

● Art Center College of Design

Beginning in the 2014-2015 academic year, Art Center has implemented a three-year cycle of full-time faculty performance review.

A satisfactory to outstanding faculty performance review and evaluation serves as the basis for:

- Continued employment at the College
- Possible advancement in rank or title (performance review information should be included as supporting documentation in a title application)
- Possible change in status, such as 1-year to 3-year letters of appointment
- The renewal of a 3-year letter of appointment

Faculty Members Submit to Department Chair:

- Self-evaluation form and other relevant material
- Up-to-date syllabi, and be prepared to discuss Course Learning Outcomes and in-class activities and assignments
- Updated résumé and summary of professional / educational growth, with emphasis on activities since the last review (or hire date)
- Summary of service to the department and the college, with emphasis on activities since the last review (or hire date)

Department Chairs Will:

- Observe a significant portion of at least one classroom session to assess the faculty member's pedagogical style and objectives.
- Meet with Faculty Member to discuss the elements of the review and determine next steps, as appropriate.
- Produce a written review of the faculty member's performance. When faculty members teach in more than one department, they should meet similarly with each Chair. The other Chairs will provide a written review to the faculty member's home department Chair for inclusion in the final documentation.

To Conclude the Review Process:

- The faculty member will be asked to sign the final form as an acknowledgement of receipt and of the process. The signature does not necessarily indicate an endorsement of the performance review. The faculty member will be given an opportunity to include comments in an appropriate section of the form.
- The completed faculty evaluation form must be submitted to the Office of the Provost. If the faculty member and the department chair are unable to reach an accord regarding the review, the faculty member has the option to request an appeal to the Provost. Upon completion of the entire process, original documents will be stored in Human Resources.

Essential Elements:

- Faculty member's self-evaluation/report, plus CV or résumé
- Substantive data from course evaluations
- Chairs' and/or directors' observations of classroom teaching
- Faculty members' documents of accomplishments that includes:
 - Record of service to the department or college
 - Detailed list of activities in one's field or fields outside of Art Center,
 - Cover Letter detailing years of employment (specifying both full-time and part-time), courses taught, **and any other information that might positively reflect on the application.** This may include internal or external peer review.

Criteria for Review:

Teaching Experience

1. ACCD
2. Other Institutions

Teaching Effectiveness

1. Class Evaluations
2. Student Outcomes
3. Mentoring

Professional Accomplishments

1. Contribution to One's Field(s)
2. Research Types
 - a. Pedagogical
 - b. Academic
 - c. Practice-based
3. Production (Design and Art Practice)
4. Publication History
5. Exhibition History
6. Awards and Other Recognition(s)
7. Degree(s) and Education

Service

1. Department
 - a. Advising
 - b. Course-Level Curricular Development
2. ACCD
 - a. Shared-governance committees
 - b. Campus-wide projects

For Support or Questions:

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Thank You