

## **The Art Institute of Philadelphia Faculty Titles**

The Art Institute of Philadelphia recognizes that academic titles confer prestige on the individuals who hold them as well as the institution. To that end, the following guidelines and standards are presented for those faculty members who wish to be considered for an academic title. Please note that participation in the title program is voluntary to the extent that faculty members who choose not to participate will be assigned the title of Instructor. Also note that individuals may enter the title program at any time.

### **General Criteria**

- A. The following general criteria represent minimal requirements for any individual to be appointed as a full time or part time faculty member:
  1. The degree held would generally be higher than the degree granted by the department for which the individual teaches (unless superseded by accrediting criteria and/or state regulatory requirements). In emerging fields where exceptions are clearly defensible, individuals must hold at least an equivalent level degree to the department in which they are teaching.
  2. A bachelor's degree from a nationally accredited institution will be considered appropriate; however, graduate degrees must be from a regionally accredited institution.
  3. All faculty members must have demonstrated effectiveness in teaching, practice, training and/or scholarship.
  4. Scholarship, when required, will be in areas that are appropriate to the assignments and responsibilities to be undertaken by the faculty member.
  
- B. Faculty titles beyond that of Instructor shall be Senior Instructor, Assistant Professor, Associate Professor and Professor. (The appointment to Senior Instructor is reserved for instructors who are judged to be valuable members of the teaching community who do not wish to pursue a higher title.)

### **The Faculty Titles Committee and The Executive Titles Board**

Initial faculty appointments and subsequent faculty title awards will be based on the recommendations of the Faculty Titles Committee and approved by the Executive Titles Board. Before any faculty member receives an appointment or title, it is necessary that the institution conduct a thorough review of the faculty member and the contribution the faculty member has made to the institution. Since decisions to award titles are important for the institution and the individual, those responsible for such decisions will exercise this responsibility carefully and impartially. Titles will not be unreasonably denied.

1. The Faculty Titles Committee will be composed of four faculty members elected by the bargaining unit and four administrators appointed by the AiPH President. No member of the Faculty Titles Committee can also be a member of the Executive Titles Board. Any recommendation for initial appointment or title awards by the Faculty Titles Committee must first garner a majority of affirmative votes before being forwarded to the Executive Titles Board. The Faculty Titles Board shall be considered a standing committee for the purposes of faculty membership and compensation.
2. The Executive Titles Board shall be composed of the bargaining unit president, an experienced and credentialed faculty member elected by the bargaining unit, the President of the Art Institute of Philadelphia, the Dean of Academic Affairs at the Art Institute of Philadelphia and one additional administrator selected by the AiPH President who possesses sufficient academic credentials to be considered an academic officer. This administrator may be drawn either from the AiPH staff, the Art Institutes International staff or the EDMC staff. No member of the Executive Titles Board can also be a member of the Faculty Titles Committee. Faculty members serving on Executive Titles Board shall be compensated as if serving on a standing committee. Any decision to grant an initial appointment rank or a title must garner at least four affirmative votes.

3. Confirmation or denial of titles shall be made in writing to the applicant and, in the case of denial, the reasons for denial shall be clearly laid out. A faculty member who has been denied a title by either the Faculty Titles Committee or the Executive Titles Board may appeal his/her denial within six weeks of notification to the Board denying the title provided new or clarifying information is available for additional deliberation.

### **Appointments**

The following criteria represent minimal requirements for any individual to be appointed or promoted as full time or part time faculty with a title:

#### **A. Appointment to Instructor**

Appointment to the rank of Instructor requires the following:

1. An earned degree from a nationally or regionally accredited institution or the equivalent, if the degree is from another country. The degree must be appropriate in discipline to the department in which the appointment is made, and generally at least one degree higher than the degree program in which the applicant is teaching (unless superseded by accrediting criteria and/or state regulatory requirements). In emerging fields where exceptions are clearly defensible, faculty must hold at least an equivalent level degree to the department in which they are teaching.
2. Demonstrated commitment to the profession.

#### **B. Appointment to Senior Instructor**

Appointment to the rank of Senior Instructor requires the following:

1. An earned degree from a nationally or regionally accredited institution or the equivalent, if the degree is from another country. The degree must be appropriate in discipline to the department in which the appointment is made, and generally at least one degree higher than the degree program in which the applicant is teaching (unless superseded by accrediting criteria and/or state regulatory requirements). In emerging fields where exceptions are clearly defensible, faculty must hold a degree at least equivalent to the degree offered in the program or the minimum credential required by the college's national or regional accrediting body.
2. Demonstrated involvement in the professional community since the time of hire (at least five years of experience is preferred).
3. Demonstrated commitment to the profession.

#### **C. Appointment to Assistant Professor**

Appointment to the rank of Assistant Professor requires the following:

1. A graduate degree from a regionally accredited institution or the equivalent if the degree is from another country.
2. Five years of demonstrated continuous experience in the field.
3. Demonstrated commitment to the profession.
4. Documented participation in some aspect of the academic area relevant to the appointment.

#### **D. Appointment to Associate Professor**

Appointment to the rank of Associate Professor requires the following:

1. A graduate degree from a regionally accredited institution or the equivalent if the degree is from another country.
2. Eight years of demonstrated continuous experience in the field.
3. Evidence of outstanding teaching effectiveness and achievement in student mentoring and support. Also, the candidate must demonstrate achievement in at least two categories listed under the section entitled Evaluation of Professional, Community and Art Institute Service and Scholarship Contributions. Faculty members should be able to demonstrate the relevance of these activities in relationship to the college and its students. It is recognized that faculty may choose to concentrate efforts in a few of these areas or distribute their time among several activities.

### **E. Appointment to Professor**

Appointment to the rank of Professor requires the following:

1. A doctorate or terminal degree from a regionally accredited institution or the equivalent if from another country.
2. Twelve years of demonstrated continuous experience in the field.
3. Evidence of outstanding teaching effectiveness and achievement in student mentoring and support. Also, the candidate must demonstrate achievement in at least four categories listed under the section entitled Evaluation of Professional, Community and Art Institute Service and Scholarship Contributions. It is recognized that faculty members may choose to concentrate efforts in a few of these areas or may distribute their time among several activities.

### **Schedule of Advancement**

Faculty members will be advanced according to the following schedule:

- A. Instructors who attain the criteria will be eligible for consideration for advancement to the rank of Senior Instructor or Assistant Professor at the next Titles review cycle.
- B. Assistant Professors are eligible for consideration for advancement to the rank of Associate Professor after a minimum of two years as Assistant Professor.
- C. Associate Professors are eligible for consideration for advancement to the rank of Professor after a minimum of two years as Associate Professor.

Faculty members demonstrating extraordinary accomplishments may request to be considered for advancement prior to the timeframes outlined above.

### **Evaluation Process and Schedule**

This schedule outlines a typical cycle. Implementation during the first through third years may require a different timeline.

Title appointments will be considered based on the following events:

- A. The faculty member will inform a designated college official appointed by the president of intent to apply for a title no later than October 31 in the year prior to consideration of advancement.
- B. By January 31 of the following calendar year, the faculty member will have submitted required documentation and any other relevant materials to the Designated College Official.
- C. The Faculty Titles Committee will be convened on or before February 15, and will submit a recommendation to the Executive Titles Board by March 15.

- D. The Executive Titles Board will review the committee's recommendation along with documentation submitted and will make the decision whether or not to approve the advancement in title.
- E. All decisions made in regards to advancement in title will be made by April 30 with notification to the faculty not later than May 15.
- F. Advancement in title will become effective on July 1.

## **Methods for Evaluating Faculty**

Faculty members will be evaluated in the context of the mission and purposes of the institution. The faculty submission should indicate specifically how the faculty member has contributed to the mission and purposes as information generally is presented in the following areas:

### **A. Evaluation of Teaching Effectiveness**

As a college, The Art Institute of Philadelphia values excellence in teaching above all other competencies. Teaching effectiveness involves a thorough review of teaching in a regular classroom setting. It includes course and curriculum development as well as classroom presentation, achievement of course outcomes, action plans for course improvements, and follow up on course outcomes improvements. The Faculty member's contribution to learning centered instruction; ability to evaluate the learning styles of all students, and preparation of course material and presentations appropriate to different learning styles will be included in the review.

### **B. Evaluation of Student Mentoring and Support**

An essential aspect of a faculty member's responsibility to the institution and to students is to provide advisement and direction. The evaluation of a faculty member for advancement will include a consideration of the faculty member's willingness and skill at providing direction and support to students.

### **C. Evaluation of Professional, Community, and Art Institute Service and Scholarship Contributions**

Faculty will be evaluated on service and scholarship contributions to their profession, their community and the Art Institutes. A positive evaluation can be earned by citing accomplishments from the following list:

1. Leadership/participation in professional organizations appropriate to the faculty member's discipline;
2. Professional practice and consultation activities including but not limited to presentations, lectures, exhibitions and professional support offered to schools, governmental agencies and non-governmental organizations;
3. Active involvement in community organizations including service on boards and advisory committees
4. Service to EDMC/AII and/or one's local campus in curriculum and departmental development activities, evaluation, policy development, and participation and leadership in organizational committees;
5. Effective interaction with, advocacy on behalf of, and role modeling for students, as well as advising and supporting student groups, organizations and activities.
6. Scholarship as evidenced by publications, research, artist's residencies and the display of work in invitational, juried or other exhibitions.
7. Completion of assignments and administrative responsibilities in a timely and professional manner, as well as consistent participation in portfolio reviews (where applicable) and graduations.

## **Review Documents**

### **A. Required Materials**

[Note: Much of what is required below is also part of the Performance Review process, ACICS Data Sheet and the Individual Development Plan. Faculty members are reminded that transcripts and other documents may be obtained from Human Resources.]

The faculty member has the responsibility to submit an application that is accurate and complete, containing up-to-date information. This submission will contain the following, in the order below:

1. Current vitae / resume
2. Official copies of all college transcripts.
3. A list of teaching activities including courses developed, course preparation, and courses taught.
4. Documents from prior reviews and evaluation (student, peer, classroom observations, PPAR results.)
5. Evidence of effective interaction with, advocacy on behalf of, and role modeling for students, as well as advising and supporting student groups, organizations and activities.
6. An indication of scholarly activities.
7. A listing of honors and awards (local, national and international); offices held in professional associations; membership on significant professional committees.
8. A listing of committee memberships, chairmanships, and offices held in local and campus settings.
9. An indication of services provided to the professional community or the community at large.
10. Documentation of license, certification, or registration, where required.

### **B. Other Supporting Documents**

While this submission will contain standard information, for evaluation purposes the faculty member may need to supplement this with more detailed documentation obtained from a number of sources. The following documents are a sample of the materials the faculty member may choose to include in order to complete the review with appropriate thoroughness:

1. Material used in classroom instruction such as syllabi, assignments/projects, readings and examinations.
2. Information on additional committee assignments; and other special teaching activities.
3. Student course evaluations and surveys, with particular regard to summary evaluations, versus individual student evaluations.
4. Evidence of instructional improvement projects or activities developed or carried out, such as leadership in significant curricular changes or in the development of new courses.
5. Evidence of the impact the faculty member has had on the faculty, students and the professional community.
6. Evidence of the faculty member's activity with professional organizations and the type of leadership or influence exercised.
7. Copies of publications, presentations and research monographs completed by the faculty member.
8. Documentation of exhibitions and artist's residencies.
9. Evidence of other scholarly activity, for example, advanced training.

### **Reevaluation of this Procedure**

The parties agree to review this procedure each year to ascertain its effectiveness and revise its provisions as necessary.

### **Faculty – Non Terminal Degree**

A faculty member employed in a full time or part time teaching capacity at the Art Institute of Philadelphia prior to 1993 and experienced in the field who meets all criteria required of a full professor and six out of the seven requirements but is credentialed with a non-terminal master's degree, may be granted the title of Professor provided there is a majority consent of the Executive Titles Board.