

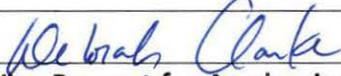


ARIZONA STATE UNIVERSITY

Confirmation of Approval

College/Unit	Design and the Arts
Unit	n/a
Document	Criteria for Appointment, Promotion & Tenure

The attached document has been approved by the provost's office.

	7/6/18
Deborah Clarke, Vice Provost for Academic Personnel	Date

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Herberger Institute for Design and the Arts
Promotion and Tenure Criteria
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Criteria for Appointment, Promotion, and Tenure Herberger Institute for Design and the Arts

**Arizona State University
Tempe, Arizona**

This document establishes general criteria and expectations related to appointment, promotion and tenure for faculty in the Herberger Institute for Design and the Arts. The criteria focus specifically on tenured and tenure-track faculty (assistant professor, associate professor, professor) and fixed-term appointment faculty who may be eligible for promotion but who are not on a tenure track (lecturer, senior lecturer, principal lecturer, clinical assistant professor, clinical associate professor, clinical professor, assistant professor of practice, associate professor of practice, professor of practice, research assistant professor, research associate professor, research professor. (See ACD 505-02, Faculty Members, Appointment Categories, Ranks, and Titles) This document outlines general expectations for research and creative activity, teaching, and service, as appropriate to the appointment. The expectations are necessarily general in nature due to the multiple and diverse disciplinary specializations of faculty in the Herberger Institute for Design and the Arts. Individual units in the Herberger Institute have unit-specific criteria for appointment, promotion and, when appropriate, for tenure. The unit documents provide establish more specific and detailed criteria for the broad Institute expectations outlined below.

Criteria for Tenure-Eligible and Tenured Faculty

Tenured and tenure-eligible faculty members include Assistant Professors, Associate Professors, and Professors. (See the policies [ACD 506-03](#), “Faculty Probationary Appointments,” [ACD 506-04](#), “Tenure,” and [ACD 501](#), “Conditions of Faculty Service”).

Assistant Professor

Appointment to the rank of Assistant Professor in the Herberger Institute for Design and the Arts requires a terminal degree (MFA, DMA, MPhil, or PhD) or equivalent professional experience in an appropriate discipline coupled with demonstrated ability to conduct significant research and creative work in design or the arts. In addition, a faculty member appointed to the rank of Assistant Professor is expected to demonstrate a commitment to excellent undergraduate and graduate teaching, and a commitment to service to the unit, the Institute, the University, the community and the profession.

If a new faculty member has gained appointment as an Assistant Professor pending completion of a terminal degree and fails to complete the degree by the specified hire date, the new faculty member may then be appointed as Instructor, ABD for up to one

year. Appointment as an Assistant Professor will begin the year after the degree is completed, with the tenure “clock” commencing at that time.

Associate Professor

The standard probationary period is six years. Application is made at the end of the fifth year and reviewed in the sixth year. Promotion to the rank of Associate Professor requires a national reputation established through significant research and creative work, a sustained record of effective instructional contribution, and a growing record of service to the unit, the Institute and University, the community, and the profession. The promise of future continuing achievement in all three areas is essential.

In some cases, new faculty may be hired at the rank of Associate Professor without tenure. Appointment at the rank of Associate Professor without tenure requires a terminal degree (MM, MFA, DMA, MPhil, or PhD) or equivalent professional experience in an appropriate discipline. A record of successful teaching in higher education or other professional venues, and service to the previous employer(s), the community, and the profession must also be evident. The standard probationary period for untenured associate professors is four years.

Professor

Promotion to the rank of Professor in the Institute occurs after promotion to the rank of Associate Professor with tenure. Promotion to Professor requires an international reputation achieved through a sustained record of outstanding research and creative work that significantly advances the discipline. Promotion also requires a sustained record of excellence in teaching and instructional contributions to the unit and the Institute, and a superior record of service to the unit, the Institute and University, and the community, and to the profession at national and international levels.

Criteria for Fixed-Term Faculty

Fixed-term faculty eligible for promotion in the Herberger Institute include lecturers, clinical faculty, professors of practice, and research professors, as described below. These faculty are not eligible for tenure. (ACD 505-02)

Lecturer, Senior Lecturer, Principal Lecturer

Appointment as Lecturer in the Herberger Institute requires a graduate degree or equivalent professional experience in the appropriate discipline. Those appointed as lecturers are expected to demonstrate a commitment to excellence in teaching and in service and/or administrative responsibilities related to teaching. Lecturer appointments do not carry research or creative activity expectations, although contributions to the research, scholarly, and creative mission of the Institute are valued.

Promotion to Senior Lecturer requires a terminal degree (M.F.A., DM, MPhil, or Ph.D.) or equivalent professional experience in an appropriate discipline. Senior lecturers must demonstrate a record of excellence teaching in the unit and five years' experience in teaching, the majority of which should be at ASU. Excellence in service and/or administrative responsibilities related to teaching is also expected. Senior lecturer appointments do not carry research or creative activity expectations, although contributions to the research, scholarly, and creative mission of the Institute are valued.

Promotion to Principal Lecturer requires a terminal degree (M.M., M.F.A., DM, MPhil, or Ph.D.) or equivalent professional experience in an appropriate discipline. Principal lecturers must demonstrate a record of continued and sustained excellence in teaching since the past promotion and a total of seven years' experience in teaching, the majority of which should be at ASU. Evidence of excellence in service and/or administrative responsibilities related to teaching at the Institute and within the university are also expected. While research or creative activity is not required of Principal Lecturers, contributions to the research, scholarly, and creative mission of the Institute are valued.

Clinical Assistant Professor, Clinical Associate Professor, Clinical Professor

ASU defines clinical faculty as follows: "Clinical faculty are fixed-term faculty members who are qualified by training, experience, or education to direct or participate in specialized university functions, including teaching, student internships, training, or other practice components of degree programs. Responsibilities of clinical faculty may encompass any area of professional practice and/or technical expertise and may include professional development." (ACD 505-02).

Appointment as a Clinical Assistant Professor in the Herberger Institute requires evidence of experience and education in the field or the discipline sufficient to direct or participate in the specialized teaching and practice experiences that are part of the mission of the Herberger Institute and its degree programs. Those appointed as Clinical Assistant Professor are expected to demonstrate a commitment to excellence in teaching and practice activities related to the design and arts degree programs of the Institute. Clinical Assistant Professor appointments may include administrative and service responsibilities related to teaching and practice, as determined by the director and dean. While research or creative activity is not required of Clinical Assistant Professors, contributions to the research, scholarly, and creative mission of the Institute are valued and encouraged.

Promotion to Clinical Associate Professor requires evidence of experience and education in the field or the discipline as specified above, a record of excellence teaching in the unit

and five years' experience in teaching, the majority of which should be at ASU, and a record of excellence in service to the unit, the Institute, and the profession. Contributions to the research, scholarly, and creative mission of the unit and Institute are valued, however, teaching and service are the primary focus of promotion.

Appointment as a Clinical Associate Professor in the Herberger Institute requires evidence of experience and education as specified above, a record of successful teaching and practice activities in higher education or other professional venues, and a record of service to the previous employer(s), the community, and the profession. Clinical Associate Professor appointments may include administrative and service responsibilities, as determined by the director and dean. Contributions to the research, scholarly, and creative mission of the Institute are valued and encouraged.

Promotion to Clinical Professor requires evidence of experience and education in the field or the discipline, a record of continued and sustained excellence in teaching since the past promotion and a total of seven years' experience in teaching, the majority of which should be at ASU. Evidence of a record of excellence in service to the unit, the Institute, the university, and the profession is also required. Contributions to the research, scholarly, and creative mission of the unit and Institute are valued and encouraged.

Appointment as a Clinical Professor in the Herberger Institute requires evidence of experience and education as specified above, a record of successful teaching in higher education or other professional venues for which the faculty member has attained national recognition, and a record of service to the previous employer(s), the community, and the profession. Administrative and service responsibilities will be determined by the director and dean. Contributions to the research, scholarly, and creative mission of the Institute are valued and encouraged.

Professor of Practice

ASU defines Professor of Practice as follows: "Professors of practice are fixed-term faculty members whose expertise, achievements, and reputation developed over a sustained period of time qualify them to be distinguished professionals in an area of practice or discipline, although they may not have academic credentials or experience. The responsibilities of this position are teaching courses, seminars, and independent studies to undergraduate and graduate students or other duties that the dean determines are appropriate." (ACD 505-02).

Appointment as Professor of Practice requires a record of expertise and achievements in the discipline or arts practice sufficient to establish the individual as a distinguished professional at the international level. Individuals newly appointed at the Professor of

Practice rank are expected to demonstrate excellence in teaching consistent with the mission of the Herberger Institute and its degree programs. Professors of Practice may have other administrative or service expectations related to teaching in the discipline, as determined by the director and dean.

Research Professor, Research Associate Professor, Research Assistant Professor, Research Scholar

ASU defines research professors as follows: “Research faculty are fixed-term faculty members who are qualified to engage in, be responsible for, or oversee a significant area of research or scholarship. They may also serve as principal or co-principal investigators on grants or contracts administered by the university or take on other appropriate responsibilities. Research faculty who are hired on or supported by research grants or contracts are not guaranteed space, facilities, or services beyond those approved for currently active grants or contracts.” (ACD 505-02)

Appointment as a research faculty member in the Herberger Institute requires a terminal degree in the discipline and demonstrated ability to attract funding to support the research mission of the Institute. The rank at time of appointment will be determined by the director and dean and must be consistent with the research expectations of tenure-track or tenured faculty in the school and the Institute. The research faculty member’s focus is primarily research; other administrative, teaching, and service expectations will be determined by the director and dean.

Promotion between ranks for research faculty will be determined primarily on research outcomes, including funding. Research outcomes must be consistent with the research expectations for a tenured or tenure-track faculty member at the same rank in the same school. A well-established national research profile is expected for promotion to Research Associate Professor. A well-established and national and/or international research profile is expected for promotion to Research Professor.