

UNIVERSITY OF VIRGINIA SCHOOL OF ARCHITECTURE Promotion, Tenure and Reappointment Policy¹

Faculty of the School of Architecture are elected to their teaching positions by action of The Board of Visitors. The School of Architecture follows the University of Virginia's policy on promotion and tenure. These definitions and procedures can be found at: <http://www.virginia.edu/provost/uvap&t.htm>

This School of Architecture document is consistent with the University's Faculty Handbook, but it includes additional criteria specific to the School of Architecture, such as Appendix 1.

2. Definition and Qualifications for Tenure, Promotion and Reappointment

2.1 Reappointment criteria, the candidate must meet the following:

- a. Evidence that the candidate has become, or will become, an excellent teacher; and
- b. Scholarship, publications, and/or creative work and evidence of potential for excellence; and
- c. Service to institution and/or public and evidence of sustained contributions.

2.2 Associate Professor promotion and tenure criteria, the candidate must meet the following:

- a. Excellent teaching and evidence of both the candidate's sustained commitment to instruction and the candidate's effectiveness as a contributor to the intellectual development of students through devices such as course design, course material, and other mechanisms of enhancing student learning; and
- b. Excellence of scholarship, publication and/or creative work, which provides evidence of the candidate gaining national recognition, or potential thereof; and
- c. Substantial contributions to the institution and public service work that advances the aims or achievements of organizations or institutions associated with the candidate's expertise, or which develops new standards or opportunities for advancing the candidate's area of expertise.

2.3 Full Professor promotion criteria, the candidate must meet the following:

- a. Excellent teaching and evidence of both the candidate's sustained commitment to instruction and the candidate's effectiveness as a contributor to the intellectual development of students through devices such as course design, course material, and other mechanisms of enhancing student learning; and

¹ A separate summary schedule is attached to but not a part of these procedures. This schedule is advisory and is amended as needed by the Deans office to conform to the larger university calendar or other annual circumstances.

b. Continuing superior achievement and growth in scholarly, professional and/or creative endeavors, and achievement of national stature as verified by evaluations by professional peers external to the university; and

c. Substantial contributions to the institution and public service work that advances the aims or achievements of organizations of institutions associated with the candidate's expertise, or which develops new standards or opportunities for advancing the candidate's area of expertise.

d. In rare cases, following a substantial period in rank after the award of tenure, the School may advance for approval the promotion of a tenured faculty member who has made distinguished contributions to the University over a sustained period of time that warrant special recognition outside the normal criteria for promotion. Promotion under this provision is to be reserved only for the rare situation in which a strong special case can be made. In no instance is length of service itself to be a sufficient criterion for promotion.

2.4 Recommendation for early promotion: promotion to associate professor with tenure lacking the full probationary term of six years, or full professor without the five years in rank will be rare.

2.5 See Appendix 1 for submission format and schedule.

3. Formation of the Promotions, Tenure and Reappointment (PTR) Committee

3.1 The PTR Committee is composed of seven members who hold regular full-time appointments as tenured faculty. In the spring term, the faculty as a whole elects four members, one from each of the four disciplines in the School (Architecture, Landscape Architecture, Urban and Environmental Planning and Architectural History) and the Dean then appoints three, one each from Architecture, Urban and Environmental Planning, and Architectural History. At least three members shall be full professors. Appointed and elected members serve overlapping three-year terms commencing on August 1 of the year in which they have been selected. At least one year must pass before a subsequent term begins. Associate professors are ineligible to discuss or vote on promotion to professor. When there are candidates for promotion to professor and the duly elected and appointed members of the PTR Committee do not number at least five full professors, additional members with the rank of professor are added to the Committee as follows: if one additional member is required, this person is elected by the faculty; if two additional members are required, one is elected by the faculty and one is appointed by the Dean. These additional members discuss and vote only on matters concerning promotion to professor.

3.2 The Dean is ex-officio, a non-voting member of the PTR Committee.

3.3 The Dean appoints the Chair after faculty elections are completed.

3.4 If a member of the PTR Committee is on leave for a portion of their term, the Dean appoints an acting member for the duration of this leave.

3.5 Each spring, the outgoing Chair of the PTR Committee will circulate a list of faculty members who are eligible to be elected to the following year's Committee. Voting will be completed prior to the Dean's appointments and during the first week in May or earlier. Nominations for elected positions can be made by any tenured or tenure track full-time faculty member at a meeting called to elect next year's members by the outgoing Chair of the PTR Committee. Faculty members also may nominate any tenured faculty member to serve on the PTR Committee by submitting a nomination in writing and signed to the outgoing Chair of the Committee prior to the election meeting. Nominees may decline nominations only for good cause, such as, the nominee does not expect to be in residence at the School during the time of the Committee's deliberations. For the elected positions, full-time tenured and tenure-track faculty in the school vote by secret written ballot. The winners are determined by a plurality of the votes cast. Absentee ballots must be submitted, signed and dated to the Dean's Assistant before the election meeting. An absentee vote submitted prior to the election meeting in effect is both a nomination of, and a vote for, that faculty member. Faculty members nominated by ballots cast for them before the election meeting will be included among the nominees identified at the meeting. While each absentee ballot will be counted, the number of absentee votes for a faculty member will not be announced or included in a vote tally until after all the votes have been cast and counted at the election meeting.

4. Responsibilities and Procedures of the PTR Committee

4.1 The PTR Committee recommends (affirmatively or negatively) to the Dean--and informs the appropriate Department Chairs of its recommendation--those faculty members to be reappointed, promoted, and/or granted appointment without term (tenure). Written review of each case by the PTR Committee will be placed in the Dean's office for review by full-time tenured faculty.

4.2 In reviewing each Departmental recommendation, the Committee will consider the substantive recommendation, the process used to reach it, and the quality and thoroughness of the written documentation to support the recommendation. The Committee works from the documentation provided by the Department and checks this against its own review of the candidate's files and its own assessment of the candidate's case. If clarification or additional information is needed from the Department, the Committee may request it. The Committee will have access to the materials submitted by the candidate (articles, books, course syllabi etc) as soon as they are submitted. Each member of the committee has the responsibility to review these materials. Access to letters and other departmentally generated material is available only after the Department has completed its recommendation and documentation.

4.3 The chair of the PTR Committee shall assign one or two members from outside the candidate's department to serve as secretary for each case in drafting and preparing the final Committee letter of recommendation. The Dean will be invited to all PTR meetings.

4.4 The PTR Committee is responsible for initiating changes to the organization, procedures and policies for promotions, tenure and reappointment in consultation with the full-time faculty of the School.

5.0 Responsibilities of the Departments

5.1 The PTR Committee will not act on a candidate's file until after the case is complete and fully reviewed by their Department. A complete file will include the following material:

a. The written report of the candidate's Department Chair. The report will include a complete employment record, an assessment of the candidate's qualifications covering their entire career, comments by faculty and external reviewers, copies of annual reports, prior assessments, and any other relevant materials. An oral presentation will accompany the letter.

b. The Department's faculty vote on the candidate, which has taken place after the following sections of the case have been completed by the Department. For cases of promotion to Full Professor, the discussion and vote is limited to Full Professors.

- Read all published work, executed works by the candidate as well as any works in progress,
- In tenure and promotion cases, review at least 4 letters from outside faculty, professionals and/or experts knowledgeable in the candidates field, who have been solicited by the Department Chair in collaboration with the candidate.

Inquire into the candidate's scholarly and pedagogical contributions to the School by soliciting, through an open call, written assessments from School of Architecture faculty who shall have access to the candidate's statement and materials, but not teaching evaluations or confidential letters from external reviewers.

When appropriate given the candidate's areas of expertise, inquire into the candidate's scholarly and pedagogical contributions by soliciting assessments of her/his scholarship from University faculty outside the School of Architecture.

- Inquire into the candidate's abilities as a teacher by the following procedures, in addition to those outlined in the University guidelines:

Review all of the candidate's course evaluations gathered by the Dean's office.

Assess the candidate's teaching effectiveness and results of coursework completed under the candidate's direction. As part of this judgment, a subcommittee interviews selected students from current and previous classes, attends classes, and prepares a summary.

Solicit evaluations on the teaching abilities of the candidate from students who have taken courses with the faculty member concerned. The process of identifying the students and collecting the evaluations will be done by the School of Architecture Student Council or other appropriate student organizations, such as SPA, SALA and SAH, in cooperation with the Associate Dean for Students.

- Identify and evaluate the candidate's record of service in relation to the criteria in sections 2.1-2.3.

5.2 Participation by other departments

When a candidate holds a joint appointment² between two or more departments, either within the School or in the larger University, a tenured faculty member from the other department(s) shall be jointly selected by the chairs of the joint appointment departments to participate and vote in the candidate's departmental deliberations.

When a candidate's department jointly offers a degree with other departments, a tenured faculty member from the other department(s) shall be jointly selected by the chairs of the joint program departments to participate and vote in the candidate's departmental deliberations.

5.3 In the Department of Architecture and Landscape Architecture, a committee chaired by the candidate's Program Director reviews each candidate. This committee shall include the tenured faculty of the candidate's discipline plus two tenured members of the other discipline. The Department Chair will appoint the two members from the other discipline, with at least one taken from a list of three submitted by the candidate.

Each committee member is expected to prepare a written evaluation of the candidate's case. This will be followed by a discussion among the committee members and a meeting with the Department's tenured faculty members. The Department tenured faculty will vote and the results, including written evaluations, will be presented to the Program Director and the Department Chair.

² Except courtesy appointments

The Program Director and the Department Chair will jointly prepare the written case and present their recommendation to the School's Promotion Tenure and Reappointment Committee.

5.4 Departmental Voting

It is the responsibility of all tenured faculty, except the Dean, to participate in department voting, with abstentions only in extreme circumstances as permitted by the Department Chair. Faculty serving on the PTR Committee also vote in that Committee's deliberations.

6. General Policies

6.1 Annual reports are required of all full time faculty members. The Department Chair is responsible for monitoring and advising candidates on their teaching effectiveness, scholarly endeavors, and service; it is good practice for the Chair's advice and opinions to be included in the annual faculty performance evaluations.

6.2 When a Department Chair is a candidate for promotion or tenure, the Chair of the PTR Committee, with the advice of the Committee, appoints a senior faculty member from the Committee or from the respective department faculty to assume all of the usual Department Chair's duties for that one case, including background research and the presentation of recommendations to the Committee.

6.3 In a case of promotion to Full Professor where the candidate's Department Chair is not a Full Professor, the Dean will appoint a Full Professor, possibly from another department, to assume the Chair's duties in preparing and presenting the case.

6.4 A faculty member may be self-nominated for promotion candidacy, reappointment or tenure or may be nominated by another faculty member, or the Department Chair. All such nominations are directed in writing to the Department Chair, with copies of the nomination to the candidate, the Chair of the PTR Committee and Dean.

6.5 A list of all faculty in the School, giving years of service, time in rank, and other pertinent employment information, will be made available to the PTR Committee and upon request to interested faculty by the Dean.

Appendix 1: Submittals for Promotion, Tenure and Reappointment Committee Consideration

Candidates for promotion, reelection or tenure should submit curriculum vitae, references, a statement of intent and materials to their respective Department Chair.

For tenure and promotion candidates, the materials should include one copy for School review and 8 copies of mailing materials for external reviewers.

Reelection candidates provide only one copy of materials unless directed otherwise by the Department Chair.

1. Curriculum Vitae:

Provide a current detailed curriculum vitae which includes personal data, academic career, professional activities, publication, reviews or exhibitions and public service

2. References

Tenure and promotion candidates provide names and addresses of six external reviewers who have a direct knowledge of the candidate's teaching, creative work, or service. When possible, the list should include persons from faculty at other universities. Provide names of at least three former students. Reelection candidates provide references only if specifically requested by the Department Chair.

3. Statement of Intent

Provide a statement describing personal interests, career objectives, and design and/or scholarly work now in progress. Of particular interest are the probable directions of personal work in the future and its potential for contributions to the program of the Department. The statement should be directed toward a broader audience than the candidate's department, since the Provost's Committee for those candidates being considered for tenure or promotion will read it.

4. Supporting Materials

see PTR Guidelines document