A necessary precondition of a strong faculty is that it has a first-hand concern with its own membership. The fundamental responsibilities of faculty members as teachers and scholars include maintenance of competence in their field of specialization and the exhibition of professional competence in the classroom, studio, or laboratory, and in the public arena through activities such as discussions, lectures, consulting, publications, and participation in professional organizations and meetings.

To comply with university policy on post tenure review (CRR 310.015), the Department of Architecture, Urban Planning and Design will conduct a performance evaluation for each tenured faculty member once every five years, in addition to requisite annual reviews. Each faculty member will be evaluated on the basis of achievement in the areas of teaching, scholarship, service and collegiality mutually agreed upon by the university community and the members of the academic unit. The tenured faculty member will submit FAS reports, student evaluations from a five year period and any other additional documentation as appropriate.

It is well-recognized fact that some faculty members will choose, over the course of their university careers, and after consultation and full agreement with their faculty and department chair, to place more emphasis and effort in a particular aspect of their professional development. Thus, it may be the choice of a faculty member – in concert with their yearly self-development goals and evaluations – to dedicate a majority of their time to achieving innovation and excellence in the instructional mission of the College. At the same time, others may propose to advance their development – and thus further their contribution to the mission of the College – through evidence of a body of work contributing to the profession, the university, college and department missions. Evidence can be exhibited through competitions, scholarship and writing, preparing research proposals, funded research, or professional work or service. However, it is equally well recognized that career development, which reflects the nature of the university life, is multidimensional and that concentration in a particular endeavor must not be used as an excuse for failure to contribute to the overall advancement and growth of the educational unit.

If a faculty member has served as department chair, had a full year leave of absence, etc., he or she will be evaluated using the appropriate workload-track-specific criteria, based on the FAS summaries for that period in addition to any relevant supporting documentation provided by the faculty member.

The following list is not all-inclusive; rather it is provided to serve as a reminder of the types of activities associated with each category. Faculty are free to add other related aims and achievements under the particular general category.
Teaching
Teaching is the fundamental mission of the University, the College and the Department of Architecture, Urban Planning and Design. Teaching includes both undergraduate and graduate level advising, lectures, seminars, and studios. It includes development of curricula and coordination of courses.

Documentation forming the basis for evaluation can include course evaluations by students, course materials (syllabi, project statements, exams, etc), awards, peer review, student accomplishments, publications or presentation of teaching innovation.

Possible activities related to teaching:

Undergraduate Teaching
Assigned courses
Assigned advising
Course coordination
Preparation for course to be taught next semester
Contributions to General Education
Contributions to coordinated courses (writing project statements, lectures)
Guest lecturer or critic
Dissemination of teaching innovations
Other undergraduate teaching related activities
Direction and oversight of professional internships
Direction and oversight of service-learning activities
Curriculum and program development

Graduate teaching
Assigned courses
Minor advisor for graduate student(s)
Member, Graduate Faculty
Other graduate teaching related activities
Direct research
Graduate thesis committee work and advising
Mentoring of graduate level professionals
Curriculum and program development

Scholarly and Creative Activities
Creative work, be it professional, artistic, or scholarly, is fundamental to personal and departmental development. From a personal point of view, faculty expect the opportunity to engage in creative work. The department likewise expects that faculty are actively utilizing their time engaged in scholarship and creative work. It is somewhat more difficult to define creative work, and the possibilities are wide-ranging. One key characteristic is that the work should be done with the intention that it can be made public in some way.
Documentation of the quality of creative and research activities includes public dissemination (juried papers, publications, etc.), comments from peers, and the receipt of awards or grants and other evidence of contribution to scholarship or professional practice.

Possible activities in the realm of creative and research activities:

**Research and Contributions to the Profession(s)**
- Writing (books, articles, reviews, monographs, bulletins, plans and planning studies, and related research)
- Editing or reviewing articles, books, and related research
- Editing collections of written research
- Serving as a juror for professional awards, such as ‘best paper’ competitions
- Presentation of original research at conferences
- Submission of grant proposals for funded research
- Funded research activities
- Unfunded research activities
- Collaborative research with scholars, professionals or graduate students
- Other scholarly and research-related activities

**Creative work**
- Architectural design and building
- Urban design and planning analysis
- Exhibition of creative work
- Entering a competition
- Winning a competition
- Creative work featured or reviewed in a publication or other media
- Other activity related to creative and design work
- Juror for a competition or exhibition
- Other professional activity
- Contribution to the production of film or video related to professional practice
- Curator of a public exhibition of creative work

**Service and Community Engagement**
Service is the application of knowledge and specialized skills to the benefit of the department, college, university, the public, and the professions. In architecture, planning and design education it is generally accepted that good teaching and research flows from active engagement with the professional community. Evaluation of service is based on level of leadership supplied and the quality of service rendered, and may require comments from those served, from committee heads, or co-workers as well as other forms of documentation as appropriate.

Possible activities related to service:

**Service to University Community**
- Chair of departmental, college, or university committee or task force
- Member, Faculty Senate or Graduate Council
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Other assigned or unassigned service to the department, college, or university

Service to the public
Written dissemination of professional knowledge or research through general interest publications
Oral dissemination of professional knowledge or research through public lectures or other forums for public address.
Consulting to local, state, national or international public organizations, including local, state and federal governments and other organizations such as planning commissions, design committees or neighborhood associations. Consulting to individuals or corporations
Other public service which utilizes professional knowledge

Professional service
Office holder or committee member or chair of professional associations and learned societies (AIA, ACSA, ACSP, ULI, UAA, APA, ULI etc.)
Member of professional organizations and learned societies
Organizing or chairing sessions at professional meetings or organizing the meeting itself
Editorial work for professional journals or newsletter
Honors or special recognition from organization or profession
Professional consultation
Service to public and nonprofit organizations related to professional practice in architecture, planning, urban design or related fields.
Other professional activities and services

Faculty to be reviewed during an academic year will submit their last five FAS (Faculty Accomplishment System reports), student evaluations, plus any other pertinent materials to the chair of the department by the first week of October. Student evaluations will be gathered from the five year review period. Using these documents, a committee of tenured faculty from the department (or related departments in the university) will review and recommend to the departmental chair their findings. If the review results in a satisfactory evaluation, the post tenure review will be complete. In the event of an unsatisfactory evaluation, the five-year report will be submitted to the Dean of Arts & Sciences.

The dean will review the report and provide an assessment of the performance of the faculty member. The five-year evaluation process will be complete if the dean judges the performance of the faculty member to be satisfactory.
At every level of review, the faculty member will be provided with a copy of any written report that is part of the proceedings, and will have the right of appeal of any evaluations and decisions.

When it has been determined that performance has been unsatisfactory and improvement is needed, a plan for professional development will be written. This plan will be developed by the faculty member, the departmental faculty, and the faculty member's chair. If requested by the faculty member, a mutually agreed upon mediator from outside the department will also participate in development of the plan. An agreed upon plan will be signed by the faculty member, the department chair, and the dean.

Submitted for tenured and tenure track faculty review.
Department of Architecture, Urban Planning & Design
College of Arts & Sciences
UMKC
12/06