aid in the approximation of this ideal.

### B. The Composition of Workload

UAB is a research university. A normal workload for tenure-track and tenured faculty in the Department of Art and Art History includes teaching, research (scholarly research and creative activity), and service. For non-tenure-earning faculty it primarily consists of teaching and service.

### C. Framework for the Assignment of Workload

This policy guides the annual assignment of workload for tenured, tenure-track, and non-tenure-earning faculty whose assignments are not informed by prior arrangements that take precedence over the processes outlined in this policy. These arrangements include: administrative appointments (such as Chair, Associate Dean, university-level positions); professional leaves both paid and unpaid; medical or family leave; and mid-year retirement. In such cases, the Department Chair, in consultation with the Dean's Office, should assign the faculty member's workload. Apart from the Department Chair position, faculty in the Department of Art and Art History are 9-month employees.

### Tenured and Tenure-Track Faculty Workload:

It is assumed that work within each category—teaching, research, service—can be conceived as occurring in “units.” Six workload units are assigned annually using this workload policy. The standard assignment includes five instructional units devoted to teaching (“a five (2/3 or 3/2) course/year load”) with the remaining unit devoted to research. However, if it is determined during post-tenure or annual review that this assumption does not hold for a particular faculty member, a workload agreement will be formulated that supersedes this workload policy (see section D below). Rarely, however, will a tenure-track or tenured faculty member teach more than six or fewer than four courses per academic year.

### Non-Tenure-Earning Faculty Workload:

An NTE faculty member’s primary responsibility in the Department of Art and Art History is teaching. While some service may be assigned, the standard workload is conceived in instructional units. Eight instructional workload units are assigned annually (4/4) to NTE faculty. Sections D.1 and D.2 about instructional units apply to NTE faculty and any exceptions or adjustments to NTE workload are contained therein.

The responsibility for applying workload policy lies with the Department Chair, who is best able to take-into-account the department’s diverse activities and available resources. The Chair should obtain approval for assignments that include fewer than four courses per year and exceptions to this policy.

## D. Definition of Units

To facilitate and maintain research activity in the Department of Art and Art History, the standard instructional load for tenure-track and tenured faculty is five instructional units/courses per academic year and one unit for research (scholarly research or creative activity). Workload adjustments for extraordinary research projects should be discussed with the Departmental Chair, who will make their determination by evaluating the faculty member’s balance of teaching, research, and service activities

**Tenure-track:** A tenure-track faculty member is normally assigned five instructional units and one research unit per year and is expected to produce significant research for promotion and tenure. Faculty who are in their pre-tenure years in the department will be developing new courses and devoting significant time to establishing a research agenda in their new setting. Course preparation may also include significant other time and effort to enhancing studio space and technology. They may receive one to two additional workload units for this effort. Ideally, these should be distributed to enable the faculty member to adequately prepare for formal reviews and/or promotion and tenure review.

**Tenured:** A tenured faculty member is expected to maintain a level of research productivity commensurate with their rank. The Department Chair will make this determination based on informal and formal reviews. In the case of a faculty member not regularly producing research equating to one workload unit/year, the Department Chair may assign an additional instructional or service unit.

### 1. Course instructional unit

The standard course occurs within a classroom, bears three credit hours, and is taught by one faculty member. This standard course is equivalent to one instructional unit. Independent study, thesis, BFA exhibition, and internship courses are routine and are not counted as instructional units unless efforts are extraordinary in extent.

There are variations on the standard course, including more than three-credit-hour courses, courses with higher than normal contact hours (based on discipline norms), team-taught courses, and courses assisted by a graduate teaching or studio assistant. In such cases, the Department Chair should determine the equivalence between the faculty member's assigned efforts in this course relative to standard courses taught in the discipline.

Another important variation stems from differences in the amount of effort involved in different types of courses. In assigning courses, the Department Chair will need to consider a variety of factors, not all of which can be catalogued in advance, in an attempt to equalize effort across a complement of courses. Thus, faculty members normally will teach both lower- and upper-division and graduate courses. The Chair will attempt to make the mix of such courses equitable over time. Workload assignments should take-into-account the additional responsibilities involved in developing new courses. Moreover, workload assignments should take-into-account the number of students that a faculty member teaches, since, other things being equal, the larger the number, the greater the effort, although such effort may be offset by, for example, the nature of the assignments or the use of assistants.

## 2. Non-course instructional unit

The Department Chair may assign a workload unit for a non-course instructional unit if a faculty member regularly and effectively directs an extraordinary amount of individual student work such as BFA exhibitions, independent studies, undergraduate honors theses or projects, and graduate theses. The Workload adjustments for extraordinary non-course instruction should be discussed with the Departmental Chair, who will make their determination by evaluating the faculty member's balance of teaching, research, and service activities.

## 3. Standard service and exceptional service unit

Substantial service is part of the blend of activities that are expected of tenure-track and tenured faculty. Normally, as part of her or his blended 6-unit workload, the tenure-track or tenured faculty member would participate in standard service assignments to university, college, or departmental committees, in addition to student advisement and the use of one's academic expertise on behalf of local, state, national or international communities.

Extraordinary service that may be assigned one or more workload units includes such significant administrative or advising duties as Departmental Chair (determined by Dean's Office), Associate Chair, or program director. Other demanding, high-level service responsibilities that may be given special consideration are service on the Senate Executive Committee, Chair of a time-consuming Senate committee, Chair of the CAS Promotion and Tenure Committee, serving as editor of a major journal, or having a high-level, time-consuming office in one's professional discipline at the national level.

Workload adjustments for extraordinary service should be discussed with the Departmental Chair, who will make their determination by evaluating the faculty member's balance of teaching, research, and service activities.

## **6. MERIT PAY INCREASES**

Merit pay increases are dependent upon the resources available to the Department Chair in awarding merit pay increases. Criteria for merit increases are the same as those stipulated for criteria for annual performance articulated above and follow guidelines from the Dean's office.

## **7. INSTITUTIONAL REVIEW BOARD**

Faculty members are reminded that any use of humans as subjects in research projects **MUST** receive clearance from the Institutional Review Board **PRIOR** to beginning the project. This policy also includes any survey research.

## **8. FACULTY MEETINGS**

Full faculty meetings occur regularly. Faculty members who cannot attend faculty meetings must file ELAS to account for absences.

## **9. HEALTH AND SAFETY PROGRAM**

The goal of the Department of Art and Art History Health and Safety Program is to protect the health and welfare of all faculty, staff, and students and to cooperate with the University of Alabama at Birmingham's Office of Occupational Health and Safety (OH&S). A full handbook is available in each studio classroom and in the main office as well as on-line. See <http://www.uab.edu/cas/art/resources/health-and-safety-programs>

## **10. SPONSORED RESEARCH**

Every effort should be made to acknowledge the UAB Department of Art and Art History as the support for research. This can be in the form of wall text, invitation, verbal announcement at a lecture, etc.

## **11. COPYRIGHT POLICY**

The UAB Faculty Policies and Procedures Manual specifies policies on copyright. **See:** <https://www.uab.edu/policies/content/Pages/UAB-RA-POL-000035.aspx>