

Department Art and Design • Middle Tennessee State University

Criteria for Conversion to Instructor

I. INTRODUCTION:

This policy provides continuation of employment and promotion guidelines for Instructors in compliance with University Policy 202 (Faculty Definition, Roles, Responsibilities, and Appointment Types), available at the website of the Office of the Provost:

<https://w1.mtsu.edu/policies/academic-affairs-institution-and-faculty/202.php>

- A. Academic rank is an element of faculty status. Academic rank may only be assigned to faculty who meet the minimum rank criteria below.
- B. Initial appointment in academic rank is based on specific criteria and expectations. In general, each academic rank requires an advanced degree in the academic discipline. Where the degree is from a related area, the Department Chair/Director and Dean must approve the degree as being related to the academic discipline and forward such recommendation to the provost. Upon receipt of these recommendations, the provost will determine whether the degree is appropriate to the teaching field, normally at the time of initial appointment of the faculty member.

II. COMMITTEE MEMBERS – TENURED/TENURE-TRACK FACULTY MEMBERS

Chair, Michael Baggarly

Dr. Debrah Sickler-Voigt • Dr. Nancy Kelker • Kim Dummons • Nick Satinover

III. PROPOSED CRITERIA FOR CONVERSIONS TO INSTRUCTOR TRACK

Instructor: Four (4) years of full-time collegiate experience in the academic discipline or related area as a lecturer. Thus, a typical candidate is eligible to apply for promotion to instructor at the beginning of his/her fourth (4th) year as a lecturer.

a. Documented evidence of high-quality teaching and contribution to student development with a minimum of four (4) years as a lecturer:

- Student evaluations of the past 2 years
- Classroom observations/peer reviews conducted in the past 2 years, if available
- Annual Evaluations of the past 2 years

b. Additional supporting materials, submitted in digital format, may include:

- Recent course syllabi, exams, examples of student assignments, and two (2) letters of recommendation from faculty/chair.
- Professional Development Activities: Participation in workshops, conferences, seminars, or training sessions related to teaching methodologies, student engagement, or discipline-specific pedagogy (*optional*).

c. Master's degree from an accredited institution in the academic discipline or related area:

- Studio or Applied Art: MA, MFA, or equivalent international degree in art.
- Art Education: MFA, MA, MS, and three years K-12 teaching experience, with Ph.D. or Ed.D plus three years K-12 teaching experience preferred.
- Art History: MA with ABD or Ph.D. preferred.
- Graphic Design: MA, MFA, or equivalent international degree, and relevant teaching and industry experience preferred.
- Art Appreciation: Faculty whose primary teaching assignment is in Art Appreciation should hold one or more of the above degrees as appropriate to their area(s) of specialization.

d. Evidence of professional integrity:

Faculty applying to transition to instructor lines should demonstrate evidence of professional integrity through adherence to all departmental and university policies, as evidenced by:

- Reliability in meeting assigned classes.
- Preparation and delivery of appropriate material as related to the course curriculum.
- Providing current information and materials in the classroom and/or studio.
- Successful integration of technologies as appropriate to assigned courses.
- Constructing appropriate and effective assessment activities.
- Providing timely and useful feedback to students.
- Respect and attentiveness to students via email responses and in maintaining office hours.

IV. APPLICATION PACKAGE:

Candidates in the Department of Art and Design will submit, using the university's digital activity software of record, their supporting materials, including the following:

- Cover Letter
- Current VITA
- Student Evaluations
- Annual Evaluations
- Teaching Philosophy
- Additional supporting materials