

School of Art & Art History Evaluation and Raise policy, revised 3/2018, to be adopted for a two-year trial period.

Evaluation Procedure:

Every year, all faculty members will be evaluated by the SAAH personnel committee for their contributions in the areas of research, teaching and service. The personnel committee will present the outcome as a written recommendation to the SAAH Director.

The Personnel Committee's evaluation will be reported by the Director to the faculty member in a letter detailing the reason for and amount of the merit raise. Any deviation from the Personnel Committee's evaluation will be explained in this letter.

The time frame of contributions for evaluation will align directly with the dates suggested by FARS (June 1st-June 1st).

Evaluation Materials:

The personnel committee will evaluate and rank faculty based on either the official FACULTY ACTIVITY REPORT (FARS) or the below list of materials:

- Self-evaluation summary (optional and may be submitted in addition to FARS): A document of up to 1000 words which summarizes all major contributions to research, teaching and service. This document may include details that further contextualize contributions or any information relevant to the ranking process that does not directly fall under the standard categories.
- A running chronological listing of contributions in Research, Research-in-progress, Teaching and Service.
- An up-to-date CV.

Ranking:

It is anticipated that most faculty in most years will be "meeting expectations" (i.e. rank #2). The expectations are those set forth as the "School of Art & Art History Responsibilities of the Faculty" as detailed below.

1. Highest rank - exceeds expectation (exemplary contributions).

One or more contributions from the following non-exhaustive list is sufficient for achieving Rank 1:

- Publication of a single authored monograph from a peer reviewed press (this constitutes three years of Rank 1 afterwards).

- An outstanding and rare award in teaching or research (such as the Silver Circle, UIC Awards for Excellence in Teaching, Scholar of the Year Award), or winning a major research grant or residency.
- Publication of at least 2 peer-reviewed articles in prominent journals (may include exemplary artist writing).
- Curating a major exhibition (highly visible and of note) or exemplary participation in a curatorial project of national/international merit.
- Publication of an edited volume.
- Exemplary exhibition or screening (may include solo or group, gallery and/or museum exhibitions, festival and non-festival group and solo screenings or other exemplary evidence of research as detailed in the SAAH Tenure norms).
- Development of a major curricular program.
- Exemplary service to the field or profession.
- (Provisions forthcoming for MUSE)

2. Regular year of continuing satisfactory work – meets expectation.

It is expected that all faculty members do work sufficient to merit placement in the “Meets Expectations” category in all 3 areas.

- Ongoing research publication and presentation.
- Ongoing research exhibition and/or screening or other evidence of research as detailed in the SAAH Tenure norms.
- Ongoing teaching and service accomplishments as detailed in the SAAH Tenure norms.

3. Diminished contributions in two or three areas – below expectation.

- Significant diminished contributions in Research, Teaching, and Service, based on the SAAH Tenure and Promotion Norms.

Raise Distribution:

The following system for distributing money for salary raises is premised on what appears to be the new norm for merit raise pools.

It is also recognized that these sources together do not provide enough money to accomplish all the things a raise policy should.

The principle guiding the system below is that the general raise pool be widely distributed to all those who are performing their jobs adequately, and with a somewhat progressively redistributive effect, while the merit funds will be used, primarily, to reward work of high quality of the sort that is likely to attract outside attention (in the form of likely outside offers but also in the form of citations, invitations, and general standing in one’s subfield) or that would mean that the loss

of a particular faculty member would be a particularly severe blow to the department or university (this is meant to cover distinguished contributions in teaching and service which make a faculty member particularly valuable but are unlikely to translate into outside attention).

- Approximately 70% of the raise pool is to be allocated so that all faculty members who are doing continued satisfactory work (rank #1 and #2, meets expectation) receive an equivalent dollar amount raise from this portion of this raise pool.
- Of the remaining raise pool, up to 30% is to be allocated discretionarily among the faculty at the highest ranking (rank #1, exceeds expectation).
- In the Event of an outstanding merit year for an exceptionally large amount of faculty, The Personnel Committee may recommend to the Director a request to the Dean for additional funds.

Drafted and approved by the SAAH Personnel Committee March 15th, 2018