

## Arizona State Museum Museum Faculty Assembly (MFA) Bylaws, pp. 21-22

### 3. Standards for Evaluation

#### a. *Third Year Review and Continuing Status Review*

Individuals who are recommended for Continuing Status must demonstrate the ability to make significant contributions to the goals of the Museum and to their profession. It is expected that faculty members who receive Continuing Status will demonstrate growth and accomplishments related to the mission of the Museum through academic professional activities, research and creative activities, teaching and education activities, and service and outreach activities consistent with the individual's Job Description and annual effort allocations. A record of productive collaboration with others is as significant as individual contributions. Third Year Reviews should provide positive guidance to candidates regarding their progress toward award of Continuing Status and any issues that may impede that progress.

#### b. *Promotion*

Continuing status is based on excellent performance and the promise of continued excellence and professional growth, and candidates for any rank are expected to show progressive achievement in the activities at the different ranks (RII Guidelines). Promotion will be based upon levels of achievement in the activity areas outlined above, in light of the candidate's Job Description. The following general criteria serve as guidelines for evaluating performance for career advancement.

##### i. *Associate Curator, Associate Conservator, Associate Librarian*

To advance to this rank, a faculty member must demonstrate evidence of initiative in identifying needs, establishing priorities, and implementing programs in the faculty member's area(s) of responsibility. Faculty members promoted to this rank are expected to have developed scholarly and administrative skills and an ability to develop resources for their programs and activities as evidenced through results obtained. Good communication skills are essential. Original research and/or creative activities and the presentation of results are expected. Cooperative endeavors within the Museum and with other professional colleagues are an important aspect of advancement to this rank, as is participation in service and outreach activities. Recognition by peers at the state, regional, and national level for professional expertise is needed at this rank.

##### ii. *Curator, Conservator, Librarian*

To advance to this rank, there must be evidence of high-quality performance with demonstrated success in scholarship and service. Accomplishments must reflect innovative approaches to problem solving and the faculty member must have assumed primary responsibility for results. The faculty member must be regionally, nationally, and, when

applicable, internationally recognized for expertise in the faculty member's field. Good management skills must be demonstrated. The faculty member must have made significant contributions to public or academic education through teaching or other activities. Original research and/or creative activities and their dissemination are expected. It is expected that a person promoted to this rank will have assumed important responsibilities in professional organizations and will have served on Museum and University committees as well as undertaking other leadership roles in community and public service.

**APPENDIX B: ARIZONA STATE MUSEUM CRITERIA FOR PROMOTION TO ASSOCIATE CURATOR AND CONTINUING STATUS**

|                                                | <b>Associate Curator</b>                                                                                                                                                                                                                                                                                                                                                                                                            | <b>Full Curator</b> |
|------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| <b>Teaching and Education Activities</b>       | Formal university teaching is not a required aspect of a faculty member's performance in the Museum. However, teaching and education activities are evaluated.                                                                                                                                                                                                                                                                      | N/A                 |
| <b>Research or Scholarly/Creative Activity</b> | Original research and/or creative activities and the presentation of results are expected.                                                                                                                                                                                                                                                                                                                                          | N/A                 |
| <b>Service/Outreach</b>                        | Cooperative endeavors within the Museum and with other professional colleagues are an important aspect of advancement to this rank, as is participation in service and outreach activities.                                                                                                                                                                                                                                         | N/A                 |
| <b>Academic Professional Activities</b>        | To advance to this rank, a faculty member must demonstrate evidence of initiative in identifying needs, establishing priorities, and implementing programs in the faculty member's area(s) of responsibility. Faculty members promoted to this rank are expected to have developed scholarly and administrative skills and an ability to develop resources for their programs and activities as evidenced through results obtained. |                     |