

MICHIGAN STATE UNIVERSITY

DATE: December 10, 2019
TO: Tenure System Faculty, Academic Specialists in the Continuing System
FROM: Teresa Dunn, Department Advisory Committee Chair
RE: Peer Review

In accordance with Section 7.2.2 of our department bylaws, it is the responsibility of the Chairperson of the Advisory Committee to initiate the annual evaluation process. Therefore, I write to request that you submit materials for accomplishments occurring during the 2019 calendar year (January 01, 2019 through December 31, 2019).

Please upload the Narrative, List of Accomplishments, digital documentation of accomplishments, and FAIS Report that includes the MSU Professional Accomplishments Form by 11:59 pm Thursday, January 31, 2020 via the link provided to you from Sarah Jackson to your individual Google Drive folder. If desired, supplemental documentation of hard copy original books or catalogs may be submitted to Sarah Jackson by 5pm Thursday January 31, 2020. In addition, Academic Specialists in the Continuing System are advised to complete and upload the Professional Accomplishments Form that correlates with Form C.



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& Letters

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This year the DAC has responded to recommendations from the most recent Peer Review Committee to modify the solicitation of materials for clarity and uniformity of format. Sarah Jackson will email you a link to your personal Google Drive folder. Detailed instructions below describe how your materials should be formatted and organized. Your Google Drive folder will be accessible by the chairperson, her assistant, and the Peer Review Committee.

FAIS will no longer be used to generate peer review materials; however, its completion is still required. Upload documents to four (4) separate folders in your Google Drive, with an optional fifth (5), named as follows: 1) Primary Documents, 2) Research Documentation, 3) Teaching Documentation, 4) Service Documentation, 5) OPTIONAL Supplemental Documentation. (Note: Outreach materials will be addressed later in the list as a component of Research, Teaching, and/or Service.) Each folder should contain PDF, WORD, and/or JPEG files:

- 1) Primary Documentation: A 2–3 Page Narrative, List of Accomplishments, FAIS report with MSU Professional Accomplishments Worksheet, and complete academic CV. FAIS system closes promptly at January 31, 2020, 11:59 pm. Complete the FAIS, at the following address:

<https://www.egr.msu.edu/activityreport/>

- 2) Research Documentation: PDF file(s) or JPEG files whose page numbers and/or file names correspond to your enumerated List of Research Accomplishments and Research Related Outreach.
- 3) Teaching Documentation: PDF file(s) or JPEG files whose page numbers and/or file names correspond to your enumerated List of Teaching Accomplishments and Teaching Related Outreach. The MFA Committee List will be provided to the Peer Review Committee for convenience.
- 4) Service Documentation: PDF file(s) or JPEG files whose page numbers and/or file names correspond to your enumerated List of Service Accomplishments and Service Related Outreach. The Academic Governance file will be provided to the Peer Review Committee for convenience.

Please be attentive to deadlines. Failure to submit materials in a timely fashion is considered a serious breach of faculty responsibility and the Advisory Committee has advised the Chair to take any such failures into consideration in the annual review process.

The Advisory Committee has set the dates for the annual review process.

December 10, 2019	Advisory Committee Chair issues a call for submission of review materials for Tenure System faculty.
January 31, 2020, 11:59pm	Annual review materials due using the FAIS system: (https://www.egr.msu.edu/activityreport/) (covering the period 01/01/19–12/31/19) by 11:59 pm on 1/31/19. Submit materials as described to individualized Google Drive Folder link to be provided by Sarah Jackson. Hard copy original documentation may be submitted to Sarah by 5pm on this date.
February 3, 2020	Peer Review Committee given charge and meets to review materials
April 8, 2020	Peer Review completes charge with recommendations to chairperson
April 15, 2020–May 1, 2020	Faculty meet individually with the Chair. An invitation to schedule meetings will be issued separately.

Your annual review dossier should be submitted electronically to your individualized Google Drive Folder via the link provided by Sarah Jackson with all the following items contained in the format described above. Hard copy supplemental originals, may also be submitted to complement electronic documentation, if desired.

1. **Professional Narrative. A narrative of no more than two–three (2–3) pages, describing activities, their significance, and future professional goals 3–5 years plan. See Model Form**
The narrative provides an opportunity to explain how your activities relate to each other and to your future professional goals, and to put them into a context related to your role in the department. Please refer to the model format below for more specific instructions. The general guidelines for allocation of effort continue to set 40% research, 40% teaching, and 20% outreach and/or service, at appropriate levels. It is important to note that the Provost’s Committee on University Outreach defines outreach as scholarship that cuts across the mission involving generating, transmitting, applying, and preserving knowledge for the direct benefit of external audiences. If in your case a situation has arisen that made it appropriate for you to re-allocate efforts in response to opportunity, or an explicit agreement has been reached with the chair for a different allocation, please be sure to describe these circumstances here as well.

PDF or WORD files to go in folder named “Primary Documents”

2. **A List of Accomplishments**

See the Sample List of Activities for guidance on how to list all Research, Teaching, Service, and Outreach activities from the 2018 annual year. Please enumerate each activity to correspond to documentation. **PDF or WORD files to go in folder named “Primary Documents”**

3. **Complete Academic CV.** This document will provide context for your annual review. **PDF or WORD files to go in folder named “Primary Documents”**

4. **Documentation of Accomplishments.**

Materials that document activities help establish a context for those contributions and outcomes, the stature of an outcome, the scope of a new course, etc. Please see Sections 7 and 8 of the Department Bylaws for examples of the kinds of documentation you should provide and the criteria being used to evaluate your accomplishments. (If you have been on leave of any kind, including a sabbatical, you still must submit your materials for annual review process.)

You will find three (3) separate folders named “Research,” “Teaching,” and “Service” in your Google Drive Folder. “Outreach” Activities should be placed in each folder corresponding to the appropriate category, whether Research, Teaching, or Service. Refer to the Sample Activity List for guidance. An Optional fourth (4) folder called “Supplemental” is for any activities that do not fall into the three main categories but are important for your record. In each folder place appropriate documentation as either:

- a single PDF (with page numbers that correspond to List of Accomplishments)
- **or** multiple PDF files (with file names enumerated to correspond to List of Accomplishment)

- *or* JPEG files (with file names enumerated to correspond to List of Accomplishments)

5. **Standard MSU Professional Accomplishments Form.**

Completing FAIS will generate a PDF that includes the Professional Accomplishments Form.

This can be viewed in FAIS under “Summary Data.” This form will not be sent out as a separate document as in previous years. Complete the Professional Accomplishments Form Worksheet only through FAIS system. **PDF to go in folder named “Primary Documents”**

6. **FAIS Report**

After you have completed FAIS, submit the PDF report generated. Do not submit your narrative or any documentation in the FAIS system. **PDF file to go in folder named “Primary Documents.”**

7. **Relevant and available SIRS Forms will be provided by the Main Office to the Peer Review Committee.** You do not need to submit these.

MODEL NARRATIVE FORMAT

NAME: _____

For the period (01/01/2019–12/31/2019), please provide a description of your accomplishments in research and creative activities, teaching, service, and outreach. Explain how activities relate to one another, and to future professional goals. In preparing this document, please work to identify the most significant thing you accomplished this year in research and creative activities, in teaching, in service, and in outreach. Also identify what you consider to be the greatest contribution you made to the department as a faculty member. Finally, outline what steps you have taken toward accomplishment of your long-term goals in research, teaching, service, and how outreach relates to any and/or all of the components across the mission.

Your narrative should position yourself and your work in your field(s) in order to contextualize accomplishments, emphasizing and identifying those of most importance not only to your trajectory but also to your distinction as a scholar/artist/designer. In particular, please clarify the nature of collaborative work, trace multi-year plans, when appropriate clarify the “peer review” nature of activities, and outline strategies for cultivating audiences for work. Please refer to the bylaws statement on “Evidence of Consistent Professional Effectiveness” in the categories of research and creative activity, teaching, outreach, and service (8.1.1).

SAMPLE LIST OF ACTIVITIES.

The list is not exhaustive nor inclusive of all types of accomplishments. It is meant to provide format guidance. Note the number of each entry should correspond to file numbers or page numbers in your digital documentation for each category.

RESEARCH

Articles

1. Smith, Jane. "Cool Landscapes." Art Bulletin, 49 (Spring 2019), 51-63. National Peer reviewed. Copy attached.
2. Smith, Jane and White, Charles. Art and Technology. New York: Oxford University Press, 2019. National Peer Reviewed. Copy attached.

Conference Presentations

3. Smith, Jane. "Technological Landscapes." Paper delivered at 59th Annual National Meeting, College Art Association, Seattle, WA, 2/12/19 program and abstract attached. Peer reviewed.

Solo Exhibitions

4. "Smith Collective." Solo exhibition of 12 collaborative works, Je Suis Gallery. Paris, France, 12/3-20, 2019. International Juried. Invitation/postcard/installation shots attached.

Group Exhibitions

5. "14 Artists Who Love Landscape." Group invitational exhibit of 14 artists, Smith Gallery, Chicago, IL, June 1–30, 2019. National Curated Invitational. Copy of invitation/postcard/installation shots attached. Two works selected: "Landscape Litho #1" and "Landscape Sculpture #2"

Exhibition Review

6. Von Critic, Guy, et al. "Abstract Art that Really Sings." *Hyperallergic*, Hyperallergic. 19 May 2019. National Peer Review. www.hyperallergic.com/the_rest_of_the_url/

Proposals

7. Smith, Jane. "Technology, Landscape and Mysticism" 2019. John Simon Guggenheim Memorial Foundation. International Peer Review. Pending Notification. Submission Attached.

or

8. A workshop proposal, Michigan Council for the Arts and Cultural Affairs, April 22, 2019. (\$2,500). No response received. Copy of signed proposal attached.

or

9. Proposal funded for \$2,100.00 (letter attached). Copy of signed proposal attached. National Peer Review.

or

10. Proposal denied (letter attached). Copy of signed proposal attached.

Research Outreach

11. Donated Artwork to Fundraising Art Auction at STRETCH Art Center, Landers, MI. 2019. Invitation attached. Local Invitational.

TEACHING

1. Courses taught, syllabi attached
2. Member, MFA Thesis Committee, B. Smitheringtrou. Committee list provided by Main Office.
3. Major Professor, MFA Thesis Committee, S. Talheimer. Committee list provided by Main Office.
4. SIRS Forms Provided by Main Office.

Teaching awards

5. Outstanding College Teacher, Michigan Educational Association, 2019. Regional Peer Reviewed. Copy of award.

Teaching Outreach

6. Coil vessels clay workshop for K–5 Elementary Students, April 1, 2019. Grand Rapids Art Museum, Grand Rapids, MI. Regional Invitation. Invitation/ Program/Activity Images Attached.

SERVICE

Professional Service

1. Consultant, Greenwood Lake Art Program. Provided curricular advice regarding the development of adult visual arts programming. Ongoing 2019. Email attached.
2. Panelist, “What is Art?” August 16, 2019. Levittown, MI. Invitation attached.
3. External Reviewer for Tenure Case at AnyState University. Invitation attached.

Academic Service

4. Co-curator, Undergraduate Exhibition, Art, Art History & Design, MSU, Spring 2019. Academic Governance List provided by Main Office.
5. Member, AAHD Advisory Committee. List provided by Main Office.
6. Member, CAL Dean Search Committee. List provided by Main Office.
7. Chair, University Curriculum Committee. List provided by Main Office.
8. AAHD Area Coordinator. List provided by Main Office.

Service Outreach

9. Juror, Levittown Art Festival 2019, Levittown, MI. Invitation attached.
10. “Meet the Masters” K–12 Art Appreciation Group, Okay Public Schools, March–May 2015.