School of Art and Design
Bylaws
Northern Michigan University

PART I

1.0 SCHOOL STRUCTURE
1.0.1 The conduct of the School of Art and Design is to be determined by the recommendations of its standing committees made to the Associate Dean/Director or action of the School as a committee of the whole, recommending the Associate Dean/Director to take specific action.

1.0.2 The Chair of the School Faculty will be elected annually from the chairs of the standing committees.

1.0.3 The standing committees are based upon the prime operations of the school and are as follows:

1.1 THE ASSESSMENT AND OUTCOMES COMMITTEE
1.1.1 Oversees outcomes assessment procedures.
1.1.2 Conducts alumni surveys at appropriate intervals.
1.1.3 Compiles data and produces annual report to School and office of Vice President of Academic Affairs.

1.2 THE CURRICULUM COMMITTEE
1.2.1 Plans curriculum for all Art and Design undergraduate programs.
1.2.2 Plans curriculum for all continuing education programs.
1.2.3 Plans curriculum for all articulation agreements with community college programs.

1.3 THE STUDENT ADVISEMENT COMMITTEE
1.3.1 Develops academic advisement policy and procedures.
1.3.2 Develops individual and professional performance advisement policies and procedures and supervises the administration of faculty advising evaluation forms each semester during the Individual Art Review courses of the School.
1.3.3 Directs the policies for the conduct of the Student Grievance Subcommittee of the School. (This is not to be confused with the Art Student League (ASL)). The Student Grievance Subcommittee of the School serves to evaluate student complaints at the initial stages of student concern.
1.3.4 Presents its conclusions of hearings of student complaints to the committee of the whole.
1.3.5 Organizes annual Student Scholarship applications for review by faculty.

1.4 THE ASSIGNMENT AND SCHEDULES COMMITTEE
1.4.1 Provides consultation to the Associate Dean/Director regarding teaching assignments.
1.4.2 Provides consultation to the Associate Dean/Director regarding classroom schedules.

1.4.3 Procedures for assignment of overload teaching opportunities for faculty:

   a  First priority will be given to one-year term, two-year term, three-year term and continuing contract status faculty for all on-campus overload teaching assignments offered during the academic year in accordance with Article 9 of the Agreement. Summer teaching assignments will be offered to qualified members of the bargaining unit in accordance with Article 9 of the Agreement. To ensure equity, a rotational utilization of overload/release time based upon descending order of years of service and rank will be employed by the Associate Dean/Director based upon recommendation from the committee.

   b  In accordance with Article 6 of the Agreement faculty earning overload/reassigned time of four (4) or fewer credit hours may present alternate work plans to the Associate Dean/Director.

1.5 THE CO-CURRICULUM PROGRAMS COMMITTEE

   1.5.1 Facilitates CUP/Senate approved updates to the undergraduate bulletin.

   1.5.2 Reviews and coordinates AD 492: Art and Design Internship course applications.

   1.5.3 Assists with the coordination of program guide sheets for advising.

   1.5.4 Serves as liaison to the Office of Research and Development.

1.6 THE FACULTY EVALUATION AND RETENTION COMMITTEE

   (Special membership requirements, see 2.1.4)

   1.6.1 Conducts the evaluation process of faculty in accordance with Article 5 of the Agreement.

   1.6.2 The committee may hold only one closed session only for the purpose of determining whether a complaint deserves a response from the School.

   1.6.3 The Faculty Evaluation and Retention Committee is the search committee of the School for identifying candidates for the position of Associate Dean/Director.

   1.6.4 Assigns and schedules classroom visitations for peer teaching observations (see also 4.2.13).

1.7 THE EXECUTIVE COMMITTEE OF THE SCHOOL

   (Special membership requirements, see 2.1.9)

   1.7.1 Advises the Associate Dean/Director.

   1.7.2 Aids the Associate Dean/Director in the dissemination of information on business of the School and the educational strategies of the School.

   1.7.3 Provides the Associate Dean/Director with an immediate source of information regarding the academic and physical situation of the School for more effective and reliable communications with the administration.

   1.7.4 Term or contingent faculty will be assigned courses to instruct by the Associate Dean and Director after consultation with the School's Executive Committee based upon the following ranked criteria:

      a. Seniority
b. Evaluations  
c. Teaching/professional experience  
d. Rank  

1.7.5 Ranks sabbatical applications.  

1.8 THE SAFETY COMMITTEE  

1.8.1 Identifies and recommends safety issues to the Associate Dean/Director.  

1.8.2 The committee, in conjunction with the Associate Dean/Director, is responsible for faculty and student safety training and compliance with the University Chemical Hygiene Plan.  

1.9 THE COGNATE AND ADJUNCT/CONTINGENT INSTRUCTION COMMITTEE  

1.9.1 Provides oversight and ongoing review of the cognate curriculum of the School. Review includes, but is not limited to, faculty consultation, project review, cognate curriculum assessment, proposed cognate courses, and proposed cognate course revisions.  

1.9.2 Presents new knowledge applicable to cognate courses to the faculty and the curriculum committee for implementation into the cognate curriculum.  

1.9.3 Provides orientation for all adjunct/contingent faculty prior to the beginning of the Fall and Winter semesters.  

1.9.4 Calls meetings of adjunct/contingent faculty as necessary.  

PART 2: COMMITTEE STRUCTURE  

2.1 MEMBERSHIP OF THE STANDING COMMITTEES  

2.1.1 Chairmanship of the committees will be for two academic years with balloting by the Committee of the Whole by April 30 of every even-numbered year.  

2.1.2 Committee chairs must have rank, have been a full-time tenured, tenure-earning, or continuing contract status faculty member of the School for a minimum of two academic years.  

2.1.3 Committee chairs will be the only continuing and appointed member of the committee so that membership can change around those who have the most interest in the current actions of the committee.  

2.1.4 Membership of the Faculty Evaluation and Retention Committee will be the chairs of the standing committees. Associate Dean/Director will act as its executive secretary but will not be present during tenure and promotion evaluations of faculty.  

2.1.5 All teaching staff, part-time or full-time, may serve or contribute to all committees with the exception of the Faculty Evaluation and Retention Committee and the Curriculum Committee.  

2.1.6 Only faculty may vote.  

2.1.7 The Associate Dean/Director can serve as a non-voting member of any committee except the Faculty Evaluation and Retention Committee.
2.1.8 Only full-time tenured, tenure-earning, or continuing contract status faculty may serve on the Curriculum Committee.

2.1.9 The Executive Committee's membership will be the chairs of all standing committees.

2.1.10 The Associate Dean/Director will be the chair of the Executive Committee.

2.2 SCHOOL MEETINGS

2.2.1 Meetings will be held alternate Tuesdays that do not conflict with Faculty Senate meetings.

2.2.2 Meetings are to be called by the Associate Dean/Director or by the request of any standing committee.

2.3 STANDING COMMITTEE MEETINGS

2.3.1 Called by the committee chair.

2.3.2 All staff members shall be notified.

2.4 MEMBERSHIP OF THE COMMITTEE OF THE WHOLE

2.4.1 The membership of this committee is expected to meet at all regularly announced meetings of the School.

2.4.2 All faculty are voting members of the Committee of the Whole.

2.4.3 The president of the Art Students League, (sophomore, junior, or senior) of the School is a non-voting member of the Committee of the Whole.

2.4.4 Motions will be passed by a simple majority of those present, except where otherwise stated herein.

2.5 MEETING CONDUCT RULES

2.5.1 No committee decision can be made effective without bringing the committee into session and being conducted by Robert's Rules of Order. A formal roll call of members present, any action of the committee, and a record of any vote shall be forwarded to the Associate Dean/Director by the chair.

PART 3: APPOINTMENT OF THE ASSOCIATE DEAN/DIRECTOR

3.1 After the Faculty Evaluation and Retention Committee has identified a sufficient number of prospective candidates of merit based on the contractual guidelines, the School, acting as a committee of the whole, will select by a series of elimination ballots the candidate or candidates to be recommended to the administration for appointment to the position of Associate Dean/Director.

3.2 Candidates will only be recommended and will be considered as acceptable as Associate Dean/Director by a three-fourths majority of the votes cast by the membership. If more than one candidate is acceptable, they must be ranked in order of preference.
PART 4: OPERATIONAL POLICIES OF THE COMMITTEE ON FACULTY EVALUATION AND RETENTION

4.1 SELECTION AND IDENTIFICATION OF POTENTIAL FACULTY

4.1.1 The committee recommends the description of the position and the qualifications for the position consistent with Article 5 of the Agreement and provides the recommendation to the Associate Dean/Director.

4.1.2 The committee sets up the procedures by which it will conduct the evaluation for the selection of a candidate consistent with applicable regulations.

4.1.3 The committee prepares the description and qualifications for faculty positions with consideration of the guidelines of the National Association of the Schools of Art and Design and the College Art Association of America.

4.2 REQUIREMENTS FOR FACULTY REGARDING PROFESSIONAL RESPONSIBILITIES

4.2.1 The advisement of students will concur with the specifications of Article 6 of the Agreement. Advising responsibilities will be determined by the Associate Dean/Director after consultation with the chair of the Assignment and Schedules Committee of the School.

4.2.2 All faculty members shall, in their discussions with students, advise students to use the judgment, experience and knowledge of other faculty members.

4.2.3 All faculty members shall acquaint themselves with the programs of the School and the university so that they can be effective in assisting students in making wise decisions.

4.2.4 Faculty shall take their professional concerns regarding inadequacies of curriculum, programs, objectives, procedures, or policies to the appropriate chair or the School as a whole.

4.2.5 Faculty may petition the Executive Committee of the School for changes in committee obligations of the School to pursue scholarship and/or professional development.

4.2.6 Faculty shall achieve the objectives that are specified in the course syllabi of the courses they are scheduled to teach.

4.2.7 Faculty shall develop and use, as a common teaching effort, the concepts established for the cognate courses of the School in all courses.

4.2.8 Faculty shall continue to develop new skills and knowledge applicable to their instructional area.

4.2.9 Faculty shall develop their own initiatives for attracting students to their instructional areas.

4.2.10 Faculty shall attend all appointments, School meetings and committee meetings to facilitate faculty action. Faculty shall attend all AD 303: Individual Art Review sessions as scheduled. Contingent faculty shall attend one block (morning or afternoon) of AD 303 annually; contingent faculty and adjuncts may attend more than one block.
4.2.11 Any change in time or location of a scheduled class must have prior approval of the Associate Dean/Director, and the faculty member is expected to give students timely notification of the change, except in cases of illness or emergency.

4.2.12 Tenured and tenure-earning faculty shall become affiliated with appropriate professional associations.

4.2.13 Faculty shall participate in the peer teaching evaluation process.

4.2.13.1 The peer teaching evaluation will consist of the faculty member’s annual evaluation and a peer classroom observation.

4.2.13.2 Faculty shall only have classroom observations completed by peers of equivalent rank or higher.

4.2.13.3 Contingent faculty and assistant professors shall have observations once per academic year. Associate and full professors shall have observations once every two academic years. Faculty may choose to have observations more frequently, up to a maximum of once per semester. Additional observations may be sought from observers external to the School of Art and Design, in discussion with the Chair of the Evaluation and Retention Committee. Adjuncts are not required to participate in classroom observations.

4.2.13.4 Classroom observations shall be conducted by all full-time faculty as assigned by the Chair of the Faculty Evaluation and Retention Committee.

4.2.13.5 The classroom observation may include a pre-observation meeting prior to the classroom observation between the faculty member being observed and the observing faculty member. The observation shall include a post-observation meeting between the faculty member being observed and the observing faculty member.

4.2.13.6 One copy of the classroom observation shall be placed in the faculty file of the individual being observed; one copy shall be submitted to the Associate Dean and Director of the School of Art and Design; one copy shall be appended to the faculty member’s annual evaluation (as a separate document or as part of an appendix) and a summary of the classroom observation shall be included in the faculty member’s annual evaluation.

4.3 ELIGIBILITY CRITERIA FOR APPOINTMENT AND PROMOTION

4.3.1 Faculty shall maintain all appropriate records including documentation of assigned responsibilities, service, scholarship and/or professional development.

4.3.2 The terminal degree of Master of Fine Arts is required for a studio or art education faculty member. Exceptions may be made because of unusual scholarly and/or unusual professional achievements.

4.3.3 For faculty whose prime academic responsibility in the School is art history, the required terminal degree is the Ph.D. or Ed.D. Exceptions may be made because of unusual scholarly and/or unusual professional achievements.

4.3.4 No new member of the faculty will be recommended to a rank higher than the rank they have achieved at their last appointment unless they meet the bylaws criteria for such eligibility and receive approval of the Committee on Faculty Evaluation and Retention of the School.

4.3.5 The faculty member’s eligibility will be determined in accordance with Article 5 of the Agreement.
4.4 **CRITERIA FOR RECOMMENDATION FOR CONTINUING CONTRACT STATUS**

4.4.1 Continuing Contract Status shall be granted subject to the provisions of article 5 of the Agreement, for demonstrated effectiveness in two judgmental areas of teaching and service to the School based on the evidence contained in the cumulative evaluation, and for the expectation of significant future contributions.

Evaluation of service will be based on a weighted hierarchy in which leadership such as officer, chair, or director is weighted more heavily than membership. Pertaining to the university, service that requires regular meetings and/or extensive time commitment will be weighted more heavily than bi-weekly meetings, infrequent meetings, or minimal time commitments. Committees that formulate policy will be weighted more heavily than committees that implement defined tasks. Pertaining to service to the discipline, international, national, and regional service will be weighted more heavily than state or local service.

4.4.2 Faculty must have displayed the ability to meet the requirements of assigned responsibilities as described in 4.2.1, 4.2.2, 4.2.3, 4.2.4, 4.2.6, 4.2.7, 4.2.8, 4.2.9, 4.2.10, and 4.2.11 of these bylaws.

4.4.3 The terminal degree of Master of Fine Arts is required for a studio or art education faculty member. Exceptions may be made because of unusual scholarly and/or unusual professional achievements.

4.4.4 For faculty whose prime academic responsibility in the School is art history, the required terminal degree is the Ph.D. or Ed.D. for recommendation to the status of Continuing Contract Status. Exceptions may be made because of unusual scholarly and/or unusual professional achievements.

4.5 **MINIMUM CRITERIA FOR RECOMMENDATION TO THE STATUS OF TENURE**

4.5.1 Tenure shall be granted subject to the provisions of Article 5 of the Agreement, for demonstrated effectiveness in the three judgmental areas and, based on the evidence contained in the cumulative evaluation, the accomplishments as specified in 4.7.2, 4.7.3, and 4.7.4 of these bylaws, for evidence of sustained contribution, and for the expectation of significant future contributions.

4.5.2 Faculty must have displayed the ability to meet the requirements of assigned responsibilities as described in 4.2.1, 4.2.2, 4.2.3, 4.2.4, 4.2.6, 4.2.7, 4.2.8, 4.2.9, 4.2.10, 4.2.11, and 4.2.12 of these bylaws.

4.5.3 The terminal degree of Master of Fine Arts is required for tenure as a studio or art education faculty member. Exceptions may be made because of unusual scholarly and/or unusual professional achievements.

4.5.4 For faculty whose prime academic responsibility in the School is art history, the required terminal degree is the Ph.D. or Ed.D. for recommendation to the status of tenure. Exceptions may be made because of unusual scholarly and/or unusual professional achievements.

4.6 **CRITERIA FOR RECOMMENDATION FOR PROMOTION TO THE RANK OF ASSISTANT PROFESSOR**

4.6.1 The faculty member’s eligibility will be determined in accordance with Article 5 the Agreement. The faculty member possesses the M.F.A., Ph.D or Ed.D. Exceptions may be made because of unusual scholarly and/or unusual professional achievements.
4.7 MINIMUM CRITERIA FOR RECOMMENDATION TO THE RANK OF ASSOCIATE PROFESSOR

4.7.1 The faculty member's eligibility will be determined in accordance with Article 5 of the Agreement.

4.7.2 The faculty member must provide evidence of maintaining a record of effective teaching since his/her last promotion as demonstrated by having:
   a. Revised and improved the procedures for individual art review,
   b. (Or) updated material taught in cognate, art history, art education or studio courses,
   c. (And) maintained a successful teaching record based on peer evaluation, student ratings, questionnaires, and other appropriate material,
   d. (And) demonstrated an ability to integrate new research material or studio skills into courses,
   e. (And) demonstrated an ability to edit and revise course objectives and bulletin descriptions,
   f. (And) demonstrated an ability to teach effective communication skills to students,
   g. (And) advised prospective students and provided career counseling for undergraduates.

4.7.3 The faculty member must provide evidence of scholarship and/or professional development since his/her last promotion.
   a. Evaluation of scholarship pertaining to exhibitions will be based on a hierarchy in which international and national exhibitions will be weighted more heavily than regional exhibitions. Curated and invitational exhibitions will be weighted more heavily than juried exhibitions as curated/invitational exhibitions rely on the reputation of the artists to bypass the jurying process. Local exhibitions are worthy of note but are inadequate as application of scholarship unless the faculty member can establish significant peer evaluation. Open (or member) exhibitions are worthy of note, but are inadequate as application of scholarship unless the faculty member can establish significant peer evaluation.

   b. Evaluation of scholarship pertaining to presentations and publications will be based on a hierarchy in which refereed publications (book, paper, etc.) are weighted more heavily than presentations. International and national publications/presentations will be weighted more heavily than regional publications/presentations. Regional publications/presentations will be weighted more heavily than state publications/presentations. Local publications/presentations are worthy of note, but are inadequate as application of scholarship unless the faculty member can establish significant peer evaluation.

4.7.3.a The faculty member must provide evidence of the scholarships of discovery, integration, application, and/or teaching based on the following weighted criteria. Faculty with a relative emphasis of scholarship and/or professional development first and service second must accumulate at least forty (40) points. Faculty with a relative emphasis of service first and scholarship and/or professional development second must accumulate at least twenty (20) points.

   The faculty member may combine any number of activities from each category (I, II, III, and IV). Art History faculty must demonstrate a continued engagement in research and publication by completing at least one item from **Category III - Publications**.
Points for a given activity are calculated as a sum of the three sub-categories. For example, a national juried exhibition at a college gallery would accumulate 8 points in Category I - Exhibitions:

<table>
<thead>
<tr>
<th>Type or nature</th>
<th>Area of impact</th>
<th>Repute or exposure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Juried exhibition</td>
<td>National</td>
<td>College gallery</td>
</tr>
<tr>
<td>2/medium</td>
<td>4/high</td>
<td>2/medium</td>
</tr>
</tbody>
</table>

8 pts total

*Category III – Publications* has two exceptions to this method. Authorship and publication of a book by a recognized publisher accumulates one value only (either 80 or 60, as appropriate to publication).

<table>
<thead>
<tr>
<th>I - Exhibitions</th>
<th>4 - High</th>
<th>2 - Medium</th>
<th>1 - Low</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type or nature</td>
<td>One or two-person exhibition, curated or invitational exhibition</td>
<td>Juried exhibition</td>
<td>Juried art fair, private commission, member exhibition</td>
</tr>
<tr>
<td>Area of impact</td>
<td>National or international</td>
<td>Regional (more than one state)</td>
<td>State, greater Marquette county</td>
</tr>
<tr>
<td>Repute or exposure</td>
<td>Nationally important museum, nationally important private gallery, private university gallery</td>
<td>State/regionally important museum or gallery, college gallery</td>
<td>Cooperative gallery, public building or location</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>II - Commissions, works-for-hire</th>
<th>4 - High</th>
<th>2 - Medium</th>
<th>1 - Low</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type or nature</td>
<td>Single author, director, editor, illustrator, designer, director</td>
<td>Group or organization completion</td>
<td>Consultant</td>
</tr>
<tr>
<td>Scope of competition</td>
<td>National or international</td>
<td>Regional</td>
<td>State, greater Marquette county</td>
</tr>
<tr>
<td>Exposure to work</td>
<td>National or international</td>
<td>Regional or Internet</td>
<td>State, greater Marquette county</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>III - Publications</th>
<th>80</th>
<th>60</th>
<th>4 - High</th>
<th>2 - Medium</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nature or format</td>
<td>Author of book, textbook, or monograph published by a nationally recognized publisher</td>
<td>Author of book, textbook, or monograph published by a regionally recognized publisher or for a narrow interest group</td>
<td>Scholarly journal or equivalent, chapter of book</td>
<td>Magazine</td>
</tr>
<tr>
<td>Involvement</td>
<td>Author</td>
<td>General public by a nationally recognized publisher, the academic community or scholarly specialty on a national scale by the academic press</td>
<td>Narrow interest group in a specific discipline on a regional basis</td>
<td></td>
</tr>
<tr>
<td>Audience</td>
<td>Invited speaker or presenter</td>
<td>Refereed presentation or lecture</td>
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</table>

<table>
<thead>
<tr>
<th>IV - Presentations</th>
<th>4 - High</th>
<th>2 - Medium</th>
<th>1 - Low</th>
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</thead>
<tbody>
<tr>
<td>Review</td>
<td>National</td>
<td>Regional</td>
<td>State, greater Marquette county</td>
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<tr>
<td>Role</td>
<td>Speaker, demonstrator</td>
<td>Panel member,</td>
<td></td>
</tr>
</tbody>
</table>
4.7.3.b The faculty member must provide evidence of professional development by:

1. Attendance at two or more professional meetings, conferences symposiums, seminars, institutes, artist residencies, or workshops;
2. Participation in research activities, professional training, and/or grant activities;

4.7.4 The faculty member must provide evidence by maintaining a record of service since his/her last promotion by fulfilling the following:

<table>
<thead>
<tr>
<th>For faculty with a relative emphasis of scholarship and/or professional development first and service second:</th>
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</thead>
<tbody>
<tr>
<td>1. Serve in the role of officer on school, college, or university committees</td>
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</tr>
<tr>
<td>2. Maintain the physical resources of an area or discipline</td>
<td>2. Serve in the role of chair on school committees</td>
</tr>
<tr>
<td>3. Serve on two college or university committees that formulate policy or implement tasks</td>
<td>4. Contribute significant service to the school, college or university and the community such as:</td>
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<tr>
<td>4. Contribute significant service to the school, college or university and the community such as:</td>
<td>• new program development</td>
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<td></td>
<td>• comprehensive program revision</td>
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<td></td>
<td>• promotion of art activities within the community</td>
</tr>
<tr>
<td></td>
<td>• lead or participate in an organizational way in workshops, professional meetings or special presentations</td>
</tr>
<tr>
<td></td>
<td>• election/appointment to board of professional organization</td>
</tr>
<tr>
<td></td>
<td>• develop and maintain physical resources of an area or discipline</td>
</tr>
</tbody>
</table>

Evaluation of service will be based on a hierarchy in which leadership such as officer, chair, or director is weighted more heavily than membership. Pertaining to university, service that requires regular meetings and/or extensive time commitment will be weighted more heavily than bi-weekly meetings, infrequent meetings, or minimal time commitments. Committees that formulate policy will be weighted more heavily than committees that implement defined tasks. Pertaining to service to the discipline, international, national, and regional service will be weighted more heavily than state or local service.

b. Participate as a member of a local, state, or national arts organization;
c. Contribute services to the community that are relevant to the faculty member's role at the university (for example: exhibits, demonstrations, jurying, advisor to student organizations, workshops, lectures, refereeing articles for publication, consultation related to area of expertise, etc.).
4.7.5 The applicant selects a relative emphasis from either professional services, or professional development, or both, and he/she must define how the established criteria has been met or exceeded.

4.8 MINIMUM CRITERIA FOR RECOMMENDATION TO THE RANK OF PROFESSOR

4.8.1 The faculty member's eligibility will be determined in accordance with Article 5 of the Agreement.

4.8.2 The faculty member must provide evidence of maintaining a record of effective teaching and recognition as a mentor since his/her last promotion demonstrated by having:

a. Coordinated a review and updating of the individual art review process,

b. (Or) provided an overview of cognate, art history, art education, or studio courses to examine their effectiveness,

c. (And) maintained a successful teaching record based on peer evaluation, student ratings, questionnaires, and other appropriate material,

d. (And) established new course(s) or significantly revised an area or curriculum or assisted junior faculty members in developing course objectives,

e. (Or) provided guidelines for implementing a new area or curriculum,

f. (And) established a record as a spokesperson for the School or demonstrator of professional studio concerns at the university or community level,

g. (And) provided assistance to junior faculty on advising procedures.

4.8.3 The faculty member must provide evidence of scholarship and/or professional development since his/her last promotion.

a. Evaluation of scholarship pertaining to exhibitions will be based on a hierarchy in which international and national exhibitions will be weighted more heavily than regional exhibitions. Curated and invitational exhibitions will be weighted more heavily than juried exhibitions as curated/invitational exhibitions rely on the reputation of the artists to bypass the jurying process. Local exhibitions are worthy of note but are inadequate as application of scholarship unless the faculty member can establish significant peer evaluation. Open (or member) exhibitions are worthy of note, but are inadequate as application of scholarship unless the faculty member can establish significant peer evaluation.

b. Evaluation of scholarship pertaining to presentations and publications will be based on a hierarchy in which refereed publications (book, paper, etc.) are weighted more heavily than presentations. International and national publications/presentations will be weighted more heavily than regional publications/presentations. Regional publications/presentations will be weighted more heavily than state publications/presentations. Local publications/presentations are worthy of note, but are inadequate as application of scholarship unless the faculty member can establish significant peer evaluation.

4.8.3.a The faculty member must provide evidence of the scholarships of discovery, integration, application, and/or teaching based on the weighted criteria listed in 4.7.3.a. Faculty with a relative emphasis of scholarship and/or professional development first and service second must accumulate at least one hundred (100) points. Faculty with a relative emphasis of service first
and scholarship and/or professional development second must accumulate at least forty (40) points.

The faculty member may combine any number of activities from each category (I, II, III, and IV). Art History faculty must demonstrate a continued engagement in research and publication by completing at least one item from Category III - Publications.

4.8.3.b The faculty member must provide evidence of professional development by:

1. Attendance at four or more professional meetings, conferences, symposiums, seminars, institutes, artist residencies, or workshops;
2. Significant participation in research activities, professional training, and/or grant activities;

4.8.4 The faculty member must provide evidence of a record of service since his/her last promotion by fulfilling the following:

<table>
<thead>
<tr>
<th>For faculty with a relative emphasis of scholarship and/or professional development first and service second:</th>
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<tr>
<td>2. Serve in the role of chair on school committees</td>
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<tr>
<td>3. Serve on four college or university committees</td>
<td>2. Serve in the role of officer on college or university committees</td>
</tr>
<tr>
<td>4. Serve on a college or university committee that formulates policy</td>
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<tr>
<td>5. Contribute significant service to the school, college and university such as: new program development</td>
<td>4. Serve on a college or university committee that formulates policy</td>
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<tr>
<td>• comprehensive program revision</td>
<td></td>
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<tr>
<td>• development of recruitment efforts</td>
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<tr>
<td>• promotion of art activities within the community</td>
<td></td>
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<tr>
<td>• lead or participate in an organizational way in workshops, professional meetings or special presentations</td>
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<tr>
<td>• serve on professional or editorial board</td>
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<tr>
<td>• develop and maintain physical resources of an area or discipline</td>
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<tr>
<td>• consultation related to area of expertise</td>
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</table>

Evaluation of service will be based on a hierarchy in which leadership such as officer, chair, or director is weighted more heavily than membership. Pertaining to the university, service that requires regular meetings and/or extensive time commitment will be weighted more heavily than bi-weekly meetings, infrequent meetings, or minimal time commitments. Committees that formulate policy will be weighted more heavily than committees that implement defined tasks.
Pertaining to service to the discipline, international, national, and regional service will be weighted more heavily than state or local service.

b. Participate as an active member of a local, state, or national arts organization;
c. Contribute services to the community that are relevant to the faculty member's role at the university (for example: exhibits, demonstrations, jurying, advisor to student organizations, workshops, lectures, refereeing articles for publication, consultation related to area of expertise, etc.).

4.8.5 The applicant selects a relative emphasis from either professional services, or professional development, or both, and he/she must define how the established criteria has been met or exceeded.

4.9 CRITERIA FOR RECOMMENDATION OF SABBATICAL LEAVE APPLICATION

4.9.1 The faculty member's eligibility will be determined in accordance with the current agreement between the AAUP and NMU.

4.9.2 Ranking of sabbatical applications will be done by the Executive Committee with the Associate Dean/Director as a voting member.

4.9.3 Criteria for ranking sabbatical applications:

a. Clarity of the goals of the sabbatical leave request;
b. Potential of the sabbatical leave request being completed within the requested time period;
c. Potential of the proposal to benefit the goals of the School as described in the mission statement;
d. Identification of one or more of the four forms of scholarship (discovery, integration, application, teaching) or professional development;
e. Identification of professional support of sabbatical leave project in the form of publisher's statement of interest or grant award or fellowship or internship or peer recommendation or exhibition agreement or any other appropriate recognition.

PART 5

5.1 ELECTION OF REPRESENTATIVES OF THE SCHOOL

5.2 ELECTION OF SENATE REPRESENTATIVE

5.2.1 The term of the Senate representative will be for two years and will begin in the even year.

5.2.2 The election will take place on the first meeting of the School in March after the distribution in the previous two weeks of a slate of candidates.

5.2.3 All candidates for the post of Senate representative must have at least three years of experience within the School of Art and Design.
5.3 ELECTION OF BARGAINING COUNCIL REPRESENTATIVE

5.3.1 The term of the bargaining council representative will be for two years beginning on the even year.

5.3.2 The election will take place on the first meeting in March after the distribution in the previous two weeks of a slate of candidates.

5.3.3 All candidates for the post of bargaining council representative must have at least three years of experience within the School of Art and Design and be a dues paying member of the AAUP.

PART 6

6.1 PROCEDURES FOR CHANGING THE SCHOOL’S BYLAWS

6.1.1 All School members interested in taking action to change the bylaws of the School may do this by presenting a petition, in writing, to the Associate Dean/Director seven days before a regularly scheduled School meeting indicating the bylaw that is to be changed or replaced and the proposed change, replacement or addition.

6.1.2 The Associate Dean/Director will distribute the petition as an issue of new business at the regular School meeting.

6.1.3 The petition then will be an issue of business at the next regular meeting. The School will then, by vote, assign the petition for study by a standing committee or special committee for both a recommendation for action or modification of the change to be acted upon at the next regular meeting or a greater length of time to be established by vote during this School meeting.

6.1.4 All bylaw revisions will be submitted for approval in accordance with Article 3 of the Agreement.