

TEACHING ARTIST ROSTER



Teaching Artist Roster Policy Manual

**Arizona Commission on the Arts
Teaching Artist Roster Policy Manual
UPDATED: MARCH 2010**

ACA POLICY MANUAL

615 Arts in Education Additional Restrictions and Policies

- Education Based Roster artist residency honoraria and Arts Learning residency project grants are funded by the Commission at \$50 per class session.
- The Commission fully funds all eligible fees of arts learning residency grants approved by the panel.
- Both arts education and arts enrichment can take place within a learning environment or in other venues such as libraries, community centers, after school programs, out of school programs and within arts institutions.
- The Commission supports residency projects that address the Arizona Department of Education's arts standards.

TEACHING ARTIST ROSTER PROGRAM

By applying to and renewing their participation on the Teaching Artist Roster, artists agree to abide by Arizona Commission on the Arts (the Arts Commission) policies.

701 – Requirements of Artists Returning to the Teaching Artist Roster

702 – Professional Development Action for Education Based Roster Artists

703 – Self-Assessment Form

704 – Biannual Residency Requirement

705 – Career Statement for Community Based Roster Artists Policy Removed March 2010

706 – Policy for Artists in Residence Selling Work in Schools - Form 1

707 – Online Provider

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709 – Copyright Release

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TEACHING ARTIST ROSTER PROGRAM

By applying to and renewing their participation on the Teaching Artist Roster, artists agree to abide by Arizona Commission on the Arts (the Commission) policies.

701 Requirements of Artists Returning to the Teaching Artist Roster

ADOPTED - DECEMBER 2005

REVISED - MARCH 2010

The Arts Commission invests time, funds, and training to support the professional development of Roster Artists on an ongoing basis and reviews returning Roster Artist materials and tools.

1. Full Year

In years when the Arizona Commission on the Arts engages in a full application cycle, current roster artists are required to complete the following actions:

- a. Professional Development Action (see policy 702)
- b. Biannual Residency (see policy 704)
- c. Full update to contact information, online materials and submission of signature page

2. Alternate Year

In years in which the Arizona Commission on the Arts does not engage in a full application cycle, current roster artists are required to complete the following actions:

- a. Professional Development Action (see policy 702)
- b. Self-Assessment Form (see policy 703)
- c. Brief update to contact information, online materials and submission of signature page

Who completes required actions

- **Groups** – The main contact for a Teaching Artist Roster Group and/or core group of artists who conduct the majority of artist in residence programs (excluding artists involved in performance only) are required to submit documentation of professional development action and/or career statement. The group's main contact is responsible for submitting documentation and sharing the professional development work with the entire group. The main contact for the group is responsible for completing the self-assessment form, representing the group's knowledge and skills as teaching artists and biannual residency documentation
- **Juried in Multiple Artistic Disciplines** – The artist is responsible for completing all actions within their track.

Documentation

Roster Artists are required to submit:

- Evidence of professional development in the form of: certificates, conference registration, letters from mentors or workshop facilitators for professional development activities, and a description of the impact the professional development action has had on the artist's work as a Teaching Artist. Professional Development must take place within a year of the application deadline listed in the Artist Guide to Programs.
- Arts Commission self-assessment form evaluating their residency work.
- A signed original copy of the field evaluation report for proof of biannual residency.

Deadline

All documentation must be mailed to the Arts Commission and must be postmarked **no later than 5PM, on the deadline date listed in the annual Artist Guide to Programs**: Arizona Commission on the Arts, 417 West Roosevelt Street, Phoenix, AZ 85003-1326.

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702 Professional Development Action for Roster Artists

ADOPTED - DECEMBER 2005

REVISED - MARCH 2010

The teaching profession is in a constant state of change. It is critical that artists continue to develop and reflect upon their work as teaching artists. Teaching Artists require ongoing professional development in order to stay abreast of changes affecting the learning outcomes of their students. To that end, the Arts Commission requires Teaching Artist Roster Artists are required to complete one Professional Development action annually (workshop, conference, mentorship, or other Commission pre-approved action).

Professional Development Content: Professional development can address assessment, evaluation, classroom management, current field research, program design, partnerships and collaboration, program logistics, delivery, content, learning styles, presentation skills, and must pertain to work in arts-based learning settings.

Please note: The Arizona Commission on the Arts will offer professional development opportunities in each year. Artists are not required to take part in Commission-sponsored professional development opportunities.

703 Self-Assessment Form

ADOPTED - DECEMBER 2005

REVISED - FEBRUARY 2008

The self-assessment rubric helps describe and assess the knowledge and skills of teaching artists. The information collected helps the Arts Commission design and deliver Teaching Artist Workshops. The Arts Commission requires all Teaching Artist Roster Artists to complete a self-assessment form.

Deadline

All documentation must be mailed to the Arts Commission and must be postmarked **no later than 5PM, on the deadline date listed in the annual Artist Guide to Programs:** Arizona Commission on the Arts, 417 West Roosevelt Street, Phoenix, AZ 85003-1326.

704 Biannual Residency Requirement

ADOPTED - FEBRUARY 2008

The Commission requires all Teaching Artist Roster Artists to submit evidence that they have completed at least one residency within a two-year timeframe at the time of biannual application. Artists submit documentation in the form of a teacher/staff residency evaluation form. If an artist has not conducted a residency program within the two-year timeframe, they will be required to re-apply to the Teaching Artist Roster.

If issues arise regarding the quality of a Roster Artist or the appropriateness of their actions, a review, resolution, and removal process is in place. (see policy 710 and 711).

Deadline

All documentation must be mailed to the Arts Commission and must be postmarked **no later than 5PM, on the deadline date listed in the annual Artist Guide to Programs:** Arizona Commission on the Arts, 417 West Roosevelt Street, Phoenix, AZ 85003-1326.

706 Policy for Artists in Residence Selling Work in Schools

ADOPTED - FEBRUARY 2005

REVISED - FEBRUARY 2008

Artists working in schools under residency contracts funded in part by the Arizona Commission on the Arts may offer artwork or educational materials for sale to students or parents according to the following guidelines:

The artist must request and receive permission in writing from the school principal or other appropriate authorizing official before any items are offered for sale to students or parents. This agreement should include an outline of where

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and when the items will be sold as well as a brief description of the items to be sold. A sample format for such an agreement is provided. A copy should be sent to the Arizona Commission on the Arts for inclusion in the project file.

The Arts Commission considers the contact time that artists spend with students during a residency to be a key component of the learning process. Therefore time should not be taken away from residency activities to promote or facilitate sales. Final events or presentations would be a more appropriate opportunity to present items for sale.

The artist must comply with all school and/or government regulations regarding the sale of items to parents and students.

See (FORM 1) for a sample.

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(FORM 1)



**Arizona Commission on the Arts
Arts Learning Project Grant**
Memorandum of Understanding

To: _____
(School Principal or other Authorizing Official)

From: _____
(Name of Artist or Company)

Date: _____

Subject: Artwork Offered for Sale

Whereas I will be working as a resident artist in your school from _____ to _____, I would like to request permission to offer selections of my work for sale to students and parents on the following dates at the specified locations:

Items that will be offered for sale include (include a brief description of each item and the price or attach an itemized sheet):

With your permission, I will set up a small display and sell the above listed items on the dates specified. Please let me know if there are any rules in your school or district that I will need to follow when selling products to students.

Thank you in advance for your consideration.

(Artist Signature)

(Artist Name Printed)

Permission Granted: _____
(Signed by Authorizing Official)

Date: _____

Please forward a copy of this signed agreement to the Arizona Commission on the Arts: 417 West Roosevelt Street, Phoenix, AZ 85003-1326, Fax: 602-256-0282.

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707 Online Provider

The Arizona Commission on the Arts online Teaching Artist Roster program is hosted by ERC Systems. Applications are submitted through this online service and – for those juried on to the roster – updates are made directly to the online system. All updates to artist listings/pages are approved and monitored by Arts Commission staff before being uploaded to the live site. Listed artists must comply with the communicated policies of both the Arts Commission and ERC Systems with regard to posting information to the online system.

If an artist is unable to apply to the roster program through the online service as the result of an Accessibility issue, the Arts Commission will make reasonable accommodations.

The ERC Systems service may undergo periodic updates and upgrades, requiring listed artists to enter additional information. Arizona Commission on the Arts staff will communicate with listed artists in advance of any known updates or upgrades to the online system.

708 Online Web Page Audio/Visual Content

ADOPTED - AUGUST 19, 2005

REVISED - FEBRUARY 2008

The Arts Commission requires artists to provide audio/visual content of themselves or their artwork for the online Teaching Artist Roster as a means to develop association/familiarity for those searching the roster for artist information. Content must be appropriate and will be reviewed for approval by the Arts Commission before being uploaded to the live site. All audio/visual content must be production ready when uploaded to the online Teaching Artist Roster system. Arts Commission staff is not responsible for editing or formatting artist materials for the application process or for posting to the live site.

If an artist is unable to post sample audio/visual content as the result of an Accessibility issue, the Arts Commission will make reasonable accommodations.

709 Copyright Release

ADOPTED - AUGUST 19, 2005

REVISED - FEBRUARY 2008

If an artist provides a photograph or video of their work featuring other performers or students, they must submit written permission from all those featured in the audio/visual piece at the time of submission. This permission must be submitted to the Arts Commission for an artist's Roster file.

710 Roster Review/Resolution Process

ADOPTED - JANUARY 2006

REVISED - FEBRUARY 2008

If issues arise regarding the quality of a Roster Artist or the appropriateness of their actions, a review, resolution, and removal process is in place. Non-response by an artist at any point in the process will result in an immediate removal from the Teaching Artist Roster.

Process of Review

1. Arizona Commission on the Arts Program Staff meets with Commission Executive Director to review steps taken with the artist and initiate Roster Artist Review Process.
2. Staff will contact the artist outlining the issue. Artist and staff will jointly arrange a date/time for a meeting with a Committee of the Arts Commission. The meeting can be a conference call or in-person meeting decided by Executive Director with Commission staff to discuss the following action options.
 - a. Artist may submit a letter of resignation from Teaching Artist Roster within 7 days.
 - b. Meeting with a Committee of the Arts Commission (any combination of Commission members, staff, past roster panelists):

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- c. Committee of the Arts Commission meets with artist, to review concerns and make a recommendation for resolution. Pending the outcome of the review, the artist may be removed from the roster permanently or may be required to complete a recommended action.
3. **Resolution:** The Committee will recommend a course of actions to be completed. This could include but is not limited to the artist taking part in a Mentorship and or complete a specified professional development action identified in area of concern. **The artist** must submit a letter within 7 days after the meeting, describing their plan and timeline for addressing concerns. Final reporting of action taken and satisfactory review by Arts Commission staff will determine if Teaching Artist Roster Artist remains on the roster. PLEASE NOTE: After completion of a recommended action, the artist would still be required to re-apply at the time of biannual application.
4. **Removal:** If the outcome of the review is unresolved the artist may be removed from the roster permanently (see policy 711).

Upcoming Residency Work

During Teaching Artist Roster Review/Resolution Process, Arts Commission staff will notify current and upcoming project grant recipients that have named said artist in Commission funded projects of the opportunity to review past final reports and complaints related to said artist.

711 Roster Removal Process

ADOPTED - FEBRUARY 2008

The Arts Commission can remove an artist from the roster at any time for actions or behavior that could be detrimental to students, teachers, the community and/or the Arizona Commission on the Arts. This could include but is not limited to: unlawful activities, unprofessional conduct, inappropriate behavior or language, inappropriate behavior or violation of rules in a school setting, lack of responsible follow through in teaching terms, contracts and scheduling. Teaching Artist Roster Artists will be removed from the roster if they do not submit renewal or reapplication materials by published deadlines or if they fail to respond to Arts Commission staff requests for information in a timely or accurate manner

712 Roster Artist Publicity Language

ADOPTED - DECEMBER 2005

REVISED - FEBRUARY 2008

Teaching Artist Roster Artists are authorized and encouraged to acknowledge their inclusion in the Teaching Artist Roster in publicity, both to potential sponsors, and in the publicity for residency or community activities.

The following language is appropriate to describe a relationship to the Teaching Artist Roster and Arts Commission:

- I have been listed on the Arizona Commission on the Arts' Teaching Artist Roster for (*list years juried for*)
- I have been selected for listing on the Arizona Commission on the Arts' Teaching Artist Roster for (*list years juried for*)
- I appear on the Arizona Commission on the Arts' Teaching Artist Roster (*list years juried for*)
- I am a Roster Artist for the Arizona Commission on the Arts

Roster Artists may also use the Arts Commission's logo/name IN CONJUNCTION WITH any of the phrases above.

Teaching Artist Roster Artists are not authorized to use the following language. It is incorrect and can be confusing to sponsors or the public:

- I am a member of the Arizona Commission on the Arts
- Supported by the Arizona Commission on the Arts
- I am an artist with the Arizona Commission on the Arts
- I am funded by the Arizona Commission on the Arts
- I am employed by the Arizona Commission on the Arts

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713 Teaching Artist Roster Criteria

ADOPTED - FEBRUARY 2008

REVISED - MARCH 2010

The Arizona Commission on the Arts Teaching Artist Roster is a juried compendium of Arizona artists representing all artistic disciplines, selected based on their artistic quality, ability to communicate about their art form, and ability to conduct a successful residency. Artists represented on the Teaching Artist Roster were approved after completing a rigorous application and review process led by a panel of artists, educators, presenters, and citizens. The Teaching Artist Roster is a juried, panel-approved listing and therefore is not a comprehensive directory of Arizona artists.

Education Based

A juried roster of artists who are available to provide preK-12 arts learning residencies, teacher training and artist/teacher collaborations. These teaching artists have been approved based on their experience in **educational** settings and the quality of their work as professional artists.

Education Based Criteria

1. Artistic quality (25%)

(Determined through application, field evaluation report, interview response, and resume)

- a. Folk Arts (see Commission Policy 715) – How did they learn the art form
- b. Authenticity of art form
- c. Body of work exemplifies artistic excellence in the discipline
- d. Practicing professional artist and continuing development as an artist

2. Ability to communicate about their art form (25%)

(Determined through application, field evaluation report, interview response and resume)

- a. Ability to explain their artistic process
- b. Ability to engage learners of varying ages, backgrounds and experiences

3. Ability to conduct arts based learning experiences in preK-12 settings (50%)

(Determined through sample lesson plan, sample assessment plan, application, field evaluation report, interview response, and resume)

- a. Ability to work both in and through the arts in the collaborative development of residency programs with educators
- b. Ability to work with State Academic Standards in Arts Integration
- c. Demonstrated knowledge of the Arizona State Arts Standards
- d. Demonstrated knowledge in program management, logistics, delivery, content, learning styles, presentation skills, and assessment
- e. Continuing development as a teaching artist

Community Based

A juried roster of artists who are available to provide workshops, presentations, one-day events, performances, and lecture/demonstrations within the community. These community artists have been approved based on their experience in **community** settings and the quality of their work as professional artists.

Community Based Criteria

1. Artistic quality (25%)

(Determined through artistic work samples, field evaluation report, resume and application)

- a. Folk Arts (see Commission Policy 715) – How did they learn the art form
- b. Authenticity of art form
- c. Body of work exemplifies artistic excellence in the discipline
- d. Practicing professional artist and continuing development as an artist

2. Ability to communicate about their art form (25%)

(Determined through application, field evaluation report, interview response, and resume)

- a. Ability to explain their artistic process

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- b. Ability to engage learner of varying ages, backgrounds and experiences

3. Ability to conduct learning experiences in a community setting (50%)

(Determined through sample lesson plan, sample assessment plan, application, field evaluation report, interview response, and resume)

- a. Demonstrated knowledge in program management, logistics, delivery, content, learning styles, presentation skills, and assessment

714 Teaching Artist Roster Jury Process

REVISED - MARCH 2010

The Arizona Commission on the Arts maintains an active roster of artists who present arts-based learning programs and maintain active careers as teaching and professional artists. The Teaching Artist Roster Artist Program will include a variety of artists representing all artistic disciplines. The Arts Commission will open auditions to new applications every other year. Successful applicants will be juried for a two-year period. For information related to returning Roster Artists, see policy 701 (describes actions to take place in year two).

1st Stage

- Applications will be ranked on a 1 – 4 scale based on criteria (see policy 713).
- Panelists will have approximately two weeks after published deadline to submit first review.
- A comprehensive first review will take place within a category of review as determined by Arts Commission staff. The first stage will focus on applicant's overall application taking into consideration: sample lesson plan, sample assessment plan, application, resume and artistic work samples.
- Rankings will determine which applicants move forward in the review process. All applicants will be notified of their application status.

2nd Stage

- Applications will be ranked on a 1 – 4 scale based on criteria (see policy 713).
- Panel will focus on applicant response to interview questions while taking into consideration: sample lesson plan, sample assessment plan, application, field evaluation reports, resume and artistic work samples.
- If applicant is part of a company, they are required to have 50% or more of their members on hand for the review.
- The Arts Commission reserves the right to request/conduct an in-person interview.
- Lead panelists will be assigned to each application, preferably based on their discipline.
- When number of interviews exceeds what is reasonable in a day, multiple panels will be convened.
- Applicants that move on to the 2nd stage review will have their 1st and 2nd stage rankings averaged to yield a final score.

715 Teaching Artist Roster Folk Arts Discipline

Artists applying to the Teaching Artist Roster in the area of Folk Arts, artists are selected based on the quality of their artistic presentation and their ability to work in school settings. They are also expected to demonstrate the relationship and acceptance by the community from which the folk tradition is derived. A panel that is selected based on their knowledge of folk arts traditions and art forms evaluates the authenticity of the work to the culture being presented. Artists who perpetuate their art form based on traditional training passed down from generation to generation are selected as well as artists who learn their art form in academic settings or by learning and practicing within the community from which the art form is derived. In the Teaching Artist Roster application, all artists will be asked to articulate how they learned their art form. This information is included in the online roster.

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716 Applicant Requests to Waive In-Person Interview/Audition Due To Conflict

ADOPTED - JULY 1995

REVISED - MARCH 2010

When an in person interview or live audition is a requirement of the application process, an applicant may request a waiver only if the applicant has a previously contracted professional engagement made prior to the Teaching Artist Roster Guide to Application publish date, or for an expected birth or significant health issue. Waivers are not granted for any other reason. The Commission intends to preserve the integrity of the application process.

Procedure:

1. Applicant calls to inform the Arts Commission they are unable to attend interview.
2. Applicants will be informed of:
 - a. acceptable reasons for waiver
 - b. options for presenting answers to interview questions
 - i. submission of video responding to questions
 - ii. provide phone number for panel interview and be available on panel date
 - iii. for applicants out of the country or otherwise in a difficult-to-reach situation, the Arts Commission may choose to arrange a phone interview prior to the panel date
3. Applicant must present a letter stating the reason why they are unable to attend.
4. In the event that a waiver request is submitted, the request will be reviewed by Arts Commission staff. A prompt written response will be provided to the applicant indicating whether or not the request has been granted. All correspondence will be kept on file at the Arts Commission.

717 Roster Reapplication

ADOPTED - DECEMBER 2008

The Arizona Commission on the Arts reserves the right to periodically require that all individuals and companies listed on the roster re-apply, re-audition or re-interview for inclusion on the roster.**

If the Commission on the Arts calls for a re-application process, roster artists may or may not choose to re-apply. Those that do not reapply will not continue to be listed on the roster.

When returning artists re-apply to the roster, past final reports, field evaluations and history of service may be considered during the review process. In addition, during the review process the Arts Commission staff may include comments concerning a Roster Artist's past administrative performance, interaction with agency staff and general conduct.

** Note that this has historically been required every two years, but has at times been extended to once every four to six years due to the cost of convening panels and conducting a large-scale review.

718 Deadlines/Incomplete Submissions

ADOPTED - DECEMBER 2008

REVISED - MARCH 2010

Incomplete applications are not eligible for review. Applications and materials submitted after published deadlines will not be processed. This policy applies to the Teaching Artist Roster application and to the materials required for the full and alternate year reviews. It is the responsibility of the applicant to ensure that all components of the application are submitted according to published guidelines. Furthermore, it is the responsibility of the returning artist to ensure that all components of the annual renewal are submitted according to published guidelines.