



College of Fine Arts

Professional-Track Faculty Promotion



Why seek promotion?

- ▶ Recognition, Reputation, and Respect
- ▶ Minimum contract term
 - ▶ Associate-rank: 2 years fixed or rolling term
 - ▶ Full Professor-rank: 3 years fixed or rolling term
- ▶ Sometimes, increased eligibility and responsibility
- ▶ Recurring salary increase (for AY 2023-24, it was:)
 - ▶ To associate-rank: the larger of \$2,500 or 5%
 - ▶ To full professor-rank: the larger of \$3,500 or 7%



College of Fine Arts Nomenclature

Professional-Track = Non-Tenure Track

“Career” Track = a long-term commitment of employment

- ▶ Practice series
- ▶ Instruction series
- ▶ Tenured/Tenure-Track Faculty Members

Lecturer = Not career. Temporary/adjunct/contingent faculty

- ▶ Lecturer series
- ▶ Specialist
- ▶ Visiting series



College of Fine Arts Nomenclature (Cont.)

Practice Series: career ladder, lab or studio setting, terminal degree or exceptional professional/creative record. Must demonstrate continued currency in practice. Teaching is primary area.

Assistant Professor of Practice
Associate Professor of Practice
Professor of Practice

Instruction Series: a career ladder, lecturer or seminar format. Terminal degree expected. Teaching is primary area.

Assistant Professor of Instruction
Associate Professor of Instruction
Professor of Instruction



Promotion Criteria to Associate-rank

To recognize excellence, impact, and distinction

in performance, contributions, and trajectory

in the primary area (teaching)

and in the additional contributions to the academic
enterprise

Promotion Criteria to Full Professor-rank

Same as to associate, but the standards, workload demands and expectations are higher and include expectation of demonstrated leadership.



Areas of Contribution

Primary area of specialization

■ Teaching





Areas of Contribution (Cont.)

Additional contributions to the academic enterprise

- One or more of the other typical areas of contribution (service, research, advising).
- Or, at the intersection of two or more areas (e.g. curriculum design, informal mentoring or advising of researchers or creatives)
- Should align with terms of faculty appointment (offer letter)



Promotion Process Overview

- ▶ Annual Review
- ▶ Peer Teaching Observations (minimum 4 over two academic years, preference longitudinal)
- ▶ External or Internal Reviewers
- ▶ Department → College → President's Committee

Promotion Dossier Contents

Authored by candidate:

CV

Teaching Statement

Add. Contrib. Statement

Teaching Portfolio

Any Supplemental Materials

If research:

Five most significant works

Copy of all works in rank

Outlets Table

Authored by others:

Dean Statement

Chair Statement

EC Statement-Teaching

EC Statement-Add. Contrib.

6 years of CIS/CES

List of Grad. Stdnt. Supvsd.

Peer Observations (3)

Internal/External Letters (3)

When do I go up for promotion?

- ▶ Typically, 6 years in rank or longer. Emphasis on normative 6 year timeframe.
- ▶ There is no “up-or-out” review for professional-track faculty members.
- ▶ Cumulative service in rank may be either full time or part time.
- ▶ Unusual Timings:
 - ▶ Accelerated Promotion (aka early promotion)
 - ▶ Minimum 2 years of qualifying service at UT Austin
 - ▶ Electing up to 3 years of prior service in same rank at previous institution (Deadline: Feb 1 before you go up for promotion)
 - ▶ Right to compel case for consideration after 10 years in rank
- ▶ You must request promotion review by writing to the chair or EC/BC in the spring semester before the fall semester that your case would be reviewed.



How to get advice on when to go up

Seek out sensible mentoring and advocacy from senior faculty who know standards for promotion in your or a related field.

Pay attention to CIS/CES results (6 years worth)

Peer observations (3)

From EC/BC and chair during annual review process

Be proactive

Steps to do years in advance

Revise CV regularly following the requirements in the P&T guidelines to document as you go

Ensure the peer observations (3) get assigned and completed

Review and make changes based on CIS/CES written comments every semester

Continually update, experiment, and change your teaching

Use the faculty annual review process to familiarize the EC/BC with your work and to determine how to effectively represent and explain your work and its impact to your EC/BC. (CV, statements, solicit feedback)

Seek out new teaching opportunities to demonstrate breadth

Seek out and be effective on committees or administrative roles

Continue your professional activity and/or keep up with your field, but remember that teaching is your primary responsibility

Keep up with your current and former students (so you have evidence of student outcomes)



Questions?



Assembling a good-looking dossier

- Read and follow the P&T guidelines for the specific year when you go up for promotion
- The CV is important
- Think about what is “above the fold”
- Write for an academic, but non-expert-in-your-field audience
- Have others read and edit your statements
- The content should matter more than the presentation, but you don’t want to make it hard for the readers
- Department staff help with assembling the dossier, but it is your dossier and your career and you decide what goes in it

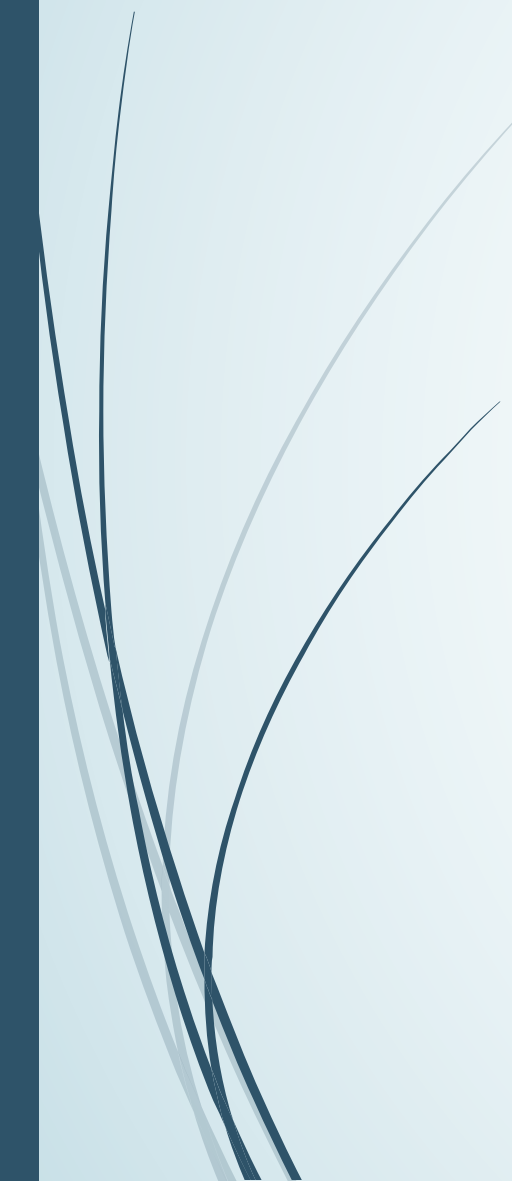


Enhance your teaching profile

- Seek out new teaching responsibilities, broaden course offerings, pioneer innovations in teaching methods, revise curriculum and syllabi regularly, use new technology in your teaching field.
- Review CIS/CES scores every semester. Regularly revise courses to improve CIS and student outcomes.
- Offer independent studies. Offer signature courses, where appropriate.
- Increase student demand/enrollment in your courses by developing popular courses and teaching them well.
- Maintain a Teaching Portfolio that documents your curricular innovations, experiments, outcomes (good and bad), and highlights teaching excellence.
- Attend professional development or academic conferences to improve your teaching and keep up with trends in the field.



Enhance your service profile

- Seek out and accept appointment to department, college, and university committees, including serving as committee chair or in a leadership role (program head, etc.) Participate in national or regional scholarly or professional organizations and conferences in your field.
- 



Enhance your mentoring profile

- Stay in touch with your students, past and present.
- Document any jobs you help them get after graduation. Develop a list of students you mentored directly and what jobs, internships, graduate programs they are now doing (or that you helped them get) after graduation.
- Mentor your students successfully to professional or academic outcomes and document it.
- Document mentorship activity you do for peer faculty or professionals.



Where to go with questions/concerns

Your chair/director:

Susan Rather, Chair, Department of Art and Art History
Peter Carpenter, Chair, Department of Theatre and Dance
Susan Thomas, Director, Butler School of Music
Kate Canales, Chair, Design
Michael Baker, Department of Arts and Entertainment
Technologies

Your faculty affairs coordinator:

Anita Bennett, Department of Art and Art History
Cassie Gholston, Department of Theatre and Dance
Andrea Melendez, Butler School of Music
Cameron Weed, Department of Design
Cameron Weed, Department of Arts and Entertainment Technologies

Ramón Rivera-Servera, Dean

Tim Creswick, Director of Faculty Advancement



Reference material for faculty evaluation, promotion and tenure

College of Fine Arts Faculty Promotion and Tenure website resources:
<https://sites.utexas.edu/cofafaculty/evaluation/promotion-tenure/>

President's Letter & Guidelines on Faculty Promotion & Tenure:
<https://provost.utexas.edu/faculty-affairs/evaluation>

Recommendations regarding faculty promotion (HOP 2-2160):
<https://policies.utexas.edu/policies/recommendations-regarding-faculty-compensation-faculty-promotion-tenure-renewal-appointment>

Faculty Leaves (HOP 2-2210):
<https://policies.utexas.edu/policies/faculty-leaves-and-special-academic-assignments>



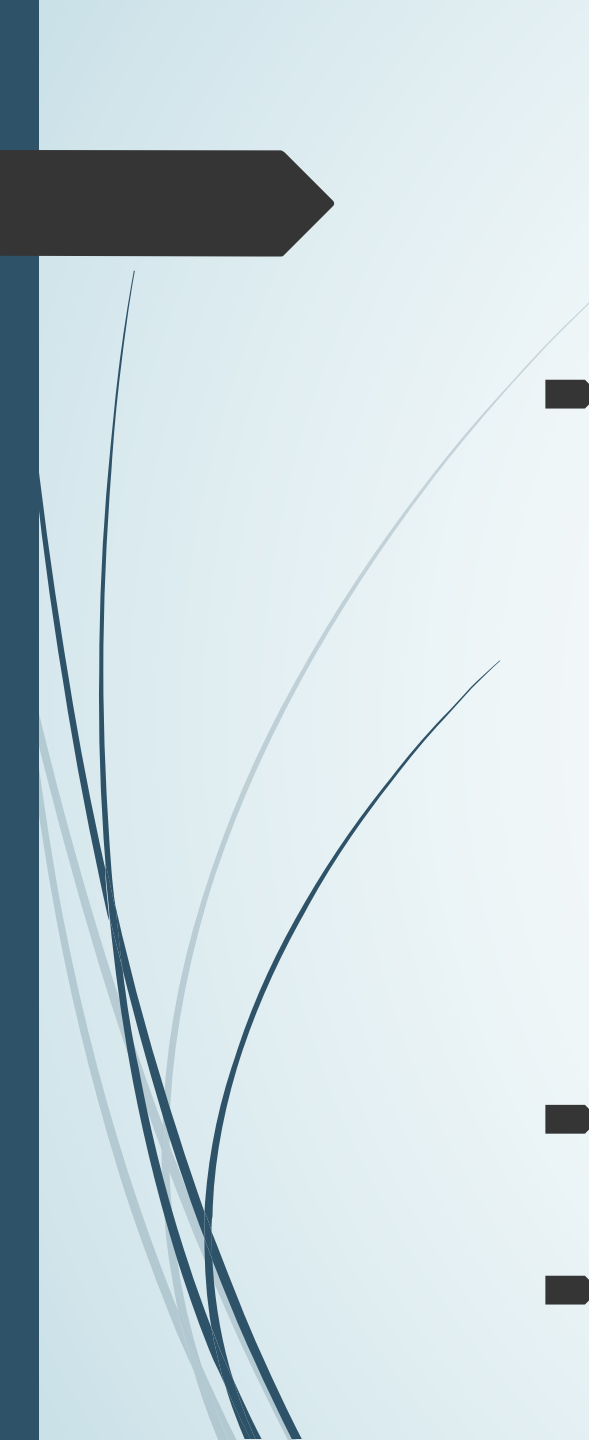
FAQ's

- ▶ At what rate do faculty attain tenure at UT?
 - ▶ See Data and Success Rates: <https://provost.utexas.edu/faculty-affairs/promotion-and-tenure>
- ▶ Is it reasonable to expect that all levels of review in the P&T process will agree?
 - ▶ No, P&T procedures are multi-leveled and involve professional colleagues from many different areas of the institution. Your case should be so compelling it elicits positive endorsements from a wide range of individuals.
- ▶ Should we shape our work based on what is going on at the university/what's being valued?
 - ▶ The university is deferential to the standards in your field for professional excellence. It will be noticed if you're also doing things that reflect UT's contemporary mission, but focus more on standards in your field.



FAQ's, continued

- ▶ Is it true that what really matters to this review is what I've accomplished while in a full-time appointment at UT?
 - ▶ Yes, but if you have remarkable credits before UT they should be represented somewhere in the file.
- ▶ Should I include all my professional credits even if they don't relate to my current research?
 - ▶ Focus on credits that are most important/lasting/good and leave out less important credits if they will cause confusion.
- ▶ Can I link to creative work (sound files, videos, online portfolios, etc.) in my CV or Scholarly/Creative Works document?
 - ▶ Yes, and you should as much as possible. It will bring your file to life and energize the committee.
- ▶ How do I define my forthcoming works?
 - ▶ It is only considered forthcoming if you are 100% done with your part of the work and the publisher or equivalent is clearly committed to following through with publication. Otherwise it is a work in progress.



What kinds of evaluation criteria are used for Teaching?

- Impact of Teaching
 - Student Assessment (CIS/CES results and written comments)
 - Peer Assessment (Peer observations)
 - Internal/External Review Letters
 - Evidence of innovation in teaching methods
 - Evidence of continual revision and improvement of courses and curriculum
 - Student outcomes and awards
- Evidence of professional development and engagement with the field
- Teaching portfolio



What kinds of evaluation criteria are used for Service?

- ▶ Committee and UT Service: Department, College, University
- ▶ Professional Service to your Field: Local, National, International
- ▶ Productive engagement with academic community of the department/school
- ▶ Collegiality
- ▶ Leadership



What kinds of evaluation criteria are used for Research/Creative Work?

- **Impact** on the field
- Details depend on the field
- Examples (may not apply in all cases):
 - Selection by peer review or similar
 - Reputation of the performance/exhibition venue or press or fellowship
 - Critical review, citations, etc.
 - Reputation of collaborators, directors, curators, etc.
 - Quantity
 - Quality



What kinds of evaluation criteria are used for Mentoring?

- ▶ Quantity and Quality of Graduate & Undergraduate student thesis or dissertation committee membership
- ▶ Informal student mentorship and advising (connecting to internships, letters of rec, etc.)
- ▶ Sponsorship of student organizations
- ▶ Extracurricular work with students
- ▶ Experiential learning alongside you as an artist assistant or intern as you conduct your professional work
- ▶ Mentoring of faculty colleagues or third-party professionals



Access to your materials

Faculty should be actively involved in the creation of their promotion file and assembly of supplemental materials.

The candidate should check the materials in the promotion dossier before the budget council review.

Informal access – At any point in the process informal access to the promotion file is available to a candidate upon request as soon as feasible, but not later than three business days. Requests for informal access are to be addressed to the chair/director, dean, or provost, as appropriate. Inspection must be supervised, and materials may not be copied or photographed.

Formal access – If the candidate wishes to obtain copies of any materials in the file, he/she must make a formal request in writing to the Provost via email to evpp-aps@utexas.edu.



Reference material for faculty evaluation, promotion and tenure, continued

Academic Titles and Tenure (HOP 2-2010):

<https://policies.utexas.edu/policies/academic-titles-and-tenure>

Faculty Sick & Parental Leave Policies:

<http://sites.utexas.edu/cofafaculty/faculty-policies/>

Family Friendly Policies and Resources:

<http://sites.utexas.edu/cofafaculty/faculty-policies/> and
<https://provost.utexas.edu/faculty-affairs/life-and-work>

Office of the Provost resources: <https://provost.utexas.edu/faculty-affairs>

Teaching Support

- ▶ Faculty Innovation Center <https://facultyinnovate.utexas.edu/>
- ▶ Review your CES results each semester
<https://utexas.bluera.com/utexas/>
<https://utdirect.utexas.edu/ctl/ecis/results/mycis.WBX>
- ▶ COFA Teaching Load and Course Enrollment policy
<https://sites.utexas.edu/cofafaculty/faculty-policies/faculty-workload/>
- ▶ Additional academic and administrative resources
<https://sites.utexas.edu/cofafaculty/resources-2/resources/>

Research Support

- ▶ Comprehensive list of research support
<https://sites.utexas.edu/cofafaculty/research-2/research/>
- ▶ Faculty Travel Grants: <https://provost.utexas.edu/the-office/faculty-affairs/faculty-travel-grants/> (Or inquire with chair/director for departmental support)
- ▶ Dean's Fellow/Ducloux Fellowship – inquire with Chair/Director
<http://sites.utexas.edu/cofafaculty/faculty-policies/faculty-research-leaves/>
- ▶ Fine Arts Research Funding: <https://sites.utexas.edu/cofafaculty/research-2/fine-arts-creative-research-grant/> and
<https://sites.utexas.edu/cofafaculty/research-2/fine-arts-community-engagement-and-public-practice-seed-grant/>
- ▶ Faculty Development Award (Research or Professional Development):
<https://provost.utexas.edu/the-office/faculty-affairs/ut-faculty-development-award/>



Research Support, continued

- Subvention Grants – Office of the Vice President for Research
<https://research.utexas.edu/resources/funding/ovpr>
- Creative research grants – Office of the Vice President for Research <https://research.utexas.edu/>
- Big XII Faculty Fellowship Program – Office of Graduate Studies <https://gradschool.utexas.edu/faculty/big-xii-faculty-fellowships>