

**Faculty of Humanities  
Department of Visual Arts  
University of Pretoria**

**PROPOSED GUIDELINES FOR THE EVALUATION OF CREATIVE PRODUCTION AND RESEARCH**

For the purposes of recognition of artistic production as research output, the following guidelines are proposed for the evaluation process:

**1 Acceptable formats**

**a. Venue**

The choice of a reputable venue is a determining factor in the academic merit of the exhibition, since a venue is linked to a target market. Suitable venues include a museum, an academic gallery, a commercial gallery, a virtual site, an installation outside the conventional gallery/museum space or any other venue or site that is conceptually suitable and/or relevant to the artworks produced. The main guiding criterion is that the work should have enjoyed public visibility and accessibility.

**b. Type of presentation**

- A solo exhibition;
- A duo exhibition;
- A retrospective exhibition;
- A curated exhibition;
- A group exhibition, depending on the scope and nature of the exhibition as well as the candidate's role in the exhibition;
- A collaborative work, either a single work on a group exhibition or a large-scale single work or installation;
- Design exhibition;
- Major design project - must have been produced and disseminated in the public domain;
- A portfolio of work covering a period of at least one year and entailing several smaller outputs of a scholarly nature.

**c. Time constraints**

- Except in the case of a retrospective exhibition, the work should have been produced not earlier than the period spanning the preceding three years, including the current year of application;
- Exhibitions for consideration should have taken place within two years of the date of application;
- After the date of exhibition, the candidate should allow for a period of at least 6 months but not longer than two years for the collecting of adequate reviews and publications on the exhibition.

**2 Procedures**

**a. Applicant's submissions should be accompanied by:**

- Appropriate documentation (catalogue, project brief, etc.) on the academic research and/or conceptual content underpinning the exhibition;
- At least one review on the exhibition, if available;

- A post facto report on the exhibition.
- b. The Departmental Research Committee will appoint at least two (preferably external) experts to compile evaluation reports on the exhibition (please refer to Point 3). Applicants may nominate experts, but the Committee retains dictum.

### **3 Evaluation**

Please also refer to Addendum 1.

Since the basis and context of the proposed recognition are academic, it is desirable that referees comment on the following aspects:

- Scope and nature of the exhibition;
- Venue or site of distribution of the creative research, e.g. an art museum and the suitability and standing of the venue/site;
- Quality and depth of the academic research underpinning the production of the creative work;
- Technical craftsmanship and expertise;
- The presence and quality of documentation accompanying the exhibition;
- Overall professionalism in presentation;
- The contextual relevance, merit and value of the exhibition to students, scholars and the public; and
- Reviews or articles on the exhibition.

### **4 Publication awards**

- Artworks/design projects that have won recognised national or international awards/prizes/medals/competitions may qualify for publication awards.
- Acquisitions of individual works by major national or international galleries, museums, public/private collections may qualify for publication awards.

## ADDENDUM 1: REFEREE'S REPORT

Cover page:

### REFEREE'S REPORT ON PRESENTATION OF VISUAL RESEARCH

Name of referee: .....

Capacity or professional position: .....

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Name of the artist and exhibition under review:

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Date of report: .....

May your name be forwarded to the candidate?

YES	NO
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May your report be forwarded to the candidate?

YES	NO
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## REFEREE'S REPORT ON PRESENTATION OF VISUAL RESEARCH

Please complete Sections A, B and C

Section A:

<b>CANDIDATE'S NAME</b>		
<b>TITLE OF EXHIBITION</b>		
<b>TYPE OF PRESENTATION</b> (Please tick)	<ul style="list-style-type: none"><li><input type="radio"/> Solo exhibition</li><li><input type="radio"/> Duo exhibition</li><li><input type="radio"/> Retrospective exhibition</li><li><input type="radio"/> Curated exhibition</li><li><input type="radio"/> Group exhibition</li><li><input type="radio"/> Portfolio</li></ul>	Details:
<b>DATE OF EXHIBITION</b>		
<b>VENUE/SITE</b>		

**Section B:**

Please comment briefly on the following aspects of the presentation of visual research:

- Scope and nature of the exhibition;
- Venue or site of distribution of the creative research, e.g. an art museum and the suitability and standing of the venue/site;
- Quality and depth of the academic research underpinning the production of the creative work;
- Technical craftsmanship and expertise;
- The presence, quality and content of documentation accompanying the exhibition;
- Overall professionalism and presentation;
- The contextual relevance, merit and value of the exhibition to students, scholars and the public;
- Reviews or articles on the exhibition.