

Department of Architecture, Urban Planning and Design

5/1/08

GUIDELINES FOR PROMOTION AND TENURE

These procedures represent a minimum level of guidance and support that a probationary faculty member can expect from the department's P&T committee. Probationary faculty members are entitled to constructive guidance and fair and objective performance evaluation. The department's P&T committee hopes all probationary faculty members will reach their full potential.

At the time of a probationary faculty member's appointment, the department's Chair will give him/her a copy of this document, and criteria that will be used in evaluating annual performance and granting promotion and tenure. The department's criteria for evaluating annual performance and recommending promotion and tenure are consistent with the general criteria in Executive Order No. 6A (Policy and Procedures for Promotion and Tenure), Section II, "Policies; Chancellor's Memorandum #35 (Policies and Procedures for Promotion and/or Continuous Appointment at the University of Missouri-Kansas City); "Procedures for Review of Regular Faculty on Tenure-Track or Tenured Appointments". Each year of the probationary period, the Chair will provide the probationary faculty member and the Promotion and Tenure committee (P&T) with copies of any newly amended university guidelines on promotion and tenure.

Promotion and Tenure Committee

Primary responsibility for the guidance of a probationary faculty member shall be assigned to the department's Promotion and Tenure committee (P&T). The committee consists of three tenured, full-time faculty who possess academic rank higher than that of the candidate in the department and/or any additional faculty at the university. When no member of the department's P&T committee has expertise close to that of the probationary faculty member, the committee may also include a tenured faculty member from outside the department or university. The committee sets its own rules of procedure and chooses its own chairperson. Until a chairperson is chosen, the senior member present presides.

At least once each year, the P&T committee shall meet with the probationary faculty member to review his/her progress towards renewal and promotion through the FAS annual review system. The committee shall offer advice on future endeavors, such as identifying and applying for intramural and extramural funding, and, if needed, the committee will make suggestions for improvement. The committee shall also ensure, in consultation with the probationary faculty member, that a current file contains all material relevant to the effective evaluation of the probationary appointment. The file should include copies of significant publications, teaching evaluations, and evidence of service and community engagement activities for each year.

Responsibility for the probationary faculty member's annual evaluations will be assigned to the P&T committee and the chair of the department.

Annual Performance Evaluation

The department Chair will provide timely written notification to the probationary faculty member and the P&T committee before the department's P&T committee conducts each annual performance evaluation. Prior to each evaluation, the P&T committee will meet with the probationary faculty member to ensure that a full record of achievement is considered.

Three Year Review

After three years of the probationary period have elapsed, the department will provide a more comprehensive progress report in writing to the candidate for tenure and promotion. If reappointment is recommended, the committee, in addition to citing areas of growth and accomplishment, will make a special effort to identify those areas, if any, which must be improved if the candidate is to have a realistic prospect of receiving the Dean's and the Department's recommendation for tenure.

Procedure: *(all published dates issued from the A&S Dean's office apply)*

- Part I of the tenure dossier completed by the candidate
- The department P&T committee and Chair review and write a review and recommendation for the department and submits it to the A&S Dean's office
- Entire package is forwarded to the Dean of Arts & Sciences
- A letter will be sent from the Dean's office to the candidate.

Review for Tenure and/or Promotion

The time of initiation of promotion and tenure recommendations must be before the deadlines required by the campus and college rules for that given year. The department Chair shall appoint a P&T committee that will consult with the candidate about the assembly of materials for the tenure review, undertake the review, and make a recommendation on tenure to the department's full faculty who are at the associate professor or above.

Procedure: *(all published dates issued from the A&S Dean's office and university apply)*

- Each applicant for tenure and/or promotion submit the names, and full contact information for eight potential external evaluators to A&S Dean's office.
- The department chair will add two additional external evaluators to the list. Names must be approved by the applicant.
- The College typically solicits three external evaluators from the lists submitted by the candidate and Chair. Candidates may request that four or five external letters be solicited.
- The candidate submits one original and five copies of their portfolio to the Dean's office. If additional external evaluators are selected additional portfolios would have to be supplied.
- External letters will be added to the departmental copy of the portfolio and made available to the department, and the departmental P&T committee and Chair. A review and recommendation from the department will be submitted. The candidate has two weeks to rebut any negative decision or submit new materials, before the portfolio with the department-level recommendations is due in the Dean's office.
- The Dean will make her initial tentative recommendations, allowing two weeks for any rebuttal or submission of new materials before a final decision is made and the materials are forwarded to the Provost Office.

CRITERIA FOR PROMOTION, TENURE, AND REAPPOINTMENT

Teaching

In the area of instruction, an expectation of quality teaching which will be measured by several criteria: 1) involvement in curricular planning, 2) periodic revisions of course for which you have primary responsibility 3) student evaluations, and 4) acceptable peer reviews of your teaching by your colleagues. While teaching is a part of your responsibilities, tenure is not awarded primarily on the basis of classroom performance. Competency in the classroom must be accompanied by a consistent record of research/creative accomplishments in your field. In unusual circumstances tenure may be recommended for demonstrated excellence in teaching, even in the absence of significant published research.

Scholarly and/or Creative Research

In order to put forth a successful tenure dossier, the candidate should clearly demonstrate that during your probationary period that you have consistently produced an original body of research, and creative work and that your efforts contribute significantly to the field. There is considerable flexibility in the directions that the creative research and more traditional research can take. At a minimum there would be an expectation of five activities as defined below. Authored books will count as 3-6 activity points. The P&T committee will judge all activities against the quality, reviews, and reputation of the activity defined.

- 1) **Publications:** Peer-reviewed publication of the candidate's work in architecture, or urban planning, and other publications or presentations of significance will be considered key evidence of achievement to be considered for promotion and tenure. As in other academic disciplines, the significance of publications will be judged by the quality of the work itself, reputations of journals or presses, and published reactions to the candidate's work by other scholars in the field.
- 2) **Professional practice:** A candidate may choose to devote creative effort, or a portion of it, to practicing as an architect / urban designer or urban planner. However, the awarding of commissions generally would not be regarded as the sole criterion for measuring creative accomplishments. Rather, the department would want to see evidence of the significance of the work measured by such things as professional design awards, presentation of work at professional conferences, juried exhibitions, grants written, grants awarded, submissions of work to design competitions, refereed articles and publications about the work in professional, peer reviewed journals.
- 3) **Critical reviews** about designs or practice efforts would be another method of demonstrating the significance of your work in the field. Practicing as an architect / urban designer / urban planner must be conducted in strict conformance to the University of Missouri Conflict of Interest Policy.

Service and Community Engagement

A key commitment to the department and the mission of the university will be as defined as service to the university and the larger community. The character of each faculty member's service will naturally be unique. The department urges faculty to concentrate their service contributions to those areas which have the greatest potential to reinforce creative / research efforts and teaching efforts. Working with the community is encouraged both in studio and lecture courses. These efforts will count toward teaching as well as public service / community engagement. Other areas might be involvement in local and national professional organizations such as the AIA (American Institute of Architects, APA (American Planning Association), ACSA (Association of Collegiate Schools of Architecture), ACSP (Association of Collegiate Schools of Planning)

Criteria for promotion to Associate Professor

The candidate must clearly demonstrate competence in all three areas with the promise of appropriate accomplishment in teaching and creative / research. Ordinarily the candidate will have served in the rank of assistant professor, or its equivalent at another university for five years before being considered for promotion to Associate Professor.

Criteria for promotion to Professor

The candidate is expected to have achieved and maintained a recognized record of accomplishment in teaching, creative / research and service. Under most circumstances, the candidate for Professor will have served in the rank of Associate Professor from five to seven years before being considered for promotion to Professor.