

**Tyler School of Art: Merit Procedures and Criteria**  
**(Effective June 1, 2010)**

- I. All Tyler Merit applications should include the following materials:
- A. Your **Annual Report of Faculty Activity Online** will be forwarded automatically from the Temple system to your Department Chair. For further information regarding this form please refer to the 5.18.10 letter which is on the Senior Vice Provost's for Faculty Development and Affairs website. <http://www.temple.edu/vpfaculty/> This form must be completed by September 24, 2010. Department Chairs, Dean and The Tyler Merit Committee will use this form for their deliberations. All release time, university compensation or extra-university compensation for a research, creative, or scholarly project, or service area, are to be noted on this form.
  - B. All faculty that complete the Annual Report of Faculty Activity Report on-line are eligible for merit. **Each faculty member is to use the Merit Overview Box on the on-line form to indicate the category/ies that he/she wishes to be reviewed in. In this box the faculty member should be as specific as possible, and be able to explain the reasons for merit to a person outside of the applicant's field as to why the work is outstanding.** This information will serve as a guide to the Department Chair, the Merit Committee, and the Dean; however, merit can be recommended in a category not designated by the faculty member. Note that the department chair "must inform all nominees in writing whether or not they have been recommended for merit, and if recommended, the reason for and the recommendation and the number of merit units recommended." *added to conform with the current TAUP contract/Hart Merit guidelines revision of May 31, 2007*
  - C. The faculty **C.V.:** This is now a required element of the new on-line Faculty Activity Report; the Tyler Merit Committee, department chair and Dean will use the same CV that you upload with your on-line form.
  - D. **Scanned documentation** in support of the application; specific suggestions for each category of merit are noted in Sections III to V and must be uploaded to your department's folder on the Tyler Merit Blackboard site. Example: scanned copies of teaching evaluation forms, copies of exhibition announcements or award letters can be scanned as documentation.

**E. How to Upload Merit Review Files to your Departmental folder.**

- Click on the Merit Review Link in the menu on the left.
- Click on the link under the name of your department. You will be taken to the Blackboard Content System.
- There is a blue “Upload” button which can be clicked to add new files. It works just like attached a file to an e-mail.
- The “Create Folder” button can be used to make a folder for a specific applicant, and then all files pertaining to that applicant can be added to that folder.

F. Each department will send out a reminder to faculty, late applications will not be considered. The deadline for submission is: September 24, 2010

II. The Merit Committee recognizes that a substantial amount of external review is inherent in certain kinds of activities: for example, a curated show usually involves recognition by the curator of the professional stature of the artist’s work; an invited lecture, or inclusion in a group exhibition involves a similar recognition. In such cases, the Merit Committee will take into consideration the professional standing of the inviting organization or venue, as well as any information, which the applicant can provide about the decision-making process within that organization.

A faculty member who has received release time or a stipend for research, scholarly or creative achievement; or for teaching; or for service will generally not be eligible for a merit award.

In general, each item of scholarly, research or creative work is to be submitted no more than once for merit consideration. For printed items, merit consideration is to be made only when that item can be presented as documentation (e.g. the published article or book). For web publications, the date of publication must be presented in the documentation.

The Committee recognizes that there can be, and should be, exceptions to this general rule: a meritorious achievement, which is later accorded substantially expanded recognition, should be eligible for further merit consideration. For example, if the faculty member’s book was awarded merit in 2005-06, and wins a prestigious award in 2007-08, the faculty member can submit the book in 2007-08 for additional merit consideration. Or a scholarly article, previously deemed meritorious, could be similarly eligible, if it is chosen for further publication in translation.

The faculty member applying for merit is responsible for scanning and uploading the required information by the posted deadlines onto the Tyler Merit Blackboard site.

- **Appropriate documentation should be submitted for the items below; all documentation must include notice of peer review. Give full bibliographic citations. Documentation for merit for research, scholarship, or creative work can include, but is not limited to, the following (note that the order of materials does not indicate preference for materials near the top of the list), Scans of documentation can be uploaded to the Department's folder on the Tyler Merit site on Blackboard. Look under the heading: Merit Review for your department's folder.**
- External or internal grant(s), fellowship or award for research or creative work
- Authored book(s) (entire book need not be scanned, but copyright information and table of contents will suffice)
- Edited book(s)
- Monograph(s)
- Chapter(s) in scholarly books
- Article(s), in print or web journals
- Columns, features, short articles, comments in print or on-line publications
- Citation and reviews of the research or creative work, showing professional impact and recognition of the work. If the work is reviewed or cited after the Merit award of a previous year, the review or citation should be submitted for Merit consideration the following year.
- Translation of the scholarly work
- Solo or group exhibition(s)
- Publication of creative work (e.g. reproduction of the creative work in an article or catalog)
- Presenting a paper at a national or international conference
- Recording or broadcasts of creative work
- Artist residencies
- Commissions (preference will be shown for peer-reviewed commissions)
- Catalogs
- Initiation and primary curatorship of a show
- Initiation of and chairing a panel at a national or international venue (explain your role in the formulation of the panel)
- **To be considered for Merit in the category of teaching, applicants must include all student evaluations for all of their classes for the year being considered. Syllabi, curricular documents, and other course materials should be included, where appropriate, to support an application in**

**teaching. In order to explain the outstanding nature of your teaching, please explain your direct role in each of the following. Documentation for merit for teaching can include, but is not limited to, the following (note that the order of materials does not indicate preference for materials near the top of the list) Scans of documentation can be submitted to the Department's Folder on the Tyler Merit site on Blackboard. Look under the heading : Merit Review for your department's folder.**

- Use of advanced technology in classroom delivery
- Excellence in classroom/studio instruction
- Outstanding mentoring of dissertations, theses, MFA/MA/Med work
- Development and/or teaching of new course(s)
- Significant revisions to existing course(s)
- Innovation to one's own teaching methods
- Study or training to improve or broaden teaching
- Design or revision of degree curriculum
- Internal or external awards for teaching
- Outstanding mentoring of graduate Teaching Assistants
- Outstanding mentoring of undergraduates in teaching settings, including students winning awards for work accomplished in course taught by faculty member
- Presentations at outside workshops, or invited lectures on teaching
- Contributions to or publication of textbook(s)
- Outstanding participation in outreach programs as teacher or mentor
- Successful application for a teaching grant

**G. To be recognized for Merit in the category of service to the Department, College, University or profession, that service must be above and beyond what is ordinarily expected of a faculty member. Department chairs may, in extraordinary circumstances, be recognized for service, even though they have received a stipend or release time. Documentation for merit for service can include, but is not limited to, the following (note that the order of materials does not indicate preference for materials near the top of the list), Scans of documentation can be submitted to the Department's Folder on the Tyler Merit site on Blackboard. Look under the heading: Merit Review for your department's folder.**

- Substantial, significant leadership on several Department committees
- Substantial significant leadership on several Collegial Committees or on behalf of the Collegial Assembly

- Substantial significant leadership on University Committee(s)
- Substantial significant leadership with student organizations
- Assistance in planning and presenting special events
- Significant participation in University or College outreach programs
- Special assistance in the recruitment of students (this does not include the required portfolio reviews assigned to faculty members or graduate admissions reviews)
- Outstanding mentoring of junior colleagues
- Substantial significant leadership on behalf of professional organizations
- Substantial significant leadership as an uncompensated area head or studio coordinator
- Planning and administration of symposia or conferences
- As chair, moderation or facilitation of a panel in a national or international conference

(Document Updated July 12, 2010)