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PROCEDURES FOR THE REVIEW AND REAPPOINTMENT  
OF NONTENURED FACULTY  
GRADUATE SCHOOL OF ARCHITECTURE, PLANNING AND PRESERVATION

The Graduate School of Architecture, Planning and Preservation follows a regular process of review in considering its full-time, non-tenured officers of instruction for reappointment and for possible nomination to tenure. The following is a summary of the School's review procedures.

According to the University Statutes, a nontenured faculty member may hold a full-time appointment for a maximum of eight consecutive years of counted service. The date beyond which such an appointment may not be continued is determined by the Office of the Provost. These provisions do not entitle an officer to reappointment until the statutory limit has been reached; they merely determine the period beyond which an appointment cannot be extended without the granting of tenure. By Statute, an initial appointment is for one year only; subsequent appointment may be for a period of one, two or three years. The School may choose not to renew an appointment beyond its stated term due to budgetary reasons, changes in faculty needs, or unsatisfactory performance on the part of the officer. In such cases, the dean will give the individual written notice according to the following schedule:

- 1) no later than March 1 before the end of the first year of

service;

- 2) no later than December 15 before the end of the second year of service;
- 3) at least twelve months before the end of all subsequent periods of service.

All full-time nontenured officers in the School receive the following reviews:

- 1) An annual evaluation by an Executive Committee member, acting on a rotating basis. (In those years in which the officer is being considered for re-appointment, the review will occur before the Dean and Executive Committee make their decisions.)
- 2) Reviews in the second and fifth years of counted service by the Executive Committee for the purpose of recommending whether to reappoint in a nontenured rank.

In addition an officer may be reviewed for promotion to tenure by the Executive committee if prior budgetary approval for such an appointment has been given and if he or she is selected as the most qualified candidate for the appointment as a result of a search.

#### Annual Review

Each Spring, the officer is asked to meet for a consultation with an Executive Committee member, providing in advance a current curriculum vitae, for which the Office of the Dean has a

standard form, and materials which are representative of his or her scholarly and professional work. Following the meeting, the Executive committee member prepares a confidential report for the Dean and the Executive committee which evaluates the individual's teaching, scholarship, and professional achievements, and assesses the individual's prospects for continuing development.

#### Procedures for Reappointment in a Nontenured Rank

An officer's initial appointment is for one year. Prior to March 1st of that year, a member of the Executive committee makes his or her review of the officer, and the Dean, in consultation with the Committee member, determines whether to propose to the President or Trustees that the individual be reappointed. Reappointment for two more years is normally expected unless there are budgetary constraints or the officer's performance is deemed to be unsatisfactory.

Before the end of the second year of service, the Executive Committee meets to evaluate a faculty member on the basis of the annual reports prepared by Executive Committee members, a portfolio of scholarly and professional works, a curriculum vitae, and whatever additional information it may require. Before the end of the fifth year of service, it conducts a second, more rigorous review after examining similar materials. In both reviews the Committee considers the School's need for the individual's specialization and evaluates his or her teaching, scholarly and professional progress, and administrative work in the program and School. The Committee prepares confidential

reports of the reviews for the Dean. In the second year report it makes a recommendation on whether to reappoint the individual for another one to three years of service beyond the third year. Subject to budgetary constraints, approval of reappointment for the fourth to sixth years may be expected if one's performance is judged to be of satisfactory quality. In the fifth year report, it advises the Dean on whether the individual should be reappointed for a seventh and eighth year of service. The final decision on whether to nominate an officer to the President of Trustees for re-appointment is made by the Dean.

#### Procedures for Nomination to Tenure

During the fifth year review, the Executive Committee decides if it wishes to recommend that the Dean seek budgetary approval for a tenure appointment in the faculty member's specialization. If the Dean does not concur or if the Provost does not give authorization, the Dean informs the officer of this decision in writing. Promotions to tenure are only considered after a search for the best available candidate. Therefore, if budgetary approval is granted, the Dean appoints a committee from among the tenured faculty to conduct a full external search or, if the Provost gives his approval, a modified search involving a comparative evaluation of the faculty member with others in his or her field.

The latter procedure is followed only when the Executive committee and the Dean consider the faculty member to be of outstanding merit as a scholar, a professional, and a teacher.

In such cases, a letter is sent to the leading figures in the candidate's field of specialization, notifying them that a search is underway for a tenure appointment and asking them to suggest possible candidates of exceptional accomplishment and promise. The letter also states that the search will consider individuals within the University and includes the name of the faculty member being evaluated. The search committee reviews the qualifications of the candidates suggested in response to the letter. If it judges one of more scholars outside the university to be comparable to the individual on the School's faculty, inquiries are made about their availability. Those who are interested in being considered are evaluated along with the faculty member according to the procedures used in assessing the relative merits of the most promising candidates in a full external search.

If the faculty member is chosen as the preferred candidate, either through an external search or the modified search described above, the Executive Committee appoints one of its members as a sponsor to assist in the preparation of the materials it will review and to represent the faculty member during its deliberations. The Executive committee has at its disposal a curriculum vitae, a complete portfolio of the candidate's scholarly and professional work, the annual reports by Executive Committee members, and a report by the search committee. It may also request the Dean to seek letters of evaluation from individuals outside of the School. After conducting its review, the Executive committee votes by secret ballot to recommend to the Dean whether the individual should be

nominated for review by a University ad hoc committee. The final decision on a nomination to tenure is made by the Dean, who will inform the faculty member of his decision in writing.

The Executive Committee normally conducts the search for an authorized tenure position and makes its decision during an officer's sixth year of counted service to ensure that if a nomination is made, the University ad hoc review may be completed before the end of the officer's seventh year. An individual may, however, be considered for tenure in prior years, following the procedures outlined above.