

Bylaws of the College of Motion Picture Arts
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Bylaws of the College of Motion Picture Arts

Approved by the majority of the faculty

April 14, 2014

These Bylaws are established to help the faculty and administration of the College of Motion Picture Arts (henceforth referred to as the College) conduct business efficiently and with fairness to all concerned. Nothing provided herein may in any way contradict or supersede the Constitution of the Florida State University, the Board of Governors, or the statutes of the Florida Legislature.

1. Defined Terms

Committee Governance means any act by the Faculty that affects the composition, rules of procedure, policies, or subject matter within the purview of a given Standing or Ad-hoc Faculty Committee.

Attendance means an active presence in a Faculty or Special Meeting by way of personal appearance, telephone, videoconference, or any other similar technology that facilitates real-time interaction with all meeting participants.

Voting Member means any Faculty or Non-Traditional Voting Member for purposes of decisions to be made by polling.

Proxy means any vote cast by one Voting Member on behalf of a Voting Member, provided such vote being cast can be substantiated with written evidence that such vote cast was the will of that Member not in Attendance.

Question means any requested act by the Faculty *other than* a matter involving in the Election of an individual to an Office, an amendment to these Bylaws, the composition or governance of any Standing or Ad-hoc Committee, any act involving the Promotion, Promotion and Tenure Policy, or any action regarding the membership composition of the Faculty or Voting Membership.

Dean means that individual currently vested in the position of Dean of the College by act of the President of the University.

Faculty collectively means all persons who hold full-time (defined as a minimum .75 FTE) academic-year faculty appointments within the College.

Part-time Faculty means any appointed faculty member who works less than .75 FTE within the College.

Staff means those College employees designated by the College as staff in the employee roster.

Non-Traditional Voting Member means any Part-Time Faculty or non-Faculty person whose position is, by virtue of meeting eligibility requirements and by act of the Faculty, vested with the rights, duties, and privileges of a Voting Member except where otherwise specified in the Bylaws or in the Constitution of the University.

Ex Officio Committee Member means a member of a committee who is made a member of the committee by virtue of holding another office. Ex Officio Committee Members have the voting rights of other committee members unless otherwise specified in the Bylaws.

Standing Committee means any College Committee that has continuing business requiring service from year to year, as elaborated below in the section on Faculty Committees.

Promotion and Promotion / Tenure Policy means the policy as specified in that certain documentation of the College's promotion and tenure policy as adopted, ratified, and in force in accordance with these Bylaws.

Ad-hoc Faculty Committee or **Ad-hoc Committee** means any Committee established to address questions or needs not completely within the defined charter of any of the existing Standing Committees.

2. Membership

2.1 Faculty Membership

Faculty are automatically vested with Voting Membership in this body.

2.2 Non-Traditional Voting Membership

Part-time faculty are eligible for Non-Traditional Voting Member status if their teaching duties and/or activities are viewed as integral to the College as determined by discussion and majority vote of the Faculty.

Staffs are eligible for Non-Traditional Voting Member status if their teaching duties and/or activities are viewed as integral to the College as determined by discussion and majority vote of the Faculty.

Other eligible classes may be determined and defined by the Faculty by majority vote.

Non-Traditional Voting Member status may be granted either for a specific term or indefinitely by majority vote of the Faculty.

Voting on questions related to Non-Traditional Voting Member status is reserved for Faculty members.

3. Rights & Responsibilities of the Faculty

The Faculty shall be the legislative body of the College. Subject to the regulations of the Board of Governors (BOG), the Board of Trustees (BOT), and the Constitution of the University, it shall determine the requirements for academic degrees, shall establish admissions and grading policies, shall approve course offerings, and may act on any other matters of concern to the College.

Faculty shall develop and maintain governing documents containing criteria for:

- Promotion of specialized faculty
- Promotion and tenure
- Evaluating specialized faculty, tenure-track, and tenured faculty
- Sustained performance evaluation processes
- Merit evaluation processes
- Recruitment and selection of new faculty
- Appointments

4. The Dean

The Dean shall serve as the executive who, in conjunction with the Faculty and working with the appropriate committees of the College, shall offer vision, and provide leadership and coordination of College academic programs, research, and service.

The Dean shall function as the principal financial officer of the College. With input from the Executive Committee and regular engagement with the Faculty, he/she shall supervise receipts and expenditures of all monies as well as prepare an annual budget.

The Dean shall be responsible for promoting the academic and financial interests of the College within the larger University, the community at large, all levels of government, and with the alumni.

The Dean may appoint Associate Deans, Assistant Deans, Area Heads, Directors and other positions to assist with administering the College. Faculty appointed to such positions shall serve at the pleasure of the Dean for a length of time determined by the Dean.

5. Meetings

5.1 Faculty Meetings

The College of Motion Picture Arts faculty shall meet each semester upon the call of the Dean or at the request of committees, or by written petition of at least 20 percent of the faculty.

Faculty meetings shall consist of, but not be exclusive to, any agenda items submitted by the faculty, staff, and/or administration of interest and/or importance at the time of the meeting.

Standard meeting protocols include the following:

The Dean shall determine the order of business (or agenda) for each Faculty Meeting and shall preside over the meeting. In his or her absence, the Associate Dean or a person designated by the Dean shall preside. If neither the Dean, nor any Associate Dean nor a designated president is in Attendance, then the first order of business shall be the appointment of a meeting chair by nomination, second, and then vote by Voting Members in Attendance.

Meetings may also include members of College staff as deemed appropriate by the

Faculty.

A Voting Member is deemed to be in Attendance, for the purposes of a quorum as well as for voting purposes, if he or she is able to interact with all other meeting participants in real time. Such Attendance can be facilitated by telephone, videoconference, or any other similar technology that makes such group interaction possible.

A simple majority (51%) of the Faculty shall constitute a quorum.

Any faculty member or committee may request that a discussion or action item be put on the agenda of a faculty meeting. The Executive Support Assistant to the Dean (hereinafter, "the Executive Support Assistant") shall issue a call for these items prior to each faculty meeting.

The Executive Support Assistant shall make the agenda available to the faculty at least 1 hour prior to the meeting.

Minutes of all faculty meetings shall be kept by an assistant appointed by the Dean and made available to all faculty members after the meeting upon request, whether present at the meeting or not, within 10 working days of every faculty meeting.

For action to be taken on a motion that pertains to curricular issues of a department or program, a Faculty representative from that department or program must be in Attendance for any action to carry and be declared in force.

All faculty meetings and special faculty meetings shall be conducted in accordance with the most recent edition of *Sturgis Standard Code of Parliamentary Procedure*.

6. Faculty Voting

6.1 Elections

All Faculty shall have the right to vote in all of the College's elections except where otherwise specified in the Bylaws of the College or in the Constitution of the University.

A simple majority shall determine the outcome of elections to office.

Elections to office shall be by secret ballot poll. Another ballot shall be called in the case of a tie. If possible, this will continue until the tie is broken. If not possible, the Dean shall cast the deciding vote.

Elections for standing committees shall normally take place during the Annual faculty conference to take effect at the start of the following semester.

Elections for other committees shall take place as needed.

6.2 Voting on Questions

For acts of the Faculty not expressly mentioned elsewhere in this section, a simple majority vote of those Voting Members in Attendance, as well as those voting by Proxy, shall determine the outcome.

Faculty may cast a Proxy vote at any meeting at which they will be absent by notifying the Executive Support Assistant in advance of the meeting of their intention to do so. The notification must include the name of the faculty member who will cast the proxy vote and indicate on which questions that person is authorized to cast the Proxy vote.

In the case of an electronic vote, the Dean or his or her representative shall be responsible for communicating the question and designating an individual to whom electronic ballots are to be sent. A simple majority vote of those who submit electronic votes shall determine the outcome. The ballots shall be maintained for inspection for 10 working days.

7. Standing Committees

7.1 General Provisions

Except where otherwise defined, The Faculty is responsible for electing members to the following standing committees: Admissions Committee, Curriculum Committee, Promotion Committee, Promotion & Tenure Committee, and Executive committee. The committee is responsible for appointing one of the elected members of these committees to serve as the Chair of the respective committee.

When electing faculty to office, the Faculty shall consider the interests of specific faculty in serving on a committee (or committees) with the broader goal of faculty sharing equitably in the service needed to support the goals of the College.

A Faculty member shall not be required to serve on more than one standing committee of the College at the same time, but may choose to do so if elected or appointed to more than one standing committee.

All standing committees shall be accountable to the Faculty, shall develop an agenda, goals, and meeting schedule for the year, and regularly report progress to the faculty with sufficient notice to allow for discussion and review and if applicable, amendments and voting.

The Faculty may amend the composition and rules governing the conduct of any Standing committees by majority vote.

Furthermore, by majority vote, the Faculty may form or dissolve any Ad-hoc Committee.

For committees elected by the faculty, the following procedures will be used:

Opportunities for nominations shall be made available to the Faculty prior to balloting. Any faculty member may nominate any eligible faculty, including himself or herself. The nominee must agree to be a candidate and should be prepared to fulfill all reasonable responsibilities of the committee. Nominations will be received by the Associate Dean

with no second required. Only nominated individuals will appear on the ballot.

Voting shall be conducted by secret ballot poll. Representatives shall be elected by a majority vote of all voting faculty.

Elections shall normally take place during the annual faculty conference to take effect at the start of the following semester.

7.2 Executive Committee

The Dean, Associate Dean, Chief of Staff, and a member (or members) of the Faculty appointed by the Dean, shall constitute the Executive Committee.

This Executive Committee shall have primary responsibility to advise the Dean regarding planning, management, budget matters and strategic opportunities.

The Executive Committee shall meet regularly and on call of the Dean.

7.3 Admissions Committee

The Admissions Committees shall be responsible for overseeing admissions policies and procedures, evaluating prospective candidates, and selecting candidates for admission to their respective degree programs.

The number of faculty members needed to serve on the committee during a given year will be determined by majority vote of the Faculty based on consideration of programmatic needs.

Committee member terms shall be staggered with each elected term being for two years.

The Associate Dean serves as an ex-officio member of the committee.

7.4 Curriculum Committee

The Curriculum Committee shall be responsible for the evaluation and maintenance of the College curriculum.

The Committee shall consider for approval all new courses and curricula as well as all changes in—or deletion of—existing courses, general and distribution requirements, academic matters requiring Faculty action, and matters referred to the committee by the Faculty or the Dean.

The Committee shall deliberate any such matters brought before it and present its recommendations to the Faculty.

The Curriculum committee is also charged with the ongoing assessment, discussion, and development of college-wide vision, missions, and strategic plans related to curriculum.

The Curriculum Committee consists of a minimum of five Faculty members. In addition, the Associate Dean serves as an ex-officio member of the committee.

All faculty members from the College are welcome to attend and participate in Curriculum Committee meetings.

7.5 Promotion & Tenure Committees

Two committees are charged with reviewing and recommending candidates for promotion and/or tenure, including the Promotion & Tenure (P&T) Committee and the Promotion Committee.

Assist candidates for promotion and/or tenure in developing a binder that conforms to university guidelines and UFF agreements, including making recommendations to the Faculty regarding best practices of binder preparation and providing mentoring to faculty members, upon request, regarding binder preparation.

Oversee the process and schedule for conducting Peer Reviews of Teaching of all Faculty.

Make recommendations to the Faculty regarding evaluation and merit procedures.

Make recommendations to the Faculty regarding College criteria and procedures for Promotion and Tenure and Sustained Performance Evaluations.

Make recommendations to the Faculty regarding guidelines for staff interested in pursuing teaching and/or faculty positions.

The Promotion Committee considers and recommends to the Dean those specialized faculty members who meet requirements for promotion.

The P&T Committee considers and recommends to the Dean those tenure-line faculty members who meet requirements for promotion and/or tenure.

These committees shall be comprised as follows:

The P&T Committee shall be comprised of a minimum of three members and include a majority of tenured faculty. Faculty of any academic rank (e.g. specialized, tenure-track, tenured) is eligible to serve on the committee.

The Promotion Committee shall be comprised of a minimum of three members and include a majority of specialized faculty. Faculty of any academic rank (e.g. specialized, tenure-track, tenured) are eligible to serve on the committee.

Faculty are ineligible to serve on the committee during a year in which they are being considered for promotion and/or tenure, or for a year in which they are receiving a Committee report on their progress toward promotion and/or tenure (years two and four for tenure-track faculty and year three for specialized faculty), or anytime there is a conflict of interest as defined by the faculty handbook in section 4 employment policies.

Both committees shall follow all procedures set by the Constitution of the Florida State University, Florida State University Faculty Handbook and Promotion and Tenure directives provided by the Vice President of Faculty Advancement.

The Dean shall submit those candidates recommended by the committee for Promotion and/or

Tenure to the Vice President for Faculty Development and Advancement with a report of the committee's recommendations, the narrative explanations summarizing the meetings of each committee in the process, and his or her recommendations.

8. Other Committees

8.1 Faculty Search Committees

The Faculty shall elect a Search Committee when a new, full-time faculty position in the College has been authorized.

The Dean, in consultation with the committee, determines search methods and criteria for the position, solicits applicants, reviews the applicant pool, decides who to interview, and presents the information to the Faculty.

After the completion of interviews, the Faculty discusses and votes to prioritize applicants to the Dean, who makes the final decision to recommend to the university for hiring.

In the case of a new incoming faculty member who wishes to be appointed with tenure, the decisions about whether to recommend that the university make the appointment and grant tenure are made by majority vote of the Faculty.

8.2 University Committees

The Faculty will elect an eligible faculty member to serve as the College representative to the Faculty Senate.

The Faculty will elect an eligible faculty member to serve as the College representative to the Promotion and Tenure Committee.

Other university-wide committees requiring a faculty representative from the College will be appointed according to policies and procedures provided by the Faculty Senate or developed by the Faculty.

8.3 Ad Hoc Committees

The Faculty may establish Ad-hoc Committees deemed necessary by majority vote of the Faculty, to assist in the operation of the College.

Faculty Standing Committees may also create Ad Hoc Committees as needed for special College business in a manner prescribed by that Standing Committee's Policies and Procedures.

The Dean may also establish Ad Hoc Committees, as he or she deems necessary to assist in the operation of the College. Faculty Members may be requested to serve on Ad-hoc Committees formed by the Dean.

Ad Hoc Committees are discharged once their tasks have been completed, or may be dissolved by majority vote of the faculty.

9. Amendments

The bylaws of the College of Motion Picture Arts may be amended by a majority vote of the faculty.

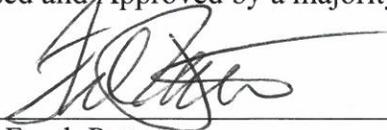
10. Substantive Change Policy

Faculty and staff members are expected to be familiar with and to follow the Florida State University Substantive Change Policy, as posted on the Florida State University web site (<http://provost.fsu.edu/sacs>).

Adopted by Faculty, April, 2014.

Revised and Proposed to the Faculty, April, 2014.

Revised and Approved by a majority of the Faculty, April, 2014.



Dean Frank Patterson

Effective Date : November 24, 2014

COLLEGE OF MOTION PICTURE ARTS (CMPA)
FACULTY PERFORMANCE EVALUATIONS
CRITERIA & PROCEDURES

Purpose and Scope of Evaluation

The basic purpose of faculty evaluation is to recognize, reward, and improve faculty performance in the functions of teaching, creative and scholarly activity, service, and administrative and related duties.

As per the current UFF Agreement, the faculty shall develop and maintain these specific written criteria and procedures by which to evaluate faculty members consistent with the criteria specified in Article 10 of the current UFF Agreement and subject to the approval of the CMPA Dean. These criteria and procedures shall be the sole basis upon which faculty performance is measured.

Criteria

When evaluating a faculty member's performance, the following elements are considered:

- Effective Teaching
- Creative/scholarly activity & research or other contributions to CMPA
- Contributions of general service to College, University & Community

As per the current UFF Agreement, these evaluation criteria will take into consideration "reasonable expectations for different classifications/ranks, experience, and stages of career". Special consideration will be paid to maintain fairness, as The College of Motion Picture Arts is unique in that it is comprised in a large part of Specialized Faculty. Therefore Specialized Faculty members are called upon (and are essential) to govern and steer the college and envision its future.

To this end, for a Specialized Faculty member who has contributions to teaching, service, and creative/scholarly activity that exceed the scope of his/her AOR, those contributions shall be recognized in the annual evaluation in a manner that adds to but does not subtract from the overall rating of the member.

Procedures

The performance of all faculty members is evaluated annually during the Spring Semester.

Each faculty member of every classification is welcome to exercise his or her option to be evaluated by the Dean or Associate Dean of the College of Motion Picture Arts. The evaluator will use three documents for the evaluation: the Evidence of Performance Form, the student evaluations (SPOTS), the Faculty Peer Review Checklist. The faculty member may ask to have additional documents considered (such as letters of support). After the faculty member and Dean (or Associate Dean) meet, discuss the evaluation, and both parties sign, the evaluation form and attachments, if applicable, are retained by the CMPA. The faculty member receives a copy of the evaluation and the original is placed in the faculty member's confidential evaluation file. As part of this process, all faculty members eligible for promotion are apprised in writing of their progress towards promotion. The performance evaluation process is implemented as specified by guidelines provided by the Office of the Vice President for Faculty Development and Advancement.

A narrative explanation for the rating of overall performance will be attached to the Annual Evaluation Summary Form.

For faculty who are meeting expectations, there are three categories:

Substantially Exceeds FSU's High Expectations-This describes a faculty member who far exceeds performance expectations of this university during the evaluation period and/or achieves an extraordinary accomplishment or recognition in one or more of the following: teaching, creative activities, scholarly activities, research and/or service.

Exceeds FSU's High Expectations-This describes an individual who exceeds expectations of this university during the evaluation period by virtue of demonstrating noted achievements in one or more of the following: teaching, creative activities, scholarly activities, research and/or service.

Meets FSU's High Expectations-This describes an individual who demonstrates the requisite knowledge and skills in his/her field of specialty

and completes assigned responsibilities in a manner that is both timely and consistent with the high expectations of this university.

For faculty who are not meeting expectations, there are two categories:

Official Concern-This describes an individual who is not completing assigned responsibilities in a manner that is consistent with the high standards of this university or is not showing a requisite level of commitment to serving students.

Does Not Meet FSU's High Expectations-This describes an individual who fails to demonstrate with consistency the knowledge, skills, or abilities required in his/her field of specialty and/or in completing assigned responsibilities or shows a low level of commitment to serving students.

1. Teaching Evaluation

Article 10 requires that the annual performance evaluation include a peer review. The CMPA teaching evaluation is comprised foremost of a Peer Review of Teaching and of student evaluations (SPOTS).

A) Criteria

The following elements of teaching are considered if applicable to the assigned duties and responsibilities of the faculty member. The faculty member's teaching is evaluated for effectiveness based upon criteria such as: its organization, presentation, adaptability, constructive interactivity, the development or revision of curriculum and course structure, and adherence to accepted standards of professional behavior in meeting responsibilities to students, the achievements of CMPA student work, syllabus elements required by Florida State University, and most especially upon the mastery of content (in that the faculty member is an expert who demonstrates command of the subject).

But above all the CMPA teaching evaluation will consider effectiveness in stimulating students' critical thinking and/or creative abilities.

B) Procedures

Performance on teaching will be evaluated annually based upon reports of peer observation and results of student evaluations. Faculty members may also submit any other relevant materials such as letters from students or faculty peers and notices of success of relevant student work.

CMPA faculty member reviewers are selected by the faculty member and asked to volunteer to conduct the peer reviews. These peer faculty members cannot review the same member in two consecutive years. One to a maximum of two reviewers' summations of the faculty member's teaching should be submitted to the college. The reviewers will be supplied with the Peer Review of Teaching Checklist. The focus of the CMPA evaluation is on the expertise of the teaching.

The scope of the peer review can be as extensive or focused as the faculty member deems necessary. It is the faculty member's responsibility to request the teaching review and the reviewer's responsibility to submit the review to the faculty member with-in 10 days.

2. Creative/Scholarly Activity Evaluation

A) Criteria

In reviewing creative/scholarly activity and research, the College of Motion Picture Arts includes fiction and non-fiction works such as but not limited to: feature films, short films, experimental films, documentaries, animation, television, performance, film distribution and marketing and finance, and breakthroughs in new media and new equipment as well as screenplays & teleplays & other creative works of fiction like collections of short stories, novels or graphic novels and any known or unknown forms of media yet to be devised.

In reviewing creative/scholarly activity and research, the College of Motion Picture Arts includes presentations such as screenings, festivals, demonstrations or exhibitions of work, clinics/workshops, panels, conferences, recordings, and publications such as articles, chapters, blogs, digital works and books.

Progression of development will be considered in larger creative/scholarly activity and research understanding that commonly films and published works take many years to develop and complete.

B) Procedures

The faculty member will submit the Evidence of Performance form and the peer review checklist and can submit any supporting documentation including but not limited to: awards, invitations to festivals, produced or published, in development, completed works, published articles, chapters, books, invitations to speak or to judge festivals or to lead clinics, outside grant funding, distributed films, or records of live presentation or televised presentation.

3. Service Evaluation:

A) Criteria

The faculty member will be evaluated on his/her contributions in the area of service to the College, the University, the professional community and the local community.

B) Procedures

The faculty member submits his/her Evidence of Performance form as well as any additional support materials such as: letters from peers, letters from students, as well as any other evidence of service.

FSU College of Motion Picture Arts Promotion Criteria and Procedures: Specialized Teaching Faculty

The following constitutes the written promotion criteria and procedures for the Specialized Teaching Faculty in the College of Motion Picture Arts. This document is to be posted on the College of Motion Picture Arts Website (<http://film.fsu.edu>), and will be on file in the Office of the Vice President for Faculty Development and Advancement. All procedures culminate in submission of recommendations via the Office of the Vice President for Faculty Development and Advancement to the President for formal approval. All actions are effective at the same time as tenure track faculty promotions, which is the beginning of the next academic year.

A. College of Motion Picture Arts Criteria for Promotion

(a) Although the period of time in a given rank is normally five years, demonstrated merit, not years of service, shall be the guiding factor. Promotion shall not be automatic, nor may it be regarded as guaranteed upon completion of a given term of service. Early promotion is possible where there is sufficient justification.

(b) Promotion in the Specialized Faculty ranks is attained through meritorious performance of assigned duties in the faculty member's present position.

(1) Promotion to the *second rank* shall be based on recognition of demonstrated effectiveness in the areas of assigned duties.

(2) Promotion to the *third rank* shall be based on superior performance in the areas of assigned duties.

(c) Operating as a Conservatory, The College of Motion Picture Arts is charged with educating the next generation of motion picture artists. Mirroring the structures of the film studio and motion picture industry, students learn by shaping projects from initial concept and story development through production, post-production, and world-wide exhibition. To accomplish this, our faculty teaches traditional courses, engages intensively in one-on-one mentoring of students, and also works in committee to advise and evaluate each student production.

(d) The College of Motion Picture Arts is comprised almost entirely of specialized teaching faculty who are noted industry professionals and/or accomplished academics. As a faculty committed to the long-term career and artistic success of our students, we strongly value the role that our faculty expertise plays in mentoring, advising, and inspiring our students. We also strongly value the ongoing participation of our faculty in professional, creative, and scholarly endeavors that help us develop and maintain our areas of expertise. Particularly given the constantly evolving nature of the motion picture industry, the ability of our faculty to engage in professional work in the field is necessary for keeping our curriculum relevant and our students informed.

(e) All Specialized Teaching Faculty promotion decisions shall take into account:

1) Annual assignments of responsibility (AORs). (Refer to Appendix B: Assignments of Responsibility for information regarding AORs from the Faculty Handbook.)

2) Annual evaluations.

3) Fulfillment of the College of Motion Picture Arts written promotion criteria in relation to the assignment.

- 4) Evidence of sustained effectiveness relative to opportunity and according to assignment.
- 5) Evidence of well-planned and delivered courses.
- 6) Proven ability to teach multiple courses within a discipline/major.
- 7) Summaries of data from Student Perceptions of Teaching (SPOT) or Student Perception of Courses and Instructors (SPCI).
- 8) Letters from two to three faculty members, besides the faculty member's supervisor, who have conducted peer evaluations of the candidate's teaching.
- 9) Other teaching-related activities, such as: mentoring and advising students (e.g. one-on-one meetings, dailies, editing sessions, sound mixing sessions, lab rounds, cut screenings, etc.); teaching special workshops to support the curriculum outside of regular for-credit classes; chairing or serving on student/project/thesis committees (e.g. Director's Prep, Honors in the Major); conducting set production visits; evaluating students' creative work and/or professionalism; and, involvement in curriculum development and innovation.
- 10) Other evidence (Optional), such as accomplishments in creative work, research, and/or service that supports the faculty member's area of expertise and instruction. Examples might include writing, directing, producing, cinematography, editing, animation, production design, sound design, or visual effects supervising for a motion picture project, as well as other endeavors such as: film festival organizing or jurying; writing publications, conducting research, and/or conducting peer reviews of publications relevant to motion picture arts; participation in relevant professional organizations and conferences; and, participating in ongoing professional development related to a faculty member's area of instruction.

B. College of Motion Picture Arts Promotion Procedures

- (a) Recommendations for promotion of members of the Specialized Teaching Faculty proceed, as for all other members of the faculty, according to the process specified in Article 14 of the Collective Bargaining Agreement. The following additional provisions apply:
 - (b) The Promotion Committee shall be elected by the Specialized Faculty according to the process described in the College of Motion Picture Arts Bylaws for the creation of standing committees. Specialized Faculty members shall constitute the majority of this committee.
 - (c) All Specialized Faculty who are eligible for promotion each year must be considered. The faculty member's supervisor shall notify and consult with each eligible candidate to determine whether she or he wishes to apply. Committee members who intend to be considered for promotion on any given year will rotate off the committee but will be eligible to rejoin at the next committee election.
 - (d) If and when the Specialized Faculty Member so desires, he or she, assisted by a designated member of the administrative staff, will prepare a promotion binder. The binder is the one source for all committee deliberations.
 - 1) The Promotion Binder shall include data pertinent to the Criteria for Promotion described in Section A above.
 - 2) Appropriate materials may be selected or abstracted by the faculty member from the faculty member's one evaluation file for inclusion in the promotion binder. Any evaluation of a faculty member placed in the promotion binder shall become a part of the faculty member's one evaluation file.

- 3) Prior to the formal completion of the promotion binder, the faculty member shall have the right to review the contents and may attach a brief response to any material therein.
- 4) Refer to Appendix A: Binder Checklist for a list of the items that should be included in the Promotion Binder prior to submission to the Office of Faculty Development and Advancement.

(e) The Promotion Committee shall then be charged with the responsibility of reviewing the binders of all prospective candidates for promotion annually, aiding candidates in binder material development, and recommending action on the nomination of each candidate.

- 1) Once the Committee has reviewed a completed binder, no material may be added to or deleted from it except under the conditions specified in Articles 14 and 15 of Collective Bargaining Agreement. This means that after the binder leaves the first-level committee, it is complete and no materials can be added to it under normal circumstances.
- 2) The Committee's recommendation will be determined via a secret ballot vote. The Committee will provide a summary of its decision and a written narrative of its recommendation to add to the binder.
- 3) The Chair of the Promotion Committee shall submit the binders of all candidates, except those withdrawn by a candidate, to the Dean.

(f) The Dean shall be charged with the responsibility of independently reviewing the binders of all prospective candidates and will also write a separate recommendation of action on the nomination of each candidate.

(g) The recommendations of the College of Motion Picture Arts Promotion Committee and that of the Dean should be based solely on the careful consideration of whether or not the candidate meets the written criteria for promotion as described in Section A. Criteria for Promotion.

(h) The candidate shall be informed in writing of the results of the recommendations at each level of review including the results of the secret ballot by the committee and the Dean's review. The candidate then has five working days after being informed to withdraw his or her file from consideration for this application round. A candidate who chooses to withdraw is free to apply again at a later date.

(i) Recommendations (to approve or deny) by the Dean, and the College of Motion Picture Arts Promotion Committee, for still active applications are then forwarded to the President or designee for final action via the Office of the Vice President for Faculty Development and Advancement.

(k) The Office of the Vice President for Faculty Development and Advancement confirms that the candidate meets the eligibility requirements, considers these recommendations as well as independently reviews each candidate's record, and then forwards the recommendations to the Provost and President (or their designees) for final approval.

Appendix A: Binder Checklist

CMPA Specialized Faculty Promotion Binder Checklist for Teaching

Labeling of the Binder

- Label front cover and spine Complete name of candidate
- Name of the department and college
- Promotion requested
 - Summary Cover Sheet for Promotion
 - Employee ID number Indicate if early promotion & give justification, if necessary
 - Include votes & signatures

Contents of the Binder

- Binder Cover
- Summary Cover Sheet
- Professional Vita
- Assignments of Responsibilities (AORs)
- Annual Evaluations
- Letters of Progress Toward Promotion
- Promotion Criteria (College of Motion Picture Arts Criteria)
- Committee Narrative (Promotion Committee Narrative)
- Supervisor's Letter
- Dean's Letter
- Faculty Response - Optional
- Courses Taught (FEAS form w/percent of effort assigned & enrollment)
- Grade Distribution for Each Course
- Evidence of Well-Planned and Delivered Courses (Candidate's statement & supporting materials)
- Student Evaluation Summary Form (SPOT/SUSSAI/SPCI Forms)
- Peer Evaluation Letter #1
- Peer Evaluation Letter #2
- Peer Evaluation Letter #3 - Optional
- Ability to Teach Multiple Courses (Candidate's statement & supporting materials)
- Teaching Activities (Candidate's statement regarding mentoring, advising, special workshops, instructional innovation, curriculum development, and/or other activities as described above in Section A(e)(9), with supporting materials if desired)
- Other Evidence - Optional (Candidate's statement regarding creative, professional, and/or scholarly endeavors relevant to area of instruction as described above in Section A(e)(10), with supporting materials if desired)

For additional information about what to include a promotion binder, review the Collective Bargaining Agreement Article 14 and Appendix J and the CMPA Promotion Criteria and Procedures: Specialized Teaching Faculty.

Appendix B: Assignments of Responsibility

(a) As stated in the Faculty Handbook Section Five: Faculty Development: “All faculty members are assigned annually in writing their duties and responsibilities in teaching, research and other creative activities, service, and any other specific duties and responsibilities. This assignment will be made at the beginning of employment and thereafter, by the end of each Spring Semester for the coming year.” Faculty members must acknowledge receipt of said Assignment of Responsibilities (AOR) in writing.

(b) As further stated in the Faculty Handbook, “Supervisors responsible for making the assignment will ensure that the assignment:

- (1) is clear and reasonable;
- (2) provides opportunities to applicable faculty members for progress toward meeting the criteria and standards for promotion and tenure;
- (3) provides opportunity to fulfill applicable criteria for merit salary increases;
- (4) is consistent with the faculty member’s qualifications, experience, including professional growth and development, and preferences;
- (5) meets the minimum full academic assignment in terms of 12 contact hours of instruction or equivalent research and service and includes structured individual and group meetings such as Director Preps and Daily Screenings; and
- (6) considers the needs of the College of Motion Picture Arts.”