DEPARTMENT PLAN

DEPARTMENT OF ART

PLAN

Approved August 14, 2001
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INTRODUCTION

This document outlines the mission, policies, procedures of the Art Department. It applies existing policies, standards and procedures from both the Collective Bargaining Agreement (CBA) and the College of Arts and Letters College Plan. The CBA takes precedence over the Departmental plan in that whenever the CBA explicitly states a policy or procedure, it automatically supercedes older provisions. If the CBA states no new policy or procedure, older ones may remain in effect.

All faculty who participate in personnel evaluation are responsible for reading and complying with EWU policies and procedures as outlined in the CBA and the College Plan. Nothing in this Departmental Plan supercedes statements in the University’s policies, standards and procedures and in the CBA and/or College Plan.

Also note that revisions can be made to this Departmental Plan by a simple majority vote of all faculty.

Please see Appendices A-K for brief description of Departmental procedures.
MISSION STATEMENT FOR THE DEPARTMENT OF ART

The Department of Art offers a curricular program founded on three major concerns:

(1) developing the highest levels of artistic performance and professional art education;

(2) providing courses for all students, including non-majors, in order to develop greater cultural understanding and aesthetic appreciation of art;

(3) the Department, along with its Gallery program, functions as a visual art center and resource for Art majors, all university students, faculty, staff as well as the community and region.

As an integral and viable component of the Department of Art, the University's multifaceted Gallery Program presents to the university community and general public the highest quality art exhibitions, lectures, workshops, cooperative exhibitions and the continued development of the university's permanent art collections.

VISION STATEMENT FOR THE DEPARTMENT OF ART

In concert with its Mission Statement, the Department of Art seeks to continue and further develop its high level of preparation in the visual arts. Recognizing the College Art Association (CAA) guidelines regarding student/teacher ratios studio courses, the Art Department seeks to establish in its coursework a respect for a multiplicity of cultural achievement and it actively strives to develop among its majors the kind of complex thinking and tolerance necessary for our increasingly globally linked world.
GENERAL ART DEPARTMENT GOALS

ART DEPARTMENT GOALS
Our degree programs are structured with a core curriculum that provide students with a common foundation in art and exposure to the major areas of study in the field. This foundation enables students to make an informed choice of specialization. We welcome students who wish to study art for personal enrichment as well as for professional development. Curricula are available leading to the BA degree in Studio Art or Art History, the BA in Education, and the B.F.A. degree in Studio Art. In concert with the University Mission Statement, the goals of the Art Department are:

(1) provide courses that contribute to the general liberal university education by offering courses that enhance visual and cultural awareness; that stimulate students’ individual imagination, develop their intellectual precision, and lead them toward an understanding of their own cultural heritage as well as towards tolerance and appreciation for other traditions in the world.

(2) provide a curriculum in Studio Art, Art Education, Art History and Bachelor of Fine Arts (a 5th year program), that incorporates both aesthetic and technical exploration of artistic media as well as historical and critical approaches to art. The department strives to integrate its discipline within a broader Liberal Arts perspective.

(3) as an integral part of its teaching mission, the EWU Art Department will maintain a gallery that will have at least 6 exhibitions per year. These exhibitions will include student artists (BFA Thesis Show), regional, local artists, and when funding permits, nationally recognized artists. This gallery functions as a cultural and learning center for both the University and the region.
PROGRAM IMPLEMENTATION

The Department of Art sees its role as implementing the purposes and goals of the university through its Degree Requirements and its Special Programs such as the Gallery & Visiting Artist Program.

Among the various aspects of the University's current Mission Statement, we address in particular the need “to prepare broadly educated, technologically proficient, and highly productive citizens to attain meaningful careers, to enjoy enriched lives, and to make contributions to a culturally diverse society.” We accomplish these through our specific degree programs (most notably the BA degree in Studio Art and Art History) and through our implementation of courses which meet the General University Requirements for graduation (Art 213 and diversity education Art 310).

In addition, the College Mission Statement states that we will provide “[S]pecialized major, minor, and interdisciplinary degree programs at the undergraduate and graduate levels that prepare graduates for life-long learning and professional success in a wide variety of career opportunities.” These goals are addressed by our own curricular objectives (reviewed at Faculty Meetings) for our BA in Studio Art, BA in Art History, and our BA in Art Education, as well as our Teacher Certification programs which include the Bachelor of Art in Education and the minor teaching endorsement. We offer 3 cumulative courses; one for all our majors, excluding Art History (Capstone Art 490-01); one for Art History Majors (Senior Thesis Art 491) and a specialized program replete with outside reviewers for our B.F.A. Program (Art 470) The following are examples of specific Program Plans designed to set & achieve educational objectives for each of our 4 programs.

ACADEMIC PROGRAMS: Plans, Objectives & Curricula Revision Based on Assessment
(See Appendices A for detailed Assessment procedures & Appendices A-D for all procedures relating to Students)

1. BA in Studio Art

OBJECTIVES:
1. Students will have a fundamental knowledge of studio practice
2. Students will have knowledge of at least 3 different media
3. Students will be able to synthesize their studio practice into the professional practice of the discipline.
Revisions: Curricula was revised last year to make this degree more prescriptive and students are now required to take a computer art course (Art 303). In addition last year Professional Practices was taught (Art 490). The learning curve for most students was very high and was easily assessed by all faculty through on-going informal exhibitions of course work. All studio majors are now required to take a Computer (Art 303) course to ensure that their studio skills segue into new technologies.

2. BA in Art History

OBJECTIVES:
1. Students will have a fundamental ability to read and comprehend diverse texts within the subject of Art History; they will be able to discuss these texts with peers and faculty. They will develop a fundamental knowledge of major movements, styles, and artists within the history of art.
2. Students will be able to do independent research from diverse texts within the subject of Art History.
3. Students will be able to synthesize their art historical knowledge into the practice of the art historical discipline.

Revision: None at present time. The strength is that most students are able to demonstrate a fair amount of research ability & ability to bring that research together in written form, based upon the results of Art 491; Senior Thesis.

3. BA in Art Education

OBJECTIVES:
1. Students will develop competencies in various art media, with specialization in one.
2. Students will develop competencies in the understanding of general Art History.
3. Students will be able to synthesize their studio practice & art theory into professional goals of teaching.

Revision: Students have been doing well but we have decided to implement some specific improvements. We have made the Art Ed. Curricula (Elementary & Secondary) more prescriptive, specifying a larger number of required courses, including Art 303 (Computer art). The strength of this program is measured by the practicum teaching experience.

4. BFA in Studio Art

OBJECTIVES:
1. Students are given a level of skill in studio appropriate to national standards of both graduate schools and the professions
2. Students are able to defend their portfolio work orally and in written statement
3. Students are able to develop an exhibition and portfolio, suitable for graduate school, admissions and/or presentable to the art profession.

Revision: Students are measured by their student exhibition, quality of portfolios, 3 critical reviews by all Art Faculty, and 2 critical reviews by outside professionals in the field annually. We measure the strength of this program by the very high percentage of students who go to graduate schools that are nationally renowned in the arts. This year our BFA graduates have been accepted at U Texas /Austin, Cranbrook, San Francisco Art Institute, Pratt Institute, Claremont,
California Institute of Arts and Crafts, Mills College, UC /San Diego--among others. Faculty discuss student work, participate in class/ group critiques, we offer Art 490 (Capstone), and Art 470 (Senior Exhibition), Thesis exhibition, which includes outside Reviewers (5 per year).

In addition we now require all studio majors to take a Computer (Art 303) course to ensure that their studio skills segue into new technologies.

CORROLLARY DEPARTMENTAL PROGRAMS

5. Gallery
OBJECTIVES
1. to provide at least 6 exhibitions of contemporary sculpture, painting, drawing and/or mixed media works that will offer both the university community and the larger regional community a strong exhibition schedule of contemporary art.
2. Gallery will attempt to find funds (in addition to university allocated budget) to create meaningful literature accompanying exhibitions in order to act as a teaching tool for our audiences and to create an archive for the history for the University.
3. Gallery Director will oversee students and interns as part of 395/495/595 course work, demonstrating Gallery management in terms of curating, catalogue/brochure development, fundraising and preparation of exhibitions.

Revision: This position is being re-formed. Due to budget cuts 3 years ago (beginning F ’98) our full time Gallery personnel position was cut. We will have a Lecturer position as of F ’01. We will measure the success of this program by the criteria listed above as well as critical response in the press (i.e. reviews of exhibitions), brochures, mailers, posters, audience feedback.

6. Visiting Artist Lecture Series
OBJECTIVES
1. to provide an intellectually provocative, and thematic series of nationally and internationally known Artist lectures (usually 3 per year)
2. to develop this series in conjunction with other community organizations (traditionally SFCC and MAC) to offer both the university and larger community access to nationally and internationally known artists’ works.

Revision: None at this time. This is a highly successful program, it consistently draws audiences from the region, judging by the consistent, positive response in the media and press (usually 3 media publicity pieces per event-total at least 6 per year).

7. Interdisciplinary Graduate Program
OBJECTIVES:
1. We work in concert with other disciplines to develop the graduate curriculum appropriate to the MA candidate’s field of study. Most often this is paired with studies in Technology or Computers for Studio majors, and with History or Literature with Art History majors. (The Master of Arts in College Instruction has been temporarily banked and may be re-instituted if a need comes up in the future)
2. The Interdisciplinary Masters candidate is assigned an Art Department advisor who mentors the candidate, participates in orals, acts as a thesis advisor.

3. Faculty are required to work closely with their colleagues in the interdisciplinary fields of study.

Revision: None at this time; however, in working with other Departments we have made small refinements to our mentoring and advising processes.

IV. DEPARTMENTAL ORGANIZATION
(See Appendices E-H for all procedures specifically relating to Faculty; see Appendices I-K for all procedures relating specifically to the Department).

A. Role of Chair
The Chair of the Art Department is elected through consensus or majority vote of all full time Faculty, including Special Faculty. Terms are generally 4 years and can be extended upon departmental decision. S/he acts as a liaison between the Art Department Faculty and upper administration. The Chair is responsible for developing curricula and course schedules, maintaining timely reviews and changes for the departmental curriculum, holding regular Faculty Meetings and overseeing budgets. The Chair reviews faculty/student ratios, assesses capital project and facility needs. Regarding need for faculty and hiring procedures, the Chair presents those departmental needs to the Dean. In addition, according to the new C.B.A. document, the Chair is responsible for approving each Faculty member’s Activity Plan. In addition, the Chair should make every effort to positively promote the department to the university and community at-large, and fund raise. In addition the Chair will oversee the Program Planning & Review and with help of faculty members, the Chair orchestrates the annual 10-year review mandated by the HEC Board. In addition, the chair solicits information regarding courses and overall curricular needs, in order to better implement needed changes.

B. Standing Committees, Task Forces & Departmental Service
In addition to forming certain Committees on a need basis, the following are on-going Committees. Members volunteer or are nominated to these Committees.

* DPC and Merit Committee
Formerly just concerned with Merit, according to the CBA, all faculty are required to develop Activity Plans, in conjunction with the Chair. The DPC with the Chair will evaluate the Activity Plans (CBA, II-12). These Plans outline activities in the areas of Teaching (all Teaching faculty), Professional Activities (all Faculty at above Lecturer Level) and Service (all Faculty above Lecturer level). Merit will be based (as closely as is possible) on submitted supporting data for those areas. In addition this committee will examine the Promotion and or Tenure status of Faculty who are in line for such activities. Committee will examine Faculty portfolios in line with the 3 major areas of responsibilities outlines above (under Activity & Merit). *This Committee is formed if the Department has faculty eligible for such activities.*
*Curriculum Assessment Committee*
In addition to the curricular issues, assessment and problems that are reviewed at Faculty Meetings, faculty members will volunteer to work on specific assessment issues, such as the annual re-evaluation of GECR courses. This committee may also be assigned the task of creating written rationale for changing courses within a program or significantly changing a Program itself, as well as defending those changes to the appropriate College and University Committees. Under times of external review, this committee will engage more members in this process.

*Departmental Public Relations*
This is a volunteer position for a faculty member to create press announcements and work closely with the local media in distributing information about (1) Departmental activities, (2) Faculty accomplishments, (3) student and alumni accomplishments. Such publicity should then be forwarded to the appropriate University personnel.

*Fundraising and Recruiting*
All faculty are responsible for positive recruiting and fundraising efforts. Two faculty should work together to spearhead and coordinate efforts in these areas.

*Visiting Artist Program*
One or more members of the EWU Art Faculty works with members from MAC and SFCC in developing a Visiting Artist Lecture Program. EWU Faculty member’s responsibilities include: developing rationale for series’ themes annually, writing grants, requesting money from the Dean, developing PR, working with other members of Consortium on travel arrangements, accommodations, receptions, etc. Support work in this area largely constitutes Service and partially constitutes Teaching.

*Faculty Senate Representative*
Represents the Art Department to the Senate.

C. Individual Faculty Development, Promotion and Activity Plans
The fundamental assumption of the Department of Art in evaluating its faculty for retention, promotion, tenure, merit and career development is the recognition of excellence in teaching and professional performance within the traditional creative and scholarly disciplines within the visual arts. In accordance with the July 2000 CBA, all faculty, tenured and non-tenured will develop 3-year Activity Plans.

* Faculty Plan Assessment Procedures:
In accordance with the College of Arts and Letters, the following procedures will be utilized by the faculty of the Department of Art for faculty evaluation in consideration of promotion, retention, tenure, departmental merit, and career development.

At the beginning of each academic year (Fall term) each eligible or affected member of the faculty of the department of art will provide the Merit & Activity Committee materials attesting to their achievements and activities during the previous academic year. Every 3 years, at the beginning of Spring quarter, each Faculty member will submit an Activity Plan to the Merit & Activity Plan Committee.
According to University guidelines, if tenured faculty do not meet the Professional or Service expectations outlined in their Activity Plan, Departmental Chairs are free to substitute additional teaching duties for service work. (see Appendix G)

In accordance with the College Plan Appendices, Activity Plans will respond to the main areas of the four-point distribution areas:

1. **Teaching Effectiveness**
2. **Professional Activity** (research, scholarship, and/or creative activity)
3. **Contributions** to department/school and other college and university matters (commonly referred to as service)
4. **Academic Preparation and Experience**

**Note:** Art Departments traditionally recognize the Master of Fine Arts degree as the appropriate and only terminal degree for studio faculty, equivalent to the doctorate as outlined in both the College Plan and the Collective Bargaining Agreement. Art Historians & Art Educators will have either Ph.D.(s) or Ed. D.(s).

These above areas are established for the purposes of evaluating faculty for merit as well as promotion and tenure. A careful reading of the CBA will offer details to the exact timetables involved (*See item D in this section for criteria specific to the Art Department*)

* **All Faculty**
All affected or eligible faculty will turn in materials related to areas 1 through 3 mentioned above by the second Friday of the Fall quarter.

* **Probationary Faculty/Assistant Professor**
The Faculty Activity Plan for Probationary Faculty is prepared by the DPC, with the help of the Chair, and in consultation with the individual faculty member at the time of hire. By the first week of Spring quarter, during the Probationary Faculty member’s 3rd year (as the probationary member is approaching the completion of the development of her/his second Activity Plan), the Probationary Faculty member submits the initial Activity Plan to the DPC, along with supporting materials justifying how the proposed activities or responsibilities were met. (See CBA II-9-13)

If the DPC finds that the work of the Probationary Faculty is not meeting the standards of the Department, a letter to that effect is given to the Faculty member by May of that same year. The Probationary Faculty is then given a one Academic-year contract before their hire is terminated.

* **Candidates for Associate Professor**
If the DPC deems the work of the Probationary Faculty successful, the DPC drafts a letter of support for the tenure process and submits it to the Chair. The Probationary Faculty is then given another Activity Plan which functions as expectations for tenure and/or promotion to **Associate Professor at the end of 3 more years.** Upon successful completion of those activities and

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1 The 4th category addressed, academic preparation and experience, is addressed at the time of hire and is in accordance with the college policy.
responsibilities, and working with the DPC, the Chair shall then write a letter to the Dean and the
CPC in accordance with all guidelines outlined in the College Plan. (CBA 11-24)

* Candidates for Full Professor

According to the CBA Activity Plans for each Faculty are drawn up and examined by
Departmental Committee every 3 years. The Activity Plan prepared in the Spring of the 1st year
after promotion to the rank of Associate Professor shall become effective and be considered in
addition to the above four areas and criteria. In consultation with the individual faculty member
and the DPC, the Chair shall write the letter in accordance with all guidelines outlined in the
College Plan. (see CBA II-25)

*Post Tenured Activity Plans

According to the CBA (II-11-a) all faculty will, in consultation with DPC and Chair create an
Activity Plan for each faculty member, specifying activities over the following 3-year period.
Such Plans must be prepared and approved no later than the conclusion of the first academic
quarter of the 3-year period of activity covered by the Plan.

D. Evaluation Criteria:
The following system is used for promotion, tenure and merit considerations, in conjunction with
official Activity Plans and Letters of Expectation.

1. Teaching effectiveness:

   a) based on a combination of (1) student (2) peer, and (3) self evaluation of actual course
      instruction. According to University guidelines, all faculty will be evaluated by their
      students (with an overall average of 3 or above in a scale of 5 points). The weight of
      those evaluations and faculty evaluations and other evaluative criteria will be
determined by DPC.

   b) based on syllabi and other course materials.

   c) based on recognition of course, program, and/or degree development for courses
      within the department or courses contributed to the university.

   e) all faculty will participate the equivalent of at least 2 of the 3 annual BFA reviews per
      year.

   Note: Individual evaluations will be determined by the DPC on the basis of evidence
      provided to the committee.

2. Professional activities (scholarship, and/or creative activity) See Appendix G for
   hierarchy of merit for Professional Activities in the Art Department:

   The DPC will rank the submitted activities and accomplishments according to the following
criteria in descending order:

   a) International or national recognition as seen in the form of exhibitions, or publications,
      and/or publication of articles, books and/or participation and presentation of papers or
      appropriate scholarly or creative activity.

   b) Regional recognition of participation for the above activities.

   c) Local recognition and participation for the above activities and accomplishments.

   Critical reviews of work (book reviews or exhibition reviews) are considered a sign of public
   recognition for work.

3. Service and contributions to department, college, university, and community:
Points will be awarded as follows in recognition of commitment of time and participation of the faculty member which clearly exceeds the normal expectations of contractual obligation.
   a) **Departmental** service or committees  
   b) **University or college** service or committees  
   c) **Community** activity, service, or committee  
   d) **Regional** activity, service, or committee  
   e) **National** activity, service, or active committee participation

**Note:** It is expected that the faculty member will provide clear evidence of genuine participation in considered activities. Other non-traditional contributions will be considered if appropriate to the individual faculty member's Activity Plan.

### 4. Professional Preparation:

In our field the terminal degrees of preparation are:
* MFA for studio art  
* Ph.D. in Art History  
* Ph.D. or Ed.D. in Art Education

### E. Gallery Director

Currently the Gallery Director is a Lecturer position and it has special requirements. This faculty in this position will be assessed balancing gallery duties and assigned teaching primarily responsibilities. The Gallery director is responsible for:

   a) doing **fundraising, in addition to college’s allocated budget** (ASEWU as well as other organizations) to increase the Gallery budget,  
   b) develop a coherent **schedule of exhibitions** annually (one of which will be our BFA Thesis Exhibition in the late Spring). Other exhibitions should range from regional to national work (as budget permits),  
   c) **curate, hang, take down and do all art handling and mailing for exhibitions** as needed,  
   d) host a **noon-time reception** for all exhibitions for the **University community**,  
   e) if feasible, develop additional **artist talks in relationship to the exhibitions**,  
   f) produce at least **one brochure with essay** per Gallery season, as well as **other visual materials**, in order to establish an **archive of the Gallery** for the University.  
   g) maintain consistent **relationships with the local press**, fostering reviews and articles about the Gallery.

### VI. TEACHING LOADS

**SCHEDULING:**

Faculty teaching loads in the Department of Art will be governed by UFE and University policies. Typically, a full-time professor will be responsible for teaching 36 credit hours per academic year. However, since the **studio** courses meet for more hours than the allocated 50-minutes per credit hour, in some cases SCHS will be considered as well. In the Art Department, as professional work is valued, and as studio work takes large increments of time, generally
professors will be scheduled to teach consistent with allowing time for professional work. Consistent with the CBA, all full time faculty, excluding the Gallery Director, are responsible for a minimum of 3 - office hours per week, to allow for advising and consultations with students. (See CBA I-4)

**BFA REVIEWS:**
All full time faculty are additionally responsible for participating in the equivalent of 2 full BFA reviews per year. For example, if a faculty cannot attend a full session of a BFA review during a particular quarter due to class schedules, s/he may choose to attend all 3/4 of all 3 annual reviews.

**PART TIME TEACHING:**
Part-time teaching loads will not exceed 11 credit hours per academic quarter unless otherwise authorized by the college Dean.

**ASSIGNED TIME:**
Release time for faculty will be considered on an individual basis, consistent with the CBA and depending on the value of the overall department's needs and the content of the proposal for release time. The department Chairman will make a recommendation either for or against the proposed release time, which will be forwarded to the college Dean for ultimate approval.

**VI. ART DEPARTMENT OUTREACH, RECRUITMENT, PUBLIC AWARENESS, PUBLIC SERVICE & FUNDRAISING**

The Department of Art will continue to actively recruit students from high schools and community colleges within the State of Washington.

A master list of high school art teachers and community college professors will be maintained by the department, enabling it to distribute pertinent information regarding its degree programs and activities. Currently, a recruiting brochure is published by the College and used in recruiting.

Faculty are responsible for maintaining strong contacts with the local press, ensuring (as much as possible) that the programs and accomplishments of the Department get promoted within the larger community.

The Gallery Program and the Visiting Artist Lecture Series, are considered integral to the teaching mission of the Art Department and are also useful for their promotional potential.

The Gallery Program is dedicated to utilizing its resources as a recruiting and public relations tool for art students and teachers, periodically inviting them to exhibit their art work in the various galleries. Historically the Gallery Program has been the Art Department's major outreach vehicle to the university, Inland Northwest and national art communities - curating and exhibiting quality art works by local, regional and nationally acclaimed artists. The Gallery Program maintains a sizable public relations and art patrons mailing list who are sent posters, post cards and press releases throughout each academic year.
The Art Department will participate in university-wide activities related to recruiting students to Eastern. Personal contact with potential students is of paramount importance, via telephone calls, on-campus advising and with follow-up letters.

The Art Department faculty interfaces with the cultural communities on local, regional and national levels with a variety of activities. Faculty regularly exhibit their art work in solo and group exhibitions; present lectures at museums, universities and symposiums; participate on art committees; act as jurors and guest curators for exhibitions; contribute articles to regional and national art journals; and create public art commissions throughout the country.

The department participates annually in a local consortium of institutions that sponsor a Visiting Artist Lecture series of nationally recognized artists. Lectures are presented to students and general public at EWU’s campus, at several area colleges and the Cheney Cowles Museum. In addition to its use as a teaching tool, this is an extremely valuable public relations activity as the lectures are consistently written about in local newspapers and attended by several hundred people.

The Department of Art has aggressively pursued outside fund raising venues to enhance their various activities and programs. Some of the fund raising activities that have been developed are: alumni donations solicited through the EWU Foundation; donations of artwork from art patrons; art auction; Web Site Electronic Gallery; the Friends of Art Gallery; local, regional and national grants; and solicitation of businesses to sponsor art exhibitions, workshops and artist's lecture series. Under the guidance of the Chair, the Art Department was offered a challenge scholarship grant of $25000 in January 2001.

RETENTION
The faculty of the Department of Art all have a close relationship to their students and frequently consult them regarding career opportunities in their field, which includes degree requirements and work related experiences needed to succeed in their area of specialty. The department also assists students with internships in various area cultural institutions, such as the Cheney Cowles Museum, Spokane Art School, Spokane Arts Commission, and other arts organizations and businesses within the community.

If it is known to a faculty member that a student is considering dropping out of school, the faculty member typically attempts to assist the student with viable solutions to their problems. These have been mostly financial, however, at times they have been personal or physical and the student is referred to the appropriate campus service.

EMPLOYERS' SURVEYS
The university surveys employers on an annual basis to evaluate their degree of satisfaction with our graduates. These surveys include questions about particular skills and proficiencies practiced by Eastern graduates including writing, problem solving, team work, application of theory to practice, computing, leadership and many other categories. In general, the results of these employer surveys will be taken into account in decisions about future curriculum revisions. Particular attention will be focused on those questions with greater relevance to the department's goals and objectives.
ALUMNI SURVEYS

University surveys of graduates (including Art majors) provide information on how effective the program is in preparing students for careers. These surveys include questions on the importance of various learning goals and objectives, areas of instruction that need more emphasis, quality of instruction, satisfaction with faculty interaction and satisfaction with advising. Results of these surveys will be taken into account in decisions about future curriculum revisions.

OTHER DEPARTMENT ACTIVITIES

The faculty of the Department of Art participate in numerous activities which include: (1) exhibiting their artworks locally, regionally, nationally and internationally; (2) public presentations and lectures; (3) writing art reviews for regional, national and international publications; (4) presiding as jurors for public art commissions; (5) curating national and invitational traveling exhibitions; (6) creating public art works; (7) acting as guest artists, panelists and consultants at conferences, colleges and universities. Through all of these activities, the institution of Eastern Washington University gains recognition and prestige. In addition, Art Department programs such as the annual Visiting Artist lecture Series garner significant amounts of positive press coverage per year.

Individually, the faculty members bring to the classroom their experiences gained from the aforementioned activities that ultimately enrich both the quality of their teaching and the depth of the students' experience in the classroom.

VII. METHOD OF ASSESSING PROGRESS OF THE PLAN

The Department reviews data collected over the previous year and discusses the ramifications of it. Various committees bring their findings to the Faculty Meetings (which are held at least 3 times per quarter). When it is determined that changes in curriculum and program activities are required, the faculty votes on whether or not to implement new policies which will alter the services of the department. This may and should lead to periodic assessments and revisions to the Departmental Plan as well as Departmental curricula.
APEENDIX A.

PROGRAM ASSESSMENT PROCEDURES

BA /Studio
Goals: Students are given a level of skill in studio art appropriate to national standards of both graduate schools and the profession.

PROGRAM assessment is made at Faculty Meetings and/or at Curriculum meeting (see footnote below for an example). Based on the assessment tools above, we assess the direction of the program and make adjustments where needed.

Assessing Alumni:
We have been keeping better alumni records as part of an on-going effort to see the results of our program after students graduate.

Program Objectives:
1. Students will have fundamental knowledge of studio practice as well as 2 courses in art history, in addition to the general Arts and Humanities course.
2. Students will develop competency in medium of choice.
3. Students will synthesize their studio practice into knowledge about the discipline of the visual arts.

Assessment:
1. Essay tests & research papers.
2. Critiques (oral examinations) in class, done with teacher(s) & with group of peers.
3. Portfolio reviews.
4. Art Department Capstone.

The objective of these reviews will demonstrate (a) understanding of general art history in addition to Modern and Contemporary Art; (b) practical understanding of at least 2 studio media; (c) high level competency in elected studio area of concentration.

Assessment takes place at different times in the BA Studio program:
* Assessment #1-3 are on-going parts of either studio courses and/or art history coursework. Critiques are a traditional method of assessing artwork that actually mirrors contemporary teaching methods. They consist of peer discussion (led by the teacher) about individual students’ work.

*Assessment #4 is our newly designed capstone. It is taken in the Winter quarter of a student’s last year. Important assessment components are portfolio reviews of materials that can be (and will be) sent out to either galleries or graduate schools. It also has an intern component and institutions where students are interned fill out brief evaluations of the students’ work for faculty’s perusal.

PROGRAM assessment is made at Faculty Meetings and/or at Curriculum meeting (see footnote below for an example). Based on the assessment tools above, we assess the direction of the program and make adjustments where needed.

Assessing Alumni:
We have been keeping better alumni records as part of an on-going effort to see the results of our program after students graduate.

BA /Art History
Goals: Students are given knowledge of Art History, appropriate to graduate schools and professions, that meets national standards of the subject.
Program Objectives:
1. Students will have an exposure to studio practice in addition to their art history course work.
2. Students will have knowledge of at least 6 different areas of art history, exclusive of Arts in Humanities.
3. Students will synthesize their knowledge of art history into a thesis paper.

Assessment:
1. Essay tests & research papers
2. Research seminar (required course)
3. Oral examinations/ discussions in class
4. Senior Thesis (capstone)

The objective of these reviews will demonstrate (a) understanding of general art history (b) practical exposure to studio media; (c) high level competency in elected area of art historical research.

Assessment takes place at different times in the BA /Art History program:
*Assessment #1 is an on-going part of all art history coursework.
*Assessment #2 is a required course where students get specific mentoring in preparation for their research topic and paper
*Assessment #3 Critiques, oral discussions are used in both art history and studio courses.
*Assessment #5 is the senior capstone where student produce a senior thesis paper in Art PROGRAM assessment is made at Faculty Meetings and/or at Curriculum meeting (see footnote on 1st page example). Based on the assessment tools above, we assess the direction of the program and make adjustments where needed.

Assessing Alumni:
We have been keeping better alumni records as part of an on-going effort to see the results of our program after students graduate.

BAE (Art Education w/ concentrations in either Secondary or Elementary Education)

Goals: Students are given the highest level of skills for teaching elementary/secondary level art in the common schools and/or to continue their education at a graduate school level.

Program Objectives:
1. Students will have the knowledge on a practical level of a minimum of three different studio media.
2. Students will have knowledge of general art history, in addition to upper division art history, with specific understanding of two periods and/or cultures.
3. Students will be able to synthesize their studio practice and art theory into their professional goals of teaching by developing a viable curriculum for teaching art at the elementary or secondary level.

Assessment:
1. Essay tests
2. Research papers
3. Critiques, oral examinations and discussion in class
4. Observations done while student is on student teaching assignments
5. Capstone in Education
6. Professional Degree Candidacy Interviews

Assessment takes place at different times in the BA/Art Education program:
*Assessment tools # 1-3 are done as part of different course work.
* Assessment #4 is a one-time per quarter review done by one of the art faculty.
* Assessment #5 is an Educational Capstone is done through the Education Department.
* Assessment #6 are the Professional Degree Candidacy interviews held in the Education office, prior to student teaching.

**B.F.A.**

**Goals:** Students are given the highest levels of skill in studio art appropriate to national standards of both graduate schools and the profession.

**Program Objectives:**

1. Students will have fundamental knowledge of studio practice and art history.
2. Students will develop competency in medium of choice.
3. Students will synthesize their studio practice and art historical knowledge into the practice of the discipline.
4. Students will graduate with the highest level of art portfolios according to national standards.

**Assessment:**

1. Essay tests & research papers
2. Critiques &/or oral examinations in class
3. Three (3) critiques annually with all art faculty present
4. Three (3) critiques annually with outside artists &/or art professionals
5. Capstone
6. Thesis exhibition

The objective of these reviews will demonstrate (a) understanding of general art history in addition to Modern and Contemporary Art; (b) practical understanding of at least 2 studio media; (c) high level competency in elected studio area of concentration; (d) ability to develop a portfolio of work and defend the veracity of that portfolio to professionals in the field.

**Assessment takes place at different times in the BFA program:**

* Assessment #1 is an on-going part of all art history coursework & some studio work.
* Assessment #2 is part of every studio course (see page one for further explanation of how critiques function in a studio class).
* Assessment #3 Critiques where individual BFA candidate describes and defends the direction of their work to a panel of art faculty.
* Assessment #4 Critiques where individual BFA candidate describes and defends the direction of their work to a panel of outside art professionals.
* Assessment #5 is our newly designed capstone. It is taken in the Winter quarter of a student’s last year. Important assessment components are portfolio reviews of materials that can be (and will be) sent out to either galleries or graduate schools. It also has an intern component and institutions where students are interned fill out brief evaluations of the students’ work for faculty’s perusal.
* Assessment #6 is where students (1) put their work up for exhibition, (2) create a mailer card publicizing the exhibition, (3) defend their exhibition/thesis work to 3 faculty members, (4) give faculty BFA advisor a copy of slides of their visual work for our departmental files.

**PROGRAM** assessment is made at Faculty Meetings and/or at Curriculum meeting (see footnote on 1st page example). For the BFA we have printed evaluations made by faculty and by the outside professionals that we keep on file. Additionally we keep slides on file as well--used
partly as a teaching tool for subsequent BFA students. Based on the assessment tools above, we assess the direction of the program and make adjustments where needed.

**Assessing Alumni** We tend to keep close contact with our BFA students for approximately up to 5 years (sometimes more) as they maintain contact in preparation for graduate school. We are getting a good reputation for placing our students into top graduate programs in art. Current records indicate that we have students at School of the Visual Arts (NY), San Francisco State (SF), University of Idaho (Moscow). In the past we have had students at Ohio State, Claremont. Currently we have 3 students applying for graduate school--all of whom are alumni from the past 4 years.
APPENDIX B.

STUDENT EVALUATIONS

During the last month of each quarter, each faculty schedules with the secretary the day and time for student evaluations. The secretary passes out the evaluation forms after the faculty leaves the classroom. The secretary collects the evaluations and tabulates the average, percents, median, and also types up the hand-written comments from each class. Each faculty receives a copy of the "Instructor Evaluation Summary" (tabulation sheet) and a copy of the typed comments prepared by the secretary. The original evaluation forms are filed in the department office. See attached sample student evaluation.
APPENDIX C.

ART AWARDS & SCHOLARSHIPS

The Art Department nominates students of graduating status for the Frances B. Huston Award, The Edmund J. Yarwood Award and gives one, or more, Outstanding Senior Awards to graduating art majors each year at the college's graduation convocation. These awards are based on criteria such as artistic excellence, grade point average, community service, etc.

The Art Department offers two scholarships each year. The Wiley Hanrahan Scholarship & the Ruby Gould Tyler Memorial Scholarship are given to art majors who will be entering their fourth year. Faculty select the students who merit such an award and submit the names to the Scholarship Office which contacts the scholarship winner.
APPENDIX D.

STUDIO ALLOCATION FOR BFA STUDENTS

The department has three studio areas designated for art student studios. At the beginning of each quarter, students can fill out an application form requesting a studio. The designated faculty assigns art students to the studio spaces according to a prioritization - with BFA students having top priority and interdisciplinary graduate art majors having second priority. Each student is responsible for his/her studio and must re-apply each quarter.
APPENDIX E.
MERIT PROCEDURES

Level 1. Recognition of Teaching Excellence. 50% of the funds available to the faculty of the department of art for recognition of merit shall be dedicated to this level. Faculty shall be evaluated by the DPC according to their performance in Category 1, Teaching effectiveness, for eligibility for the awarding of funds from this pool.

Level 2. Recognition of Outstanding Professional Activity. 30 % of the funds available to the faculty of the department of art for recognition of merit shall be dedicated to this level. Faculty will be evaluated and ranked by the DPC according to their achievements and performance in Category 2, Professional Activity for this area.

Level 3. Contribution to the Department, College, University, and/or Community. 20% of the funds available to the faculty shall be dedicated to this area. Faculty will be evaluated and ranked by the DPC according to their achievements in category 3. Service and professional contributions.

It is assumed that while all faculty are eligible for recognition in all above areas every year the purpose of this plan is to recognize special and unique accomplishments of faculty which will vary from year to year.
APPENDIX F.

PROFESSIONAL DEVELOPMENT ALLOCATION

Faculty development funds are given to each full time faculty member in equal amounts upon a statement of request. Typically, faculty members use the funds to visit museums and galleries in major metropolitan areas to study works of art, attend symposiums, seminars and workshops in their respective fields of interest. Occasionally a faculty member requests funds for equipment for their professional work. In either case, if the faculty member uses the funding for the professional development, funds are distributed.
APPENDIX G.
FACULTY ACTIVITY PLANS

Generally, Faculty Plans will be reviewed by the DPC and the Chair according to the specific goals set in each Faculty’s individual Plan. The following are general criteria and differ only for Lecturers or Special Faculty (see Appendix H).

I. TEACHING
1. This area should comprise the greatest percentage of your work & should include:
   a) list of courses taught, sample syllabi
   b) student evaluations should average 3 or higher on the 5 point evaluation scale
   c) at least 1 additional evaluation from a faculty member will be included
   d) a brief self-evaluation will be included
   e) a current vitae will be included

2. Indication of active participation in BFA reviews. Participation in at least 2 of the 3 Faculty BFA reviews held each year is required. BFA reviews will be scheduled alternately on either the M/W or the T/h block so that all faculty can attend.

3. Office hours (3 hours outside of classroom time per week) are required for advisement and mentoring. (Advising of students should rotate among the faculty).

4. Curriculum revision or curriculum development - (i.e. new course development) is expected of faculty as evidenced in syllabi.

II. PROFESSIONAL WORK exhibition criteria is as follows: (1) museums are generally weighted higher than galleries, (2) university galleries may or may not be weighted higher than gallery exhibition, depending on the respective institutions, (3) galleries & museums in large urban areas are generally weighted higher than those in smaller towns and regions, (4) exhibitions at your host institution, while commendable, are weighted lower than invited exhibitions at universities and colleges other than your host institution.

   In order of weighed merit from lowest to highest, materials will include:

   1. evidence of invited presentations, participation on panels, activities such as jurying or curating work (Again-- national forums are rated higher than regional, are rated higher than local, are rated higher than one’s own host institution).

   2. Materials from group exhibitions (Again see exhibition criteria above), journal articles, refereed, or solicited, book reviews, art reviews.

   3. Materials from solo and/or two-person exhibitions), journal articles, refereed and/or book publications.

III SERVICE Traditional areas of service include work with university, college and departmental committee. In addition some community service is considered

   1) Departmental Activities: Committees such as DPC, Merit & Activity Committee, Fundraising, Recruiting, other relevant and Departmentally determined needs.

   2) College Activities: Senate, CPC, other College determined needs.
3) University Activities: Department Senator, University Art Committees, UFE Committees, other University determined needs.

APPENDIX H.
DISTINCTIONS AMONG FACULTY ACTIVITY PLANS

FACULTY ACTIVITY PLAN FOR SPECIAL FACULTY
The Activity Plans will be drawn up upon hire and given to faculty no later than the 2nd week of the 1st quarter of employment. The Plans are designed for the period of 1-year only. They will encompass all the areas of teaching outlined in Appendix G excepting curriculum revision, professional activities and service. An exception to this can be made if a Lecturer or Special Faculty agrees to Service or Professional work in their initial Activity Plan. A Masters degree is expected at the rank of Lecturer. (See CBA II-17).

FACULTY ACTIVITY PLAN FOR TENURE TRACK FACULTY
The Activity Plan for tenure track professors and for promotion within tenure track follow the same general outlines described in Appendix G. Plans are individually made, and designed for a 3-year period. The 3rd year review is outlined in the CBA II-24-25. All tenure track faculty will have either a MFA, Ph.D. or Ed.D. unless some special consideration regarding professional expertise is made.

FACULTY ACTIVITY PLAN FOR POST- TENURE TRACK FACULTY
A 3 year Activity Plan is drawn up by the Chair, and the Faculty must submit materials outlined in Appendix G.

Consistent with the CAL Plan, faculty who plan on retiring within 2 years and submit that intention to the dean are not obligated to create an Activity Plan.
APPENDIX I.

DEPARTMENTAL BUDGETING DECISIONS

The Art Department deems its operational budget as inadequate at this time. Excluding faculty and part-time salaries (over which we have no discretion), our departmental operational budget was approximately U$6000 during academic year 2000-2001. We were just informed by the College Fiscal Specialist that this budget was DROPPED to U$5500 for academic year 2001-2002.

Clearly, this is wholly inadequate and the faculty will make provisions to lobby the administration for higher operational budgets in the future.

The Chair fields requests from faculty in terms of kilns, sculpture equipment, easels, maintenance of kilns, foundry area, and smaller items like wheels, studio lights, projectors, etc. These items, desperately needed for adequate teaching are weighted against the costs of software, bulbs, office supplies, Xerox, etc.

The largest amount of Departmental funds come from student fees. In 2000-2001 these were approximately U$18500. These monies are spent by the faculty in charge of the specific classes that generate those funds. They are used for papers, canvases, paints, developers, clay, glazes, metals, plaster, etc.

Annually faculty, in conjunction with the Chair, assess the upward spiral of these costs and adjust course fees.
APPENDIX J.

DETERMINATION OF GRADUATE FACULTY STATUS

At this point, all full-time, tenure and tenure track Art Department faculty have terminal degrees in their filed and are therefore eligible for Graduate Faculty Status. If Special Faculty do not have the requisite terminal degree, but do have experience specific to a graduate student’s needs, special considerations may be made in conjunction with the Graduate Office.
APPENDIX K.

RECOMMENDATION PROCEDURES for EMERITUS FACULTY

Recommendations for Emeritus Faculty are determined by majority vote among all tenured and tenure track Faculty. If approved, one faculty member will volunteer to create a letter of recommendation and forward the letter to the Dean’s office for approval.