

TEACHING ARTIST ROSTER



Teaching Artist Roster Policy Manual

**Arizona Commission on the Arts
Teaching Artist Roster Policy Manual
UPDATED: MARCH 2013**

ACA POLICY MANUAL

TEACHING ARTIST ROSTER PROGRAM

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

701 – Requirements of Artists Returning to the Teaching Artist Roster

702 – Professional Development Action for Roster Artists

704 – Residency Requirement

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

707 – Online Provider

708 – Online Web Page Audio/Visual Content

709 – Copyright Release

710 – Roster Review/Resolution Process

711 – Roster Removal Process

712 - Roster Artist Publicity Language

713 – Teaching Artist Roster Criteria

714 – Teaching Artist Roster Jury Process

715 – Teaching Artist Roster Folk Arts Discipline

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

717 – Roster Reapplication

718 - Deadlines/Incomplete Submissions

**Arizona Commission on the Arts
Teaching Artist Roster Policy Manual
UPDATED: MARCH 2013**

TEACHING ARTIST ROSTER PROGRAM

701 Requirements of Artists Returning to the Teaching Artist Roster

ADOPTED - DECEMBER 2005

REVISED - JULY 2012

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. Residency Requirement (see policy 704)
- b. Professional Development Action (see policy 702)
- c. Full update to contact information, online materials
- d. 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. Brief update to contact information, online materials

For Groups on the Teaching Artist Roster

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.

For Artist Juried in Multiple Artistic Disciplines

The artist is responsible for completing required actions for each track in which they are juried.

Documentation

Roster Artists are required to submit:

- Evidence of professional development (within the calendar year between requirements deadlines, September to September) in the form of certificates, conference registration, letters from mentors or workshop facilitators for professional development activities.
- A description of the impact the professional development action has had on the artist's work as a Teaching Artist.
- A signed original copy of the field evaluation report for proof of residency.

Deadline

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

Arizona Commission on the Arts
Teaching Artist Roster Policy Manual
UPDATED: MARCH 2013

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.

The Arizona Commission on the Arts offers professional development opportunities for teaching artists each year. Artists on the Teaching Artist Roster are not required to take part in Arts Commission-sponsored professional development opportunities.

704 Residency Requirement

ADOPTED - FEBRUARY 2008

REVISED - JULY 2012

The Commission requires all Teaching Artist Roster Artists to submit evidence that they have completed at least one residency within a three year timeframe at the time full year requirements are due. Artists submit documentation in the form of a teacher/staff residency evaluation form. If an artist has not conducted a residency program within the three year timeframe, they will be removed from the Teaching Artist Roster; artists will be eligible to reapply in the next application cycle.

For Roster Artists with a listing in the Education Based track, the residency submitted must have taken place in preK-12 education-based setting. 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:** 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 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.

**Arizona Commission on the Arts
Teaching Artist Roster Policy Manual
UPDATED: MARCH 2013**

See (FORM 1) for a sample.

**Arizona Commission on the Arts
Teaching Artist Roster Policy Manual
UPDATED: MARCH 2013**

(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.

**Arizona Commission on the Arts
Teaching Artist Roster Policy Manual
UPDATED: MARCH 2013**

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):

**Arizona Commission on the Arts
Teaching Artist Roster Policy Manual
UPDATED: MARCH 2013**

- 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 in the next application cycle.
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 on the Arizona Commission on the Arts Teaching Artist Roster.

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

**Arizona Commission on the Arts
Teaching Artist Roster Policy Manual
UPDATED: MARCH 2013**

713 Teaching Artist Roster Criteria

ADOPTED - FEBRUARY 2008

REVISED - MARCH 2013

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 strength, approach to teaching artistry, and ability to design and deliver arts-based learning experiences. 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 Track

Approval of teaching artists for the Education Track is based on the ability of the applicant to conduct arts-based learning experiences in preK-12 settings, and the quality of the applicant's work as a professional artist. Teaching artists on the Education Track have experience with standards-based curriculum practices, comprehensive assessment and evaluation, and demonstrate successful teacher-artist collaborations.

Education Track Criteria

Design and Delivery of Arts-based Learning Experiences (45%)

- Clear ability to work collaboratively with educators in the development of programs
- Clear understanding of the Arizona Academic Standards in the Arts
- Demonstrated knowledge of program management, logistics, delivery, content and presentation skills
- Ability to articulate clear arts learning objectives and to assess learning
- Effective teaching strategies to engage preK-12 age students of various learning styles and abilities

Teaching Artist Approach (30%)

- Clear teaching philosophy and understanding of teaching artistry
- Clear understanding of the impact of working with preK-12 students in public schools
- Demonstrated education training and/or teaching artist training, both completed and ongoing

Artistic Strength (25%)

- Demonstrated knowledge and understanding of artistic discipline
- Demonstrated artistic training, both completed and ongoing

Community Track

Approval of teaching artists for the Community Track is based on the ability of the applicant to conduct arts-based learning experiences in community settings, and the quality of the applicant's work as a professional artist. Teaching artists on the Community Track have experience working with participants of varying ages and experiences and developing and assessing programs of various types.

Community Track Criteria

Design and Delivery of Arts-based Learning Experiences (45%)

- Clear ability to work collaboratively in the development of programs
- Demonstrated knowledge of program management, logistics, delivery, content and presentation skills
- Ability to articulate clear arts learning objectives and to assess learning
- Effective teaching strategies to engage participants of varying ages, backgrounds and experiences

Teaching Artist Approach (30%)

- Clear teaching philosophy and understanding of teaching artistry
- Clear understanding of the impact of working with participants in community settings
- Demonstrated education training and/or teaching artist training, both completed and ongoing

Artistic Strength (25%)

- Demonstrated knowledge and understanding of artistic discipline

**Arizona Commission on the Arts
Teaching Artist Roster Policy Manual
UPDATED: MARCH 2013**

- Demonstrated artistic training, both completed and ongoing

714 Teaching Artist Roster Jury Process

REVISED - MARCH 2013

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 includes a variety of artists representing all artistic disciplines. The Arts Commission will receive applications every three years. Successful applicants will be juried for a three-year period. For information related to returning Roster Artists, see policy 701 (describes actions to take place in the years two and three, after being juried onto the Roster).

Evaluation and selection of artists for inclusion on the Teaching Artist Roster will be made by a panel of arts professionals. The panel will represent a broad range of experience in arts education, community arts learning, visual arts, multidisciplinary, performing arts, literary arts and folk arts in response to the applications submitted. Volunteer panelists assess applications' strengths and weaknesses according to published evaluation criteria. Each review panel is chaired by a non-voting Governor-appointed Commission member.

The Arts Commission reserves the right to request/conduct an in-person or phone interview as part of the application process.

715 Teaching Artist Roster Folk Arts Discipline

Artists applying to the Teaching Artist Roster in the area of Folk Arts are selected based on their ability to meet the review criteria. They are expected to demonstrate a relationship with, and acceptance by, the community from which the folk tradition is derived. A panelist that is selected based on their knowledge of folk arts traditions and other 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, Folk Arts applicants will be asked to articulate how they learned their art form. This information is not included in the online roster.

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.

**Arizona Commission on the Arts
Teaching Artist Roster Policy Manual
UPDATED: MARCH 2013**

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.