

Wonsook Kim School of Art Promotion and Tenure Guidelines

The Wonsook Kim School of Art Faculty Status Committee (SFSC) is the first body to which applications for promotion and tenure are submitted for review, vote, and recommendation to the Wonsook Kim College of Fine Arts Faculty Status Committee (CSFC). This committee is composed of one faculty representative from each of the five areas of the school and the school director as chair. The membership of the SFSC is described in Faculty Appointment, Salary, Promotion, and Tenure Policies, article V section A.1.

Decisions about promotion and tenure are based upon activity and success in teaching, scholarly or creative productivity, and service. There is no prescribed proportion of one's appointment applied to each of these three areas. For example, some schools or departments may assign a weight of 40%, 40%, and 20% to teaching, scholarly or creative productivity, and service. The Wonsook Kim School of Art SFSC uses no such formula but rather takes many factors into account when reviewing and discussing an application, such as quality, quantity, breadth, significance, balance, and trajectory. It is incumbent upon the applicant to contextualize and explain the importance of the accomplishments included in the application.

- **Teaching** is engaging and challenging students; encouraging analytic thought and discussion, active learning, originality, and creativity; mentoring and guiding students; disseminating information and effectively demonstrating; and generating respect for learning, problem solving, and hard work. It is also being available to students, responding to student need, and investing in students' careers after their experience at Illinois State University. There are many out-of-class, out-of-load activities that are considered teaching, such as rewriting/updating syllabi and curriculum, attending graduate reviews, serving on or chairing thesis committees, conducting independent studies, overseeing internships, writing letters of reference, and continuing professional development.

An application for tenure/promotion includes a teaching narrative that is reflective and self-evaluative and addresses not only student reactions to teaching but also efforts to improve teaching and updating one's teaching practice over time. Also included are clear and thorough teaching materials (such as syllabi and other course materials). Other ingredients of an application may include, but are not limited to, documentation of high-quality student work, samples of student reactions to teaching, acknowledgement of teaching awards or nominations, write-ups from workshops/seminars taught outside of the Wonsook Kim School of Art, letters of support (from colleagues, alumni, or students within the school), and letters from peers at other institutions. External letters of support are not required in the school's tenure process but may be requested and included in the submission. Letters will be considered confidential and unavailable to the applicant, unless accompanied by a "waiver of confidentiality" from the author. A waiver form may be obtained from the provost's website.

- **Scholarly or Creative Productivity** consists of creating art, films, videos, performance, compositions, artistic collaborations, scholarly writing and scholarly collaborations. Professional/client practice, research and procuring funding to maintain research is also considered scholarly and creative productivity. Successful scholarly and creative productivity must be evidenced by its subsequent dissemination through exhibitions, presentations, and peer reviewed publishing or editing on local, regional, national, and international levels. The SFSC recognizes that there is no comprehensive list of research activities. Similarly, there are many venues and methods of dissemination that are unique to particular disciplines and fields. The committee encourages applicants to define and contextualize such scholarly activities so that their significance may be recognized and understood by everyone who reads an application: members of the SFSC, members of the CSFC, the provost, and the president of Illinois State University.

An application for tenure/promotion includes a narrative on scholarly or creative productivity, accompanied by a comprehensive curriculum vita. It may also address the applicant's research agenda, creative practice, content, and acknowledgement of research awards or nominations. Other ingredients of an application may include, but are not limited to, supportive materials such as letters of invitation, exhibition promotional materials, reviews, articles, catalogs, and write-ups of conference presentations.

- **Service** consists of participation in shared governance in the form of contributions to or leadership on committees and in enrollment/recruitment efforts. Service starts in one's area with cooperation, teamwork, sharing administrative duties, and mentoring junior faculty. Service also applies far beyond one's area: to the school, the college, the university, the community, or to local, state, national, or international organizations. Examples of service include, but are not limited to, participating on ad-hoc committees, attending faculty meetings, acting as a judge or juror, chairing a professional conference session, serving as a board member/officer to an arts or scholarly organization, serving as an outside evaluator for tenure/promotion cases, participating in professional community outreach efforts, engaging alumni, and contributing to ongoing conversations about the nature and future of the Wonsook Kim School of Art and Wonsook Kim College of Fine Arts.

An application for tenure/promotion includes a service narrative describing the tasks that were accomplished in each example of service. Other ingredients of an application may include, but are not limited to, supportive materials that document service efforts, letters of acknowledgment from committee chairs or school directors, and recognition of service awards or nominations.

Promotion to associate professor with tenure

A successful application for promotion to associate professor with tenure clearly presents a record of achievements in teaching, scholarly or creative activity, and service. Such a record shows a years-long, sustained effort that is recognized in the applicant's field. It also shows potential for continued growth and longevity (see Faculty Appointment, Salary, Promotion, and Tenure Policies, article VIII, article IX, and appendix 2).

Promotion to professor

A successful application for promotion to professor clearly presents an ongoing record of committed excellence in teaching, scholarly or creative activity, and service. Such a record documents active participation and distinction in the applicant's area of expertise, recognition on a national or international level, and a degree of rigor that adds to the reputation of the school, the college, and Illinois State University (see Faculty Appointment, Salary, Promotion, and Tenure Policies, section VIII, and appendix 2).

Contents of application for promotion/tenure

- Cover letter
- Comprehensive career vita
- Previous annual letters from the SFSC. An application for promotion to associate professor with tenure includes all letters since the applicant's hire. An application for promotion to professor includes all letters since the applicant was granted tenure.
- Optional letters of support
- Narrative of teaching, accompanied by course syllabi and additional course materials
- Narrative of scholarly or creative productivity
- Narrative of service
- Optional supportive materials that address teaching, research, and service

Faculty Appointment, Salary, Promotion, and Tenure Policies can be found at:
<https://provost.illinoisstate.edu/downloads/aspt/ASPT2019Reformatted.pdf>).

- Approved March 2021, Wonsook Kim School of Art
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- Approved November 2018, Wonsook Kim College of Fine Arts Faculty Status Committee