Division of Arts & Humanities
2016-17 Annual Report

DATE: May 2017
TO: Faculty of the Division of Arts & Humanities
FROM: William Keith, Chair, Division of Arts & Humanities Executive Committee

In accordance with Sections 3.07, 3.15(2) and 6.12 of the UWM Policies and Procedures, a report of the activities of the Executive Committee of the Division of Arts and Humanities is below.

I. MEMBERSHIP

A. 2016-17 Executive Committee

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
<th>Title</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professor Sheila Feay-Shaw</td>
<td>Music Arts</td>
<td>2019</td>
<td></td>
</tr>
<tr>
<td>Associate Professor Michael Newman</td>
<td>Jour, Adv &amp; Media Std</td>
<td>Humanities</td>
<td>2019</td>
</tr>
<tr>
<td>Professor Darci Wutz</td>
<td>Dance Arts</td>
<td>2019</td>
<td></td>
</tr>
<tr>
<td>Professor William Keith, Chair</td>
<td>English Humanities</td>
<td>2018</td>
<td></td>
</tr>
<tr>
<td>Associate Professor Joseph Peschio</td>
<td>Foreign Lang. &amp; Lit.</td>
<td>Humanities</td>
<td>2018</td>
</tr>
<tr>
<td>Professor Anne Basting</td>
<td>Theatre Arts</td>
<td>2017</td>
<td></td>
</tr>
<tr>
<td>Associate Professor William Wood</td>
<td>Anthropology</td>
<td>Humanities</td>
<td>2017</td>
</tr>
</tbody>
</table>

The committee extends its appreciation to the following past members for their service as alternate members during the 2016-17 academic year: Jon Welstead (2), Peter Paik (1) and Joseph Rodriguez (1).

B. 2017-18 Executive Committee

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
<th>Title</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professor Joseph Rodriguez</td>
<td>History Humanities</td>
<td>2020</td>
<td></td>
</tr>
<tr>
<td>Associate Professor William Watson</td>
<td>Theatre Arts</td>
<td>2020</td>
<td></td>
</tr>
<tr>
<td>Professor Sheila Feay-Shaw</td>
<td>Music Arts</td>
<td>2019</td>
<td></td>
</tr>
<tr>
<td>Associate Professor Michael Newman</td>
<td>Jour, Adv &amp; Media Std</td>
<td>Humanities</td>
<td>2019</td>
</tr>
<tr>
<td>Professor Yevgeniya Kaganovich</td>
<td>Art &amp; Design Arts</td>
<td>2019</td>
<td></td>
</tr>
<tr>
<td>Professor William Keith, Chair</td>
<td>English Humanities</td>
<td>2018</td>
<td></td>
</tr>
<tr>
<td>Associate Professor Joseph Peschio</td>
<td>Foreign Lang. &amp; Lit.</td>
<td>Humanities</td>
<td>2018</td>
</tr>
</tbody>
</table>

1 Repl D. Wutz 2017-18 leave (2019-E)
C. 2017-18 Alternate Members

Persons eligible to serve as alternate members. The year listed indicates how long, according to the five-year rule, they will remain eligible.

- Associate Professor William Wood, Anthropology, Humanities, 2022
- Professor Anne Basting, Theatre, Arts, 2022
- Professor Cesar Ferreira, Spanish & Portuguese, Humanities, 2021
- Associate Professor Robert Grame, Art & Design, Arts, 2021
- Associate Professor Bernard Zinck, Music, Arts, 2021
- Professor Robert Schwartz, Philosophy, Humanities, 2020
- Professor Rebecca Dunham, English, Humanities, 2019
- Associate Professor Peter Paik, French, Ital. & Comp Lit, Humanities, 2019
- Associate Professor Kathleen Wheatley, Spanish & Portuguese, Humanities, 2019
- Associate Professor Gillian Rodger, Music, Arts, 2018

II. COMMITTEE ACTIVITIES, 2016-17

The Committee scheduled eight meetings for the 2016-17 academic year.

- May 16, 2016: Personnel consideration
- September 20, 2016: Trudy Turner, Sec’y of Univ/ schedule meetings for Fall 2016
- October 25, 2016: Personnel consideration
- December 16, 2016: Personnel consideration/ schedule meetings for Spg 2017
- February 16, 2017: Personnel consideration
- February 26, 2017: Personnel consideration
- March 2, 2017: Personnel consideration
- March 30, 2017: Personnel consideration
- April 13, 2017: Personnel consideration
- April 27, 2017: Review/revise criteria, elect 2017-18 chair

III. RECOMMENDATIONS ON PERSONNEL CASES

<table>
<thead>
<tr>
<th>A. Recommendations by Entire Executive Committee</th>
<th>POSITIVE</th>
<th>NEGATIVE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Promotion to Associate Professor with Tenure</td>
<td>3 Arts</td>
<td>1 Hum</td>
</tr>
<tr>
<td>Appointment to Associate Professor with Tenure</td>
<td>0 Arts</td>
<td>0 Hum</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>B. Recommendations by Subcommittee of Full Professors</th>
<th>POSITIVE</th>
<th>NEGATIVE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Promotion to Professor</td>
<td>2 Arts</td>
<td>1 Hum</td>
</tr>
<tr>
<td>Appointment to Professor</td>
<td>0 Arts</td>
<td>0 Hum</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>C. Total Recommendations Forwarded</th>
<th>POSITIVE</th>
<th>NEGATIVE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arts</td>
<td>5</td>
<td>7</td>
</tr>
<tr>
<td>Hum</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>TOTAL</td>
<td>13</td>
<td>0</td>
</tr>
</tbody>
</table>
IV. CRITERIA

The committee reviewed the Arts & Humanities criteria at its April 27, 2017 meeting. The committee agreed to make the following revisions to improve clarity.

I.A.2
2. Teaching **excellence as demonstrated through peer and student assessments as well as professional development.**

I.C.1.a

a) **The Committee may choose to discount research for which the following points are unclear:**
   - Evaluative descriptions of journals, presses, galleries, theatres, etc., which have published or presented the candidate’s work.
   - Published reviews of the candidate’s work and/or readers’ reports on accepted, but not yet published, manuscripts.
   - In the case of collaborative research, a clear explanation of the candidate’s contribution and effort.

I.C.2 & 2.C.2

2. Documentation of **teaching** must include:
   - summary of findings of any standardized evaluation instruments the department administers
   - a balanced and objective digest of quantitative and qualitative teaching evaluations with an explanation of how the sample was generated And evaluated by the executive committee or a subcommittee thereof.

**Documentation of teaching should also include the documentation of some of the following with the goal of demonstrating independent peer judgment**

- contributions to course and curriculum development
- teaching awards or recognition
- teaching innovations
- **visitation reports from peers**
- attendance at regional, national, and international professional symposia or conferences
- reports from co-instructors
- letters from faculty and students solicited by the department
- assessment of syllabi, examination, and other course materials
- student honors and accomplishments
Peer evaluations of teaching, conducted on a yearly basis through the probationary period, are highly recommended.

- Departments may submit documentation of teaching in a form specifically appropriate to the disciplines of the Department.

FORMAT

Please note that even though the Divisional Executive Committee now asks for fully electronic submissions, there are certain documents that must be given to the Provost’s office in paper form. These documents are:

- Dean’s transmittal to the Provost
- Divisional committee vote letter
- Departmental executive committee recommendation letter
- CV
- External letters
- Student evaluations

A file of files with all supporting materials (including letters of support, publications, teaching evaluations, documentation of major service contributions, etc.) must be submitted in digital format (as is practical) for the Divisional Committee’s review and consideration. These materials will provide the basis for the Divisional Committee’s consideration. The electronic version must be transmitted via a convenient medium (e.g., CD, flash drive or OneDrive/SharePoint link). For cases involving videos or images that are impractical to include in the electronic file, they should be accessible by a direct link to the video/image on an external hosting site. A general link to the candidate’s professional website is not acceptable.

The committee strongly recommends that wishes the electronic documents be organized into folders that are named and numbered in a manner that corresponds to the list below (pages 5-7). The final version of the folders should be assembled by the departmental Executive Committee, even though they include materials prepared by the candidate, since some contain confidential information.

All materials should reach the Divisional Committee Office no later than two weeks before a scheduled Executive Committee meeting. The Committee should be notified in January of cases that will be submitted after March 1, or ones where a special meeting will be required (as in the case of hires at the Associate and Full level). In general, department chairs and search committees should maintain regular contact with the Divisional Committee chair on the progress of their cases, to facilitate Committee scheduling.
INFORMATION TO BE INCLUDED

Materials must be organized in the following sequence:

Folder 1: Administrative

1. Index page listing all materials in the files

1. Name of candidate, department, and contact information

12. Departments must provide letters regarding a candidate’s research and/or creative accomplishments from authorities external to UWM. The letters should be solicited and gathered by the departmental executive committee. Candidates may provide names of possible referees for consideration by the department’s executive committee. Departments should not solicit letters from the candidates’ former advisors and graduate teachers, or any other persons with possible conflicts of interest.

These letters are considered confidential.

Any potential conflict of interest must be identified and explained in the chair’s transmittal letter. Potential conflicts include, but are not limited to, letters from departmental colleagues, co-authors, advisors, graduate and undergraduate teachers.

Folder 2: Research

1. Copies of publications and/or evidence of creative activities submitted in appropriate electronic or hard copy formats, along with reviews and/or other printed evaluations of the publications and creative activities. Each item should be a separate pdf document, clearly labeled.

2. Work in progress, reports, grant proposals, etc.

Folder 3: Teaching

1. Documentation of teaching contributions described in Chair’s letter to the Committee. This is required for internal candidates but optional for external candidates.

2. Required materials: Digest of quantitative and qualitative course evaluations

3. Peer reviews

4. Optional materials

Folder 4: Service

1. Documentation of significant service contributions described in Chair’s letter to the Committee