

**Department of Visual and Performing Arts
Film Studies**

College of Letters, Arts and Sciences

May 31, 2009

**CRITERIA FOR REAPPOINTMENT AND TENURE
FILM STUDIES FACULTY
UCCS DEPARTMENT OF VISUAL AND PERFORMING ARTS**

Approved by the Provost: June 4, 2009

INTRODUCTION

Standards and processes for reappointment, promotion and tenure of faculty are governed by Article V and Appendix A of the Laws of the Regents. These are further delineated in a series of CU Administrative Policy Statements. Campus guidance is supplied in UCCS Policy # 200-001. These documents require the establishment of departmental criteria which are to be used throughout the review process.

These criteria are to be considered guidelines for the general review of candidates toward reappointment, promotion and tenure as Film Studies faculty in the Department of Visual and Performing Arts at the University of Colorado at Colorado Springs. The criteria are based on appropriate and current standards of professional performance in the discipline. Each candidate's case will be reviewed and judged on its individual merits and circumstances. The department is committed to quality teaching, strong research/creative work, and effective service to the university, the profession, and the community. The evaluation process assumes: possession of an appropriate terminal degree; competent education and training in the discipline(s); conduct which reflects the professional and academic standards for generating, validating, disputing, and transmitting knowledge; and an appreciation of and respect for the rights, duties, and privileges associated with academic freedom and collegial responsibilities.

In the assessment of research and creative work, the department places greater weight on items which have undergone some form of peer review than those that have not. In cases where an item does not undergo peer-review (e.g. film criticism in popular press), such material may be submitted to outside readers for evaluation.

The Film Studies program and VAPA degree major option within the Department of Visual and Performing Arts at the University of Colorado at Colorado Springs encourages the integration of teaching, research/creative work, and service within a collaborative and interdisciplinary program. Accordingly, co-authored papers may be considered as equivalent to sole-authored papers if the candidate provides clear evidence of a significant contribution by the candidate to the paper. The primary emphasis for the promotion and tenure of film studies faculty is excellent or meritorious pedagogy and critical research in the area of cinema. Creative work such as screenplays, film or video production, or participation in or organization of film screenings and festivals is also considered secondarily.

When these criteria are applied to faculty who were granted time toward tenure, the work performed during the years granted toward tenure shall be considered equivalent to work performed at UCCS. While a faculty member's career record will be considered in personnel actions described here, the main emphasis of evaluation will be on work performed at UCCS and, in particular, progress since the last review. We do not use a Faculty Responsibility Statement in our reappointment, promotion and tenure process. These criteria can be

amended by majority vote of the department subject to approval by the Dean of the College of Letters, Arts, and Sciences and the Executive Vice-Chancellor for Academic Affairs.

FIRST RENEWAL (INITIAL REVIEW)

The candidate's total record, including teaching, research and service, shall be evaluated. No specific rating in each area is required, but the record must show sufficient potential of future success to justify reappointment. The review may also take into account issues of material relating to strategic goals of the department, college and campus.

TEACHING:

The candidate is expected to demonstrate a commitment to teaching, evidence of which will be the demonstration of skill and innovation in the development and presentation of course material in her/his area of specialization. The candidate's teaching shall be evaluated by multiple means which will include, at a minimum, Faculty Course Questionnaires and two other means of evaluation. Examples of other means of evaluation are provided in the appendix to this document. In addition to classroom teaching, the candidate's work with students outside of the classroom as a mentor, research advisor, independent study director, intern supervisor and similar activities shall be considered here. The candidate is expected to show potential for continued development as a teacher. Candidates should demonstrate that their courses are coherently organized and thoughtfully presented. Furthermore, candidates will be expected to demonstrate a commitment to teaching, evidence of which will be good interaction with students, concern with curriculum, and satisfactory development of skills in presenting material. Improvement and innovations in teaching methods and in curriculum development and contribution to the department will be taken into consideration.

RESEARCH/CREATIVE WORK:

The Film Studies program recognizes that scholarship can take many forms, including creative work. We emphasize fundamental discovery, scholarly work which integrates existing knowledge and applied research. The candidate is expected to demonstrate a well-designed research plan and the potential for continued development as a researcher and progress towards the establishment of a publication record. This might include drafts of work in progress, presentations at professional meetings, and/or articles submitted for publication. Evidence includes published articles or books, acceptance of manuscripts by refereed journals or academic presses (in print or web-based), essays in exhibition catalogs, scholarly writing in progress, reviews of films/festivals/screenings or scholarly books, presentations at scholarly conferences, invited lectures on the candidate's research, the organization or moderation of panels at scholarly conferences, the editing of anthologies or special issues of scholarly journals, completed screenplays, film or video productions, acceptance of work at film festivals, the curation of screening/film series, work in progress towards the curation of a screening/film series, submission of grant proposals for research funding, and the award of post-doctoral fellowships and other research grants. In cases where a publication does not undergo peer-review, (e.g. essays in festival catalogs) such material may be submitted to outside readers for evaluation. Examples of other means of evaluation are provided in the appendix to this document.

SERVICE:

The program recognizes service to the campus, community and to our profession. At this level, the candidate will have satisfied obligations to program and departmental service.

SECOND RENEWAL (COMPREHENSIVE REVIEW)

The candidate's record in teaching, research, and service will each be evaluated separately as below *expectation*, *meritorious*, or *excellent*. The candidate must demonstrate sufficient progress toward tenure to justify reappointment. This will typically be a rating of at least meritorious in all three areas. The review may also take into account issues of material bearing such as strategic goals of the department, college and campus. The department will solicit letters from acknowledged and respected scholars in the candidate's field(s) of research, as per UCCS policy.

TEACHING:

The candidate will be expected to demonstrate effective teaching evaluated by multiple means which will include, at a minimum, Faculty Course Questionnaires and two other means of evaluation. Examples of other means of evaluation are provided in the appendix to this document. This evaluation includes contributions to the breadth, depth, and needs of the department and up-dating curriculum and course materials. In addition to classroom teaching, the candidate's work with students outside of the classroom as a mentor, research advisor, independent study director, intern supervisor and similar activities shall be considered here. A rating of *meritorious* will require student evaluations which are typically at or above the departmental average and evidence of effective teaching. A rating of *excellent* will require student evaluations which are typically above the departmental average, evidence of effective teaching, and dedication to student learning. In evaluating teaching, course content, level and size will be considered in interpreting student evaluations.

RESEARCH/CREATIVE WORK:

The candidate is expected to demonstrate evidence of having established a publication and/or creative record. Letters of evaluation regarding the candidate's work are required at this level. A rating of *meritorious* is indicated by reasonable progress toward tenure as demonstrated by submission of research proposals, professional presentations, publications, applicable creative production. Examples of specific criteria for evaluation are provided in the appendix to this document. A rating of *excellent* requires at least three publications in the field of film criticism/history or other discipline of the humanities relevant to cinema such as refereed journal articles, refereed book chapters, or article-length essays in festival/screening catalogs. Progress towards a book (manuscript near completion or a publishing contract with an academic press is evidence), completed screenplays, film or video productions, acceptance of work at major film festivals, peer-reviewed grants or other presentation-related research-oriented work may be substituted for publications. Exceptional quality of scholarly work may be considered to raise an evaluation in cases where the quantity specified has not been met.

SERVICE:

A rating of *meritorious* requires meeting service responsibilities within the program and department, and some service to the college, campus, community or profession. A rating of *excellent* requires meeting service responsibilities within the department and multiple service contributions to the college, campus, community, or profession. In evaluating service the quality, time commitment, and quantity of service contributions will be considered.

TENURE AND PROMOTION TO ASSOCIATE PROFESSOR

According to the Regents Policies tenure may be awarded only to faculty members with demonstrated meritorious performance in each of the three areas of teaching, research or creative work, and service, and demonstrated excellence in either teaching or research/creative work. The candidate's record in teaching, research, and service will each be evaluated separately as being *below expectations*, *meritorious*, or *excellent*. The department will solicit letters of evaluation from acknowledged and respected scholars in the candidate's field(s) of research, as per UCCS policy.

TEACHING:

The candidate will be expected to demonstrate effective teaching evaluated by multiple means which will include, at a minimum, Faculty Course Questionnaires and two other means of evaluation. Examples of other means of evaluation are provided in the appendix to this document. This evaluation includes contributions to the breadth, depth, and needs of the department and up-dating curriculum and course materials. In addition to classroom teaching, the candidate's work with students outside of the classroom as a mentor, research advisor, independent study director, intern supervisor and similar activities shall be considered here. A rating of *meritorious* will require student evaluations which are typically at or above the departmental average and evidence of effective teaching. A rating of *excellent* will require student evaluations which are typically above the departmental average, evidence of effective teaching, participation in the department's interdisciplinary mission, and dedication to student learning. In evaluating teaching, course content, level and size will be considered in interpreting student evaluations.

RESEARCH:

A rating of *meritorious* requires at least three peer-reviewed publications which make an original scholarly contribution published or accepted in final form. These may include refereed journal articles, refereed book chapters, or article-length reports. Receipt of peer-reviewed grants or contracts may be substituted for publications. Examples of specific criteria for evaluation are provided in the appendix to this document. For a rating of *excellent* it is expected that the candidate will have attained national recognition with contributions to the field. This requires at least five peer-reviewed publications in the field of film criticism/history or other discipline of the humanities relevant to cinema such as refereed journal articles, refereed book chapters, article-length essays in festival/screening catalogs or an in press/published book manuscript. Production optioned original screenplays, film or video productions, acceptance of work at major film festivals, peer-reviewed grants or other presentation-related research-oriented work may be secondarily substituted for publications. Exceptional quality of scholarly work may be considered to raise an evaluation in cases where the quantity specified has not been met.

SERVICE:

A rating of *meritorious* requires meeting service responsibilities within the program and department, and service to the college, campus, community or profession. A rating of *excellent* requires meeting service responsibilities within the department and multiple service contributions to the college, campus, community, or profession. In evaluating service the quality, time commitment, and quantity of service contributions will be considered. Serving as program director or department chair, and service in faculty governance will be given

special attention. Examples of specific criteria for evaluation are provided in the appendix to this document.

PROMOTION TO FULL PROFESSOR

Candidates for Promotion to Full Professor of Film Studies will demonstrate significant accomplishment in all three areas of evaluation. The candidate's record in teaching, research, and service will be rated as a whole -- as being below expectations, meritorious, or excellent. Promotion requires "a record that, taken as a whole, is judged to be excellent." There should be important contribution to undergraduate education, and a record that indicates substantial and continued growth, development, and accomplishment in teaching and working with students, research, scholarship or creative work, and service since promotion to associate professor. The department will solicit letters of evaluation from acknowledged and respected scholars in the candidate's field(s) of research, per UCCS policy.

TEACHING:

The candidate will be expected to demonstrate effective teaching evaluated by multiple means which will include, at a minimum, Faculty Course Questionnaires and two other means of evaluation. Examples of other means of evaluation are provided in the appendix to this document. This evaluation includes contributions to the breadth, depth, and needs of the department and up-dating curriculum and course materials. In addition to classroom teaching, the candidate's work with students outside of the classroom as a mentor, research advisor, independent study director, intern supervisor and similar activities shall be considered here. In evaluating teaching, course content, level and size will be considered in interpreting student evaluations. Substantial, significant and continued growth, development, and accomplishment as a teacher since tenure must be demonstrated through development of new and revised curriculum, new pedagogical techniques, participation in professional development, work with students outside the classroom and other areas of teaching such as those in the appendix.

The candidate's maturity and stature as a Film Studies scholar should be reflected in the level and sophistication of courses developed and taught.

RESEARCH/CREATIVE WORK:

Our program and department emphasizes fundamental discovery, scholarly work which integrates existing knowledge and applied research. We recognize scholarly study of teaching and learning issues in our field as a form of research. Substantial, significant and continued growth, development, and accomplishment as a researcher since tenure must be demonstrated through refereed publications, peer-reviewed grants and other areas of research such as those in the appendix. A second book publication in the field (at the minimum to contracted and/or in substantial progress) in the field is expected at this level. Exceptional quality of scholarly work may be considered to raise an evaluation in cases where the quantity is less.

Presentations at professional meetings and non-refereed publications may be considered as secondary evidence of ongoing research activity. Production optioned original screenplays, film or video productions, acceptance of work at major film festivals, peer-reviewed grants or other presentation-related research-oriented work may be secondarily substituted for publications.

SERVICE:

The department recognizes service to the campus, community and to our profession. In evaluating service the quality, time commitment, and quantity of service contributions will be considered. Substantial, significant and continued growth, development, and accomplishment in service since tenure must be demonstrated through a discussion of service progress in the department, college, campus, university, community and in our profession. We recognize that different faculty at this level will fulfill this requirement very differently and reflect specific interests in contribution. The appendix lists some issues that may be considered. Also at this seniority, some college, university, and/or system-wide service should be included. Service in the field or community outside of the university should also find leadership possibilities in roles as officer, editor, director, board member, editorial board member, executive council member, elected member to organizations and associations dealing with the discipline or in related fields. Serving as program director or department chair, and service in faculty governance will be given special attention.

POST-TENURE REVIEW

A faculty member will be evaluated on teaching, research and creative work, and service as part of the five year plan with a differentiated work load taken into consideration as appropriate. Under a differentiated workload, evaluation of the quantity of work completed in a given area should change based on the differentiated workload but quality of work should be given same consideration under all work load allocations.

Recognizing the many different ways in which Post-Tenure faculty contribute to the University, we define “meeting expectations” for purposes of post-tenure review as consisting of three elements, each of which must be met: 1) having achieved a rating of “meeting expectations” or higher on each of the annual merit reviews included in the time period under review, 2) having met the goals of the faculty member’s current professional plan, and 3) having submitted an acceptable professional plan which indicates an ability to achieve “meeting expectations” or higher ratings in the future. If a faculty member is deficient in meeting this standard, the committee shall consider the total record of the faculty member during the review period to determine whether strengths in some time periods or some activities compensate for the deficiency such that a rating of “meeting expectations” is still appropriate. Ratings of “exceeding expectations” or “outstanding” will be awarded for exceeding these standards.

CO-AUTHORED AND COLLABORATIVE WORK

Co-authored and collaborative work is laudable in the light of VAPA's encouragement of interdisciplinary research, teaching and creativity, and given the nature of Film Studies as embodying both the different aspects of research (cinematic/technical, theoretical critical, national cinema contextualization, history of cinema, mainstream and avant-garde modes of creation and reception, etc.) and the naturally collaborative work of filmmaking, film festival creation, etc. Such blended work is considered by the same standards as individual production, provided the candidate can specify the contribution to such a project. Additionally, the sophistication level, contribution to campus diversity strategies, and cultural/social impact of such work will be given special attention. Co-authored and collaborative work, however does not replace the requirement of individual research/creative work as specified in the rank criteria above.

DIFFERENTIATED WORKLOADS

Utilization of annual differentiated workloads in no way compromises standards governing the award of tenure and promotion. Therefore, faculty members should give careful considerations to their annual workload assignments in the years prior to tenure and promotion to associate professor or promotion to full professor. Guidelines for differentiated workload are documented in the university policy statement on Differentiated Workloads (dated July 1, 1989).

OTHER FACULTY POSITIONS

Promotion to Senior Instructor

According to the Laws of the Regents, the rank of Senior Instructor is awarded to those non-tenured faculty members who do not have the prerequisites for promotion to the rank of Assistant Professor, but who have special abilities, usually in teaching. To be considered for promotion from Instructor to Senior Instructor, the candidate's record, taken as a whole, a) must be judged as meritorious, and excellent in teaching; b) must demonstrate substantial and significant teaching accomplishment at the undergraduate level; c). must indicate the potential for continued excellence and innovations in teaching, and meritorious service consistent with the individual's professional capacity.

FACULTY RIGHTS AND PRIVILEGES

A candidate for reappointment, tenure, promotion or post-tenure reviews is entitled to specific rights and privileges in the review process. These are described in by the Laws of the Regents and in the Principles and Policies Related to Appointment, Reappointment, Promotion and Tenure section of the Faculty Handbook (www.cusys.edu/faculty/fac_handbook/index.html).

APPENDIX :

Appropriate Criteria for Faculty Evaluation in Teaching, Research, and Service. The lists below are types of evidence that the program and department would find acceptable for a candidate to submit for review as evidence for meeting the departmental criteria. These are lists of suggestions and are neither all-inclusive nor a list of requirements. Items are not ranked or grouped in any order of importance

A. TEACHING

Primary

- FCQ Faculty Course Questionnaire (Student) Evaluation
- Teaching Awards
- Peer Evaluation of Teaching
- Student Advising Activity
- Innovations and Creativity in Teaching
- General Impact on Student Performance Quality in Major/Minor
- Student Supervision in Internships and/or Independent Studies
- Preparation of Course Material and Pedagogical Concepts

- Student Development (Building Enrollment) and Retention
- Curriculum or course (Re-)Organization
- New Curriculum or Course Development

Secondary

- Active Application and Receipt of Grants for Curriculum Development
- Evaluation of Student Performance in Departmental Assessments
- Effectiveness of Students in Pursuit of Graduate Education and/or in Careers
- Teaching Contributions at Other Institutions
- Risk Factor Involved in the Teaching Venture (Curriculum and Methodology)
- Contributions of Teaching to Departmental and UCCS Diversity Strategies

B. RESEARCH/CREATIVE WORK

- Refereed (Peer-Reviewed) Publications (Book or Article, including web-based publications) on Film critical/historical/national-contextual subjects.
- Refereed (Peer-Reviewed) Publications (Book or Article, including web-based publications) on subject matter dealing with the instruction of Film Studies.
- Serving as Editor to above delineated Refereed Publications
- Papers Presented at Professional Conferences
- Reviewing Books/Films in Refereed Publications
- Editing or Contributing to Reference Texts (including web-based publications)
- Publication in Film Festival or Exhibition Programs
- Creative Work (All Aspects of Filmmaking and as Faculty in VAPA, e.g. Crossover into Visual Arts, Theater, Music)
- Research or Creative Work Awards or Recognition
- Performances (As Faculty in VAPA, e.g. Crossover into Theater, Performance Art, Music, etc.)
- Readings (As Faculty in VAPA, e.g. Crossover into Theatre, Performance Art, Music, etc.)
- Publication on Film/Cinema in Non-Refereed Film or Film Related Popular Press (as a secondary criteria to refereed publication)
- Projects and or productions centered in professional collaborations and/or interdisciplinary work
- Grants and Contracts (Sponsored Research or Film Production)
- Evidence of Capacity for Future Achievements (Works In Progress or Contracted)
- Participation in Field Specific Development Workshops
- Participation in Career Development Activity (Workshops, Conferences, Summer Symposia, etc)
- Papers Presented at Field Specific Professional Workshops
- Long-Term Research Projects (In Progress Work Linked to Large Scope Undertaking – Such as Multivolume or Series Contribution/Publication/Editorial)
- Expert and Technical Consultation in Research and Film Production Projects
- Role Modeling and Mentoring of Student Research

- Risk Factor Involved in the Research Venture (Subject Matter, Presentation Venue, Scope of Research)
- Inclusion of Students in Research or Creative Work (Publications, Presentations, Productions, etc.)
- Professional Reputation (Recognition by other Scholars of Research and Publications,
- Biography and/or Biblio/Filmography in Recognized Reference Works, Citations and Reference to Work in Publications)
- General Impact of Research to the candidate's specific area(s) in Film Studies
- Contribution of Research to Departmental and UCCS Diversity Strategies

C. SERVICE

- Departmental, College, Campus and University Committees
- Participation in Faculty Governance
- Administrative Service (Program Director, Chair of Department)
- Service to the Profession and Discipline (Local, State, National, International Level)
- Consultation and Public Service
- Role Modeling and Mentoring on Any Educational Level
- Reviewing Research Proposals
- Reviewing Grant Proposals
- Refereeing Manuscripts and Reviews
- Direction and/or Organizational Participation at Professional Conferences, Film Festivals, or Artistic Venues
- Membership In and/or Office-holding in Professional Associations
- Serving as Academic Advisor to Student Clubs, Organizations, and Presentations
- Service Contribution to Education at Any Level and at Any Institution in Addition to the University of Colorado
- Service Awards and Recognition
- Contribution of Service to Departmental and UCCS Diversity Strategies