

**The Department of Interior Design and Fashion Merchandising
Guidelines for Appointment, Reappointment, Tenure, and Promotion (Tenure-track faculty)**

The Department of Interior Design and Fashion Merchandising endorses the College-wide expectations and the University policies for Tenure, Promotion and Merit Awards. The Department has also identified additional expressions of scholarship and creativity.

Each faculty member is evaluated in terms of his or her achievement in the following areas of professional activity:

- I. Teaching
- II. Scholarship and Creative Activity
- III. Student Interaction (including Advising)
- IV. Service to the University, to the Profession, and to the Community
- V. Continued Professional Development
- VI. Professional Ethics

I. TEACHING

A. General Criteria

The teaching of students, undergraduate and graduate, is the first purpose of Texas Christian University. For this reason, it is expected that all faculty will be knowledgeable, conscientious, and effective teachers throughout their careers at the university.

All tenured and non-tenured faculty including adjuncts must (1) administer the Student Perceptions of Teaching for all classes each semester and (2) complete annual faculty self-assessments of teaching including, but not limited to, the development of teaching portfolios and self-evaluative mechanisms such as mid-semester student evaluations. Student Perceptions of Teaching and annual self-assessment must be supplemented with one of the following evaluations: peer teaching observations, Koehler Center for Teaching Excellence assessments and/or workshop attendance, attendance at conferences or workshops related to the faculty member's area of expertise, and research/publications of pedagogy.

Peer reviews occur each year for untenured faculty. Peer reviews for tenured faculty at the senior ranks shall be administered at least every five years (normally with the post-tenure review).

B. Guidelines for Appointment, Reappointment, Tenure, and Promotion

The following qualifications and criteria, in accordance with the Handbook for Faculty and Staff, provide the basis for appointment, reappointment, promotion, tenure and merit increases within the Department.

1. The Junior Faculty Ranks

ASSISTANT PROFESSOR

FOR APPOINTMENT: the candidate is expected to submit evidence of an appropriate degree, to demonstrate command of an appropriate body of knowledge, to demonstrate teaching ability or show promise of that ability in the classroom, and to show the ability to work effectively with colleagues and students, or the promise of doing so. Note: As a general rule, five years of service in this rank is expected before consideration for promotion to an associate professorship. This time framework may be modified if the candidate has prior experience elsewhere in a tenure-track position.

FOR REAPPOINTMENT: the candidate is expected to demonstrate an increasing knowledge of his or her discipline, growing competency in teaching, the willingness and competence to self-assess and improve teaching, and the ability to work effectively with colleagues and students. The candidate should provide supporting evidence of continuing growth in the discipline.

2. The Senior Faculty Ranks

ASSOCIATE PROFESSOR

FOR APPOINTMENT OR PROMOTION TO THE RANK OF ASSOCIATE PROFESSOR: the candidate is expected to demonstrate competence in teaching, a general understanding of a large part of the appropriate discipline, and in-depth knowledge of one or more areas of the field. The candidate must demonstrate the willingness and ability to work effectively with colleagues and students, contributing to the academic growth of all. Note: As a general rule, more than five years of service in this rank are expected before consideration for promotion to a full professorship. Appointments to Associate Professor from outside the College will require appropriate and substantive documentation of accomplishment in teaching and of knowledge ability of the field.

PROFESSOR

FOR APPOINTMENT OR PROMOTION TO THE RANK OF PROFESSOR: the candidate will demonstrate - by reputation, recognition and appropriate evaluative measures - mastery of bodies of knowledge, competence in the classroom, and the ability to work effectively with colleagues and students.

II. SCHOLARSHIP AND CREATIVE ACTIVITY

A. General Criteria

Each Faculty member is expected to be actively involved in some level of scholarship or other creative activities appropriate to his/her discipline and assignment. Scholarship should be subject to professional peer (e.g., editors, scholars on editorial boards) and anonymous (e.g., “blind referee”) evaluations of articles and/or chapters in professional journals, monographs, books, and book chapters. Juried exhibitions of creative work represent another form of professional review, and post-publication review offers evidence of scholarly merit.

1. SCHOLARSHIP

Scholarship should be appropriate to the discipline. It should be published as articles in recognized, refereed journals in the discipline, as professional monographs, as contributions to other professionally directed publications which may include electronic journals, as chapters in books published by recognized professional outlets. Multiple authorships are accepted and encouraged. However, faculty reviewed within this category must present significant evidence of independent scholarship.

Secondary evidence of scholarship is indicated by acceptance of essays, papers, seminars, workshops, etc., for presentation at professional meetings through open competition, invitation, and rigorous evaluation. Additional secondary evidence of scholarship is invited essays, reviews, and the like.

a. Consistent with the expectations of the college, several indices of quality may be used in the evaluation of scholarly productivity.

i. Acceptance of scholarship within the discipline.

This may be exemplified by (1) publication in refereed forums within the discipline, (2) the scholarly prestige of the journal or book publisher, 3) frequency of citation to the individual’s work by other authors, and/or (4) invited peer review of the faculty member’s works. (NOTE: The faculty member, with the approval of the Department Chair and the concurrence of the Dean and the Vice Chancellor, may invite two colleagues external to Texas Christian University, to serve as a jury of the work submitted. One other jury member must be appointed by the Chair).

ii. Magnitude of the individual project.

Since the parameters of this criterion often vary according to professional disciplines, it is the individual faculty member’s responsibility to submit evidence appropriate to this quality indicator.

iii. Relative contribution of the faculty member to the scholarly work submitted for evaluation.

In cases of single authorship this indicator is clearly demonstrated. Multiple authorship suggests that the individual's contribution decreases in importance according to the order of the authors' names (e.g., first author contributed more than the second who contributed more than the third, etc.). Where this pattern does not accurately reflect relative contributions, the individual faculty, as supported by his/her co-authors, may submit evidence describing their individual levels of contribution.

b. Acceptable forums (not listed in order of importance) in which scholarly works appear include:

i. Books and book chapters.

Caliber of publisher, number of authors, and relative importance of the work should be considered

ii. Professional journals.

Journals within the faculty member's discipline are most important, although publication in related fields is also encouraged. Differing values are also given to differing levels of journals (e.g., international/national, regional, state, and local).

iii. Other forums:

A faculty member who submits evidence of scholarly work that is not described in any of the above forums is responsible for submitting supportive evidence relative to (1) quality, (2) forum in which the work was presented, (3) quantity, and (4) frequency.

c. Faculty members are expected to demonstrate an amount of scholarly productivity appropriate to the purpose of their evaluation, i.e., reappointment, promotion, tenure, and merit increases.

d. Evidence of consistent productivity in scholarship must be provided by the individual faculty member.

2. CREATIVE ACTIVITY

Creative activities are interpreted as the creation of original works. Creative activities will be evaluated as rigorously as publications as indicated by (a) quality, (b) forum in which the work was presented, (c) quantity, and (d) frequency. Creative activities must be measured through professional critical review and/or peer evaluation within discipline.

a. Several indices of quality may be used in the evaluation of creative productivity.

i. Acceptance of creative work and artistry within the discipline.

This may be exemplified by (1) having a substantial portion of one's creative work presented at a recognized forum for the particular art form, (2) evidence of frequency with which one is invited to participate in endeavors directly associated with one's particular field of expertise and/or (3) invited peer review of the faculty member's works. (NOTE: The faculty member, with the approval of the Department Chair and the concurrence of the Dean and the Vice Chancellor may invite two colleagues external to Texas Christian University to serve as a jury of the work submitted. One other jury member must then be appointed by the Chair.)

ii. Magnitude of the individual project.

Since the parameters of this criterion often vary according to professional disciplines, it is the individual faculty member's responsibility to submit evidence appropriate to this quality indicator.

iii. Relative contribution of the faculty member to the artistic work submitted for evaluation.

iv. In cases of collaborative works, the individual faculty member may submit evidence describing his/her level of contribution.

b. Acceptable forms for juried and invitational creative work include:

i. Solo and group exhibitions

ii. Competitions

iii. Curation

iv. Design

v. Commissions

vi. Other forms: A faculty member who submits evidence of creative work that is not described in any of the above forms is responsible for submitting supportive evidence relative to (1) quality, (2) forum in which the work was presented, (3) quantity, and (4) frequency.

c. Faculty members are expected to demonstrate an amount of creative work appropriate to the purpose of their evaluation, i.e., appointment, reappointment, promotion, tenure, or merit increase.

- d. Evidence of consistent productivity in creative work must be provided by the individual faculty member.

B. Guidelines for Appointment, Reappointment, Tenure, and Promotion

The following qualifications and criteria, in accordance with the Handbook for Faculty and Staff, provide the basis for appointment, reappointment, promotion, tenure and merit increases within the Department.

1. The Junior Faculty Ranks

ASSISTANT PROFESSOR

FOR APPOINTMENT: the candidate is expected to submit evidence of appropriate competencies in scholarship and/or creative activity and evidence of the ability to design and carry out a program of research and/or creative activity, or to present the promise of doing so.

FOR REAPPOINTMENT: the candidate is expected to demonstrate increasing understanding of recent developments in the discipline and growing professional competencies and achievements in scholarship and/or creative activity appropriate to the discipline and the department, Activities and achievements are to be manifested in appropriate professional and public forums.

2. The Senior Faculty Ranks

ASSOCIATE PROFESSOR

FOR APPOINTMENT OR PROMOTION TO THE RANK OF ASSOCIATE PROFESSOR: the candidate is expected to demonstrate professional competence and achievement in scholarship and/or creative activity presented in the proper professional forums (publication, juried show, etc.). These achievements are expected to make original contributions to the discipline(s) of the faculty member. Such activity must be documented. The candidate is expected to demonstrate the ability and willingness to continue productivity in the discipline.

PROFESSOR

FOR APPOINTMENT OR PROMOTION TO THE RANK OF PROFESSOR: the candidate for this rank will have demonstrated through reputation and by recognition of excellence in scholarship and/or creative activity. Professors should demonstrate their willingness to continue scholarship and/or creative activity.

III. STUDENT INTERACTION (INCLUDING ADVISING)

A. General Criteria

Academic advising is an important faculty function, which encompasses both academic and career counseling. Advising activities include but are not limited to helping students plan academic programs, clarifying degree requirements, suggesting electives and complementary majors and

minors, assisting students in course selection, monitoring student progress toward graduation, supporting students with academic difficulties, suggesting possible post-graduate education, making appropriate referrals, participating in extra-curricular activities and assisting in career counseling.

Quality advising is reflected in a faculty member's understanding of the University Curriculum, major, minor, and related requirements. The faculty advisor must also have a thorough knowledge of advising materials and registration procedures.

B. Guidelines for Appointment, Reappointment, Tenure, and Promotion

The following qualifications and criteria, in accordance with the Handbook for Faculty and Staff, provide the basis for appointment, reappointment, promotion, tenure and merit increases within the Department.

1. The Junior Faculty Ranks

ASSISTANT PROFESSOR

FOR APPOINTMENT: the candidate will demonstrate the willingness and the ability to advise students effectively, or exhibit the promise of doing so.

FOR REAPPOINTMENT: the candidate will demonstrate increasing competencies in the realm of advising and the willingness to improve effectiveness. He/she will demonstrate increasing dedication to students and their academic needs.

2. The Senior Faculty Ranks

ASSOCIATE PROFESSOR

FOR APPOINTMENT OR PROMOTION TO THE RANK OF ASSOCIATE PROFESSOR: the candidate will have demonstrated increasing competence in advising strategies and techniques shown through appropriate supporting documentation. The candidate should indicate the willingness to advise effectively and should substantiate the ability to work closely with students in the variety of advising situations.

PROFESSOR

FOR APPOINTMENT OR PROMOTION TO THE RANK OF PROFESSOR: the candidate will demonstrate effective advising through supporting documentation. Professors should be willing to continue growth as an advisor and to assume a leadership role within the department to guide junior faculty toward more effective advising.

IV. SERVICE

A. General Criteria

Service to the university, to the profession, and to the community is an integral aspect of faculty responsibility. Faculty members should actively seek and willingly respond to calls for their service

within the university, the profession, and the community. This statement recognizes that individual faculty members will have different inclinations and interests and that service in all three of the above areas may not always be equally shared or distributed.

Evaluation of service should include consideration of:

- Committee memberships;
- Committees chaired;
- Time devoted to committee meetings;
- Scope and complexity of a given committee assignment;
- Contribution to professional meeting;
- Contribution to community activity(ies);
- Conducting clinics, workshops;
- Adjudicating festivals, competitions;
- Consulting or editorial services;
- Lecture or speaking invitations;
- Appearances before appropriate associations;
- Participation on boards of directors;
- Other responsibilities accepted of a service nature within the university, profession, or community

B. Guidelines for Appointment, Reappointment, Tenure, and Promotion

The following qualifications and criteria, in accordance with the Handbook for Faculty and Staff, provide the basis for appointment, reappointment, promotion, tenure and merit increases within the Department.

1. The Junior Faculty Ranks

ASSISTANT PROFESSOR

FOR APPOINTMENT: the candidate should show the willingness to engage in appropriate service activities for the department, college, university, community, and professions, within the bounds of effective time management.

FOR REAPPOINTMENT: the candidate should show increasing levels of engagement in service activities, which bring credit to him/her, the department, the college and the university.

2. The Senior Faculty Ranks

ASSOCIATE PROFESSOR

FOR APPOINTMENT OR PROMOTION TO THE RANK OF ASSOCIATE PROFESSOR: the candidate will have shown a prior commitment to department, college, university, community, and professional service activities at TCU or elsewhere. Associate Professors will demonstrate a willingness to engage in an increasing commitment to such activities, and to assume leadership within these obligations and responsibilities.

PROFESSOR

FOR APPOINTMENT OR PROMOTION TO THE RANK OF PROFESSOR: the candidate should demonstrate conscientious and significant service contributions. The candidate should demonstrate the willingness and ability to increase leadership roles in service within the university and beyond.

V. CONTINUED PROFESSIONAL DEVELOPMENT

A. General Criteria

Faculty members are expected to keep themselves abreast of the times in professional knowledge, skills, and developments within their discipline and fields of specialization. They should actively pursue programs of study and self-development related to their principal subjects of instruction and should continue to cultivate their interests and professional competencies.

Evaluation of professional development may include consideration of:

1. Accumulation of continuing education credits;
2. Receipt of research and faculty development grants;
3. Receipt of post-doctoral fellowship;
4. Receipt of professional certification of license;
5. Attendance at professional meetings and workshops.

Faculty members may submit evidence of professional development in categories listed above.

B. Guidelines for Appointment, Reappointment, Tenure, and Promotion

The following qualifications and criteria, in accordance with the Handbook for Faculty and Staff, provide the basis for appointment, reappointment, promotion, tenure and merit increases within the Department.

1. The Junior Faculty Ranks

ASSISTANT PROFESSOR

FOR APPOINTMENT: candidates will demonstrate a commitment to appropriate professional development.

FOR REAPPOINTMENT: candidates will show increasing activities in professional development and, consequently, continued growth in appropriate professional knowledge and skills. Candidates should demonstrate the ability to focus their professional development toward goals and objectives, which can be assessed.

2. The Senior Faculty Ranks

ASSOCIATE PROFESSOR

FOR APPOINTMENT OR PROMOTION TO THE RANK OF ASSOCIATE PROFESSOR: candidates will have demonstrated the outcomes of their professional development activities and will show a commitment to further growth of knowledge and skills within their discipline and field(s) of specialization.

PROFESSOR

FOR APPOINTMENT OR PROMOTION TO THE RANK OF PROFESSOR: the candidate will demonstrate command of the skills, knowledge, and competencies generated through focused efforts of professional growth and development. Candidates will indicate a willingness to continue professional development and the leadership, which enhances the character of Texas Christian University.

VI. CONDUCT IN ACCORD WITH THE STATEMENT ON PROFESSIONAL ETHICS

Faculty members are expected to comply with the Statement on Professional Ethics adopted by the Faculty Senate on February 4, 1993. The document is reproduced annually in the Handbook for Faculty and Staff.