**ETSU Department of Digital Media Tenure and Promotion Guidelines**

The guidelines for Teaching / Research/ Service listed in ETSU policy for tenure and promotion shall be used with the following additions:

**Teaching.** Digital Media faculty should show continued course, materials and skill development to meet demanding technological changes. Additional loads, consisting of portfolio and mid-point mentoring, shall be considered part of the total workload in the teaching area.

Evidence of teaching activity can include:

* Student Assessment of Instruction (SAIs);
* peer review of teaching;
* student letters (unsolicited);
* evidence of student excellence for projects such as competition results, industry recognitions of student work, juried exhibition acceptance, presentation at conference, etc.;
* professional training units completed;
* workshops, seminars or other training that directly enhance technical skills or theoretical knowledge that demonstrably affect improvement of course material and delivery of instruction;
* student mentoring.

**Research/Scholarship/Creative Activities**. Digital Media is a multidisciplinary field and, as such, regards a wide range of research and creative activity as germane to tenure and promotion. In addition to traditional research and creative activity in areas directly correlated to

our curriculum, a non-exhaustive list of other areas valued in the tenure process would include research or creative activity related to storytelling, creative writing, coding/scripting, fine arts, engineering drawing, cinematography, etc. This breadth of relevant areas for research and creative activity requires a diverse range of venues for peer-review including, but not be limited to:

* juried gallery exhibitions, film festivals, or other public presentations of work;
* awards: editor’s choice awards, game awards, and creative competitions;
* purchase of creative work;
* online “spotlights” or feature of work on industry websites and professional forums (such as Viewbug, DeviantArt, CGSociety, etc.);
* inclusion of creative works in art and other professional industry journals related to digital media;
* conference presentations that increase the departments visibility;
* grants for continuation of research.

A consistent record of contributing digital work to develop an audience is valued as a form of research and creative activities. The value of the work is relative to its impact, scope and audience. In a changing technological landscape, this would include publishing finished work in professional forums, youtube or vimeo channels, blogs, and professional hosting venues such as Artstation, Academic Commons or Anvil Academic. This work raises the professional and academic visibility of the candidate and the department.

Due to the nature of our disciplines, paid or donated professional work can also be considered creative activity. The relative impact of the work can be judged by the scope of the client or audience.

**Service.** The definition for service shall include funded and pro bono consulting in a digital media related field to include:

* funded and pro bono consulting involving the use of digital media skills;
* service to the community and profession;
* active involvement in organizations (non-profit or for-profit) that promote and support digital media industry and education;
* recruiting activities.

**Collegiality.** Collegiality should be assessed in the context of a faculty members’ demonstrated collaboration and constructive cooperation in teaching, research/scholarship and service, including issues of departmental governance. Collegiality should also be viewed as an aspect of a faculty member’s performance as it contributes to the well-being of the department and the accomplishment of its mission.

**Other.** At the beginning of the 3rd year of the tenure clock each Candidate shall provide a draft tenure document for review by a committee of departmental tenured faculty. The candidate shall receive written feedback from this committee to assist in preparing final tenure documents.

**Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**5.3.2021**