

## 2024/25 committee

Lily Hoang (LIT), Chair  
Erik Carlson (MUS)

Jordan Crandall (VIS)  
Hentyle Yapp (THEA)

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Appointed by the Dean of Arts and Humanities, **ARTS CAP** is charged with advising the Dean on the creative activity and achievement of faculty artists (Ladder Rank and Teaching Professor series) under review in the Departments of Music, Theatre & Dance, and Visual Arts, and in any other area where a file may have a specific creative component.

ARTS CAP will assist the Dean with the following kinds of files:

- Reappointment with 4th year appraisals
- Promotion to Associate and to Full
- Advancement to Step 6 and to Above Scale
- Career Equity Reviews

Upon Dean's request, other selected files that present stated and specific challenges may be reviewed by ARTS CAP.

ARTS CAP will provide an explanatory and evaluative assessment of the art, creative writing, and performances and presentations submitted with the file. The assessment will aim at elucidating and appraising the artistic achievement (technical and form-specific aspects as well as the broader intellectual contributions) to non-practitioners.

**The central issues addressed should be the artistic importance of the work and whether and how it justifies the department's recommendation for the file.**

Should the departmental evaluation omit some important elements of the file, ARTS CAP will take special care to address those areas (for example, the prestige of a venue for an art show or production may be obvious to departmental members but not so clear to CAP members in other disciplines, and the ARTS CAP letter will play an important role in filling these gaps, thus contributing to a more granular and thorough assessment).

In cases where external referee letters are included with the file, ARTS CAP's evaluation will be independent from external assessments, even if informed by them.

ARTS CAP's evaluation will focus on the assessment of the research/scholarly contributions component of the file, though comments on teaching and service as welcome when further explanation is deemed necessary, with an eye to not duplicating the department's assessment.

ARTS CAP's letter will be included in the material forwarded to CAP/EVC/Chancellor as part of the candidate's review file.

## **Membership Composition**

As a non-Senate committee, ARTS CAP is appointed by the Dean of Arts & Humanities. It is composed of 3 - 5 Senate Members. There will be at least one member from each of the following departments: Music, Theatre & Dance, and Visual Arts. Members may be reappointed to serve for a second or third year, and may be asked to Chair the committee after serving as a member.

The ARTS CAP Chair is responsible for submitting the reports within the time parameters specified by the Dean. All finalized reports should be available for review and comment by all committee members before it is submitted.

## **Meeting Frequency**

Because files should be reviewed in a timely fashion, meetings may be convened on an as needed basis. Most meetings will be between November and February. **Committee members are expected to attend all scheduled zoom meetings.**

## **Staff Contact**

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## **\*Files from outside the School of Arts and Humanities**

If another School would like one of their files to be evaluated by ARTS CAP, that Dean's Office must send an email to [ah-ap@ucsd.edu](mailto:ah-ap@ucsd.edu) by October 15<sup>th</sup> alerting A&H of the pending file. Please send name, department, potential action, and type of creative component. (film, music, etc.)