

**Urban Planning and Policy Program**  
**College of Urban Planning and Public Affairs**  
**University of Illinois at Chicago**  
Adopted December 8, 1995

**Promotion and Tenure Criteria**

I. Introduction

The study and practice of urban planning, and the analysis of public policy, encompass a wide range of academic and professional interests. The Urban Planning and Policy Program (UPP), therefore, requires a faculty of diverse skills and backgrounds, including practice-oriented members and specialists from allied academic fields. In applying the promotion and tenure criteria outlined below, the Program's policy is to weigh carefully the performance of individual candidates in relation to the candidate's academic and professional background, and his or her role in UPP.

In broad outline, the criteria adopted by UPP are divided into the standard three-part format defined in the University's procedures: teaching, research, and service. However, the Urban Planning and Policy Program, like other academic units with a professional education mission, views the categories "research" and "service" in broader terms than would be typical of more traditional academic disciplines. Usually, a positive recommendation on promotion and tenure will be considered only if a candidate has performed adequately in all three areas listed above, and has performed well in two of these areas.

II. Teaching

All faculty members are expected to be good teachers. Teaching includes classroom teaching of regular courses, but in addition may include other activities outside the classroom which contribute to UPP's educational program, or to the development of individual students. Activities listed below are illustrative, and are not intended to be an exhaustive list of requirements that must be fulfilled by faculty members being reviewed for promotion.

A. Classroom instruction

Evaluation of classroom teaching performance will be based on the following:

1. Peer evaluation (in writing) based on visits to a candidate's classes;
2. Student evaluation as recorded in teaching evaluation forms;
3. Organization and quality of course syllabi, and other teaching materials;
4. Other information that may be solicited by the Promotion and Tenure

Committee in the course of its review.

B. Development of Innovative Course and Teaching Materials

Examples would include new courses or special topics courses related to the candidate's research, writing of programs for computer assisted teaching, adapting large scale planning procedures for classroom use, construction of special teaching materials that are also used outside of UPP, and preparation of short courses and seminars for practicing professional planners and policy analysts.

C. Contribution to the design and improvement of the Urban Planning and Policy Program's curriculum

Such activities would include contributions to the development or major revision of specializations, and the development of course offerings in cooperation with other academic units.

D. Instruction of individual students through research guidance and supervision, independent study; and special efforts to prepare students for successful job placement.

III. Research

UPP expects each of its faculty members to be productive in communicating ideas, knowledge, and problem-solving techniques beyond the University to a larger community of scholars and professional practitioners. Because of the diversity of the faculty, however, our definition of research includes but also extends beyond the traditional one--publication of books and refereed journal articles. In evaluating research performance, UPP recognizes the following areas of research as being of equal importance: traditional research, applied research, and professional practice. A faculty member recommended for promotion would be expected to contribute in at least two areas, and have a record of significant accomplishment in at least one area.

A. Traditional Research

Books, monographs, and articles published in refereed journals are included in this category. UPP does not prescribe a list of appropriate journals; however, faculty would normally be expected to publish articles that focus on planning theory and practice, policy analysis, research methodology, urban affairs, or research related to one of the areas of specialization. In line with University procedures, UPP will seek the written evaluations of experts and scholars outside the University.

B. Applied Research

Applied research includes research reports, technical bulletins, articles in journals which publish applications-oriented articles, and performance on research grants and contracts.

Methods for evaluating are similar to traditional research, augmented by such factors as width of circulation, commentary provided by the granting or contracting agency, and availability through centralized information service such as NTIS.

#### C. Professional Practice

Examples of significant professional practice activities would include formulating a plan for a public or private agency (including neighborhood organization); leadership or participating in workshops and seminars designed to advance the profession, editorial responsibilities related to professional journals; leadership activities in professional organizations; and consulting at policy-making levels of public or private organizations, including commissions and political campaigns.

The importance of professional practice in a case for promotion will depend on the scope, significance, and originality of the professional record being evaluated. Routine consulting work of the sort done by private consulting firms does not fit these criteria. Evaluation will be based on the extent to which a faculty member has taken a leading role in activities which lead and advance the profession. Such activities are to be subjected to peer review, including written evaluations of experts in the appropriate area. Professional awards and other recognition would also be evidence of accomplishment.

#### IV. Service

This includes service on (Program, college or campus) committees, administrative activities, service to professional organizations or community groups, service by furthering contact between UPP and the off campus planning community, and overall work in enhancing the quality and reputation of UPP.

A. Service on committees should be evaluated not only on the basis of the number and importance of the committees, but also the level, quality and impact of the contribution of the candidate to them.

B. Administrative activities (particularly those for which teaching load was not reduced) should be recognized where such activities are significant.

C. Service to professional organizations and community groups should be evaluated as for A. above.

D. Enhancement of contact between practicing planners and others on the one hand, and UPP faculty and students on the other, is valuable and should be recognized.

#### V. Procedures: Promotion and Tenure

A. The Promotion and Tenure Committee

The promotion and tenure committee shall consist of the tenured members of UPP faculty, with the exception of the UPP director. The director shall designate the chairperson annually. The director shall also appoint one nontenured member of the faculty to participate on the committee without vote.

#### B. Administration and Timetable

The UPP Director shall be responsible for informing the Promotion and Tenure Committee of the timetable for promotion and tenure procedures, as established by the Dean of the College, and for informing the Committee of its duties and responsibilities. The Committee is responsible for the preparation of the formal promotion or tenure case, except for the final decision on endorsement or non-endorsement and the summary assessment which discusses the justification for the Director's recommendation.

#### C. The Review Process

Each year, during the month prior to the deadline set by the college, the Committee shall meet and determine those individuals who will be given a formal promotion and/or tenure review and accept petitions from individuals wishing to be reviewed. The Chair of the Committee shall notify the Director of the names of all individuals who will be reviewed.

For each faculty member who is a candidate for review, the following steps must be taken in accord with the established timetable.

1. The committee, in consultation with each candidate, shall select a member of the Committee who will oversee the review and assist in preparing the formal papers.
2. The candidate shall provide the Committee with copies of publications; a record of professional activities, public service, and university service; and any other information considered by the candidate to be relevant to his or her case.
3. The Director of Graduate Studies shall compile the candidate's teaching record, including a list of courses taught and a complete set of all evaluations, both peer and student. The Committee shall prepare the summary evaluation of the candidate's teaching record as required by the promotion and tenure format.
4. The Committee shall select a set of external referees who will be asked to evaluate the candidate's research. A majority of the external referees should be nominated by a person other than the candidate. The chair of the Committee shall be responsible for promptly soliciting all letters of evaluation.

5. The chair of the Committee shall assemble, for the Committee's own deliberations, all prior annual review documents on the candidate and obtain a summary of the feedback given in prior reviews from the UPP Director and the Director of Graduate Studies.

D. Committee Deliberations

After the records of each candidate have been assembled, the Committee shall meet and conduct a formal review of that candidate. As part of the review process the candidate may have the opportunity to meet with the Committee. This meeting can be at the request of either the candidate or any member of the Committee. At the end of the review discussion, all eligible Committee members present shall vote upon the recommendation. Voting in absentia is not permitted. Participation in review and subsequent voting by use of conference calls is permitted.

The chair of the Committee shall, in writing, forward to the UPP Director the formal review papers, the Committee's recommendation and for the information of the Director a summary of the Committee's deliberations.

E. Director's Decision and Notification of the Candidate

The UPP Director shall promptly tell the candidate the Committee's vote and also indicate his or her concurrence or dissent. The Director shall then prepare the summary assessment and recommendation and notify the Committee of his or her recommendation. The Director shall then transmit the completed papers to the Dean according to the timetable.

VI. Procedures: Third Year Review

The University requires all academic units to conduct a formal review of faculty member who are on the third year of the tenure track. Procedures for this review are to be determined by each academic unit. The procedures of the Urban Planning and Policy Program are as follows.

A. Early in the Fall term of a faculty member's third year on the tenure track, the UPP director will request the faculty member to compile information on his or her teaching, research, and service record. The University's standard form for promotion and tenure will be used for this purpose. If the faculty member wishes, he or she may also submit supplementary information. The Director will transmit the completed form to the promotion and tenure committee by November 1.

B. The Director of Graduate Studies will submit by November 1 to the promotion and tenure committee a memorandum which reviews the faculty member's teaching performance.

C. During November the promotion and tenure committee will interview the faculty member. The committee may also, at its discretion, interview the Director of Graduate Studies, students, or other persons with knowledge of the faculty member's record. Usually, the committee will not seek written evaluations of research from referees outside the University.

D. The committee will submit to the Director by December 1 a memorandum summarizing its findings, and making recommendations. The memorandum will identify strengths and weaknesses in the faculty member's performance, and may offer suggestions for future development. Finally, the committee will recommend retention, retention with conditions, or nonretention.

E. The Director will give the faculty member a copy of the committee's report, and will meet with him or her to discuss its findings and any appropriate follow-up.

F. The Director will give the Dean of the College a copy of the committee's report and will participate should a follow up meeting be called by the Dean.