

UNIVERSITY of **HOUSTON**

Gerald D. Hines College of Architecture

Faculty Handbook

Content Revised February 28, 2012

See UH Faculty Handbook at:

https://fs.uh.edu/documents/2013_Faculty_Handbook.pdf

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BYLAWS

BYLAWS

These bylaws were adopted by the faculty of the college by a unanimous vote on October 10, 1978; revised February 1980; substantially revised March 15, 1994, amended September 3, 1996 and substantially revised and approved at the May 18, 2006 faculty meeting; revised and approved at the April 30, 2009 faculty meeting; revised and approved at the May 4, 2010 faculty meeting and pending provost approval.

PRIMACY OF UNIVERSITY-WIDE POLICIES

As the basis of self-governance of the College of Architecture, the bylaws shall be consistent with, and subordinate to the established university-wide policies as published in the most recent edition of the *UH Faculty Handbook*, as well as the policies, rules and laws of Texas Higher Education Coordinating Board (THE CB) and the State of Texas.

SECTION 1. The FACULTY

- 1.1 A member of the faculty shall be defined as any person who holds a faculty appointment as defined under "Faculty Appointments" in the *University of Houston Faculty Handbook*
- 1.2 All members of the faculty who are tenured, tenure track or benefits-eligible through their teaching appointment in the College of Architecture for the past two completed consecutive years shall have the right to vote in the general meetings of the faculty. The dean, associate dean, and retired, tenured faculty from this college who have returned to teach shall also have the right to vote in the general meetings of the faculty.
- 1.3 The faculty, through the Graduate and Undergraduate Committees, shall provide recommendations to the dean for policies on curriculum, courses, admissions, graduation, scholastic probation, dismissal, and new student recruitment.
- 1.4 The faculty, through the Steering Committee and its ad-hoc and sub-committees, shall provide recommendations to the dean on all matters concerning the administrative and general academic policies of the college.

SECTION 2. The ADMINISTRATION

- 2.1 The chief executive officer of the college is the dean who is appointed by the senior vice president for academic affairs and provost of the university with the approval of the chancellor/president and the Board of Regents of the University of Houston System.
- 2.2 The dean shall have general administrative authority over college affairs in the areas of educational policy, budgets, personnel, hiring, and teaching assignments. Regular input from the faculty shall be provided in the form of written recommendations from the standing committees or ad hoc or sub-committees. The dean shall provide leadership regarding academic programs and their compliance with all university policies and procedures.
- 2.3 The dean shall be responsible for communicating the college's programs to the university and the community.
- 2.4 The dean shall be responsible for distributing to each member of the faculty, the College of Architecture Faculty Handbook comprised of the college guidelines that govern the academic life of the faculty.

- 2.5 The dean shall be responsible for the preparation of the annual budget with the counsel of the Steering Committee.
- 2.6 The dean shall be responsible for the appointment and annual review of the academic area coordinators, the director of graduate studies, the assistant and/or associate dean(s), the college business administrator, and the directors of college centers or institutes. The dean shall periodically review all college programs.
- 2.7 The Promotion, Tenure, and Retention Committee shall review the performance of the dean every five years and submit a written report directly to the senior vice president for academic affairs prior to his review of the dean. The senior vice president will review the dean's performance every five years in accordance with university guidelines.

SECTION 3. COLLEGE COMMITTEE STRUCTURE

- 3.1 The Standing Committees of the College of Architecture faculty shall be:
 - Undergraduate Committee
 - Graduate Committee
 - Steering Committee
 - Student Grievance Committee
 - Faculty Grievance Committee
 - Promotion, Tenure, and Retention Committee
- 3.1.1 Each committee will consider any matters consistent with its charge which have been placed before it by the dean or any member of the faculty.
- 3.1.2 The dean, the associate dean for academic affairs, and the assistant dean shall be non-voting, ex-officio members of all of the standing committees, with the exception of the Grievance Committees and the Promotion, Tenure, and Retention Committee.
- 3.1.3 With the exception of the Grievance Committees and the Promotion, Tenure, and Retention Committee and its subcommittees, minutes shall be taken of each committee meeting and copies of such minutes shall be submitted to the respective committee members within one week and prior to the next meeting of that committee. Minutes should include both majority and minority opinions where views differ significantly.
- 3.2 The Undergraduate Committee shall be composed of the History/Theory coordinator, the Industrial Design coordinator, the Technology coordinator, the Foundation Coordinator, the Intermediate Coordinator, the Comprehensive Design Coordinator, the Professional Level Coordinator, the Interior Architecture Coordinator, the Design Media Coordinator, and a student representative from the undergraduate program. The student representative shall be a full-time student and shall be elected for a one-year term by the undergraduate student body at-large during the spring semester. Reelection of the student representative shall be allowed. The Associate Dean for Academic Affairs shall act as chair for the Undergraduate Committee.
- 3.3 The Graduate Committee shall be composed of the director of Graduate Studies, a studio coordinator, the history/theory coordinator, the technology coordinator, and a student representative from the graduate program. The design coordinators will choose their respective design representative from and to their committee for a term of one academic year. The student representative shall be a full-time graduate student and shall be elected for a one-year term by the graduate student body at-large during spring semester. Reelection of the student representative shall be allowed. The director of Graduate Studies shall act as chair for the Graduate Committee.

- 3.4 The Steering Committee shall be composed of six members elected from the tenured and tenure track faculty, one member elected from the voting-eligible adjunct faculty, one student representative from the undergraduate program, and one student representative from the graduate program. The dean, the associate dean for academic affairs, the assistant dean, and the director of graduate studies shall be non-voting, ex-officio members of the Steering Committee. Faculty members serving on the Steering Committee shall be elected by the voting-eligible faculty for two-year terms during the last scheduled faculty meeting of the spring semester. Each student representative shall be a full-time student and shall be elected for a one-year term by his or her respective student body at-large during the spring semester. Reelection of all members shall be allowed.
- 3.4.1 The election to the Steering Committee of the faculty committee members shall be staggered so that three are elected on odd years and four are elected on even years.
- 3.4.2 The Steering Committee shall elect its chair from its members.
- 3.4.3 The Steering Committee may invite members of the faculty, administration, and/or students to serve on ad hoc and sub-committees to investigate a specific issue(s) defined in the ad hoc or sub-committee charge, insuring equitable and balanced participation among the faculty. Each ad hoc or sub-committee will report its progress and recommendations directly to the dean and to the Steering Committee as soon as possible. Each ad hoc committee will operate only until the issue of its charge is resolved.
- 3.4.4 The Steering Committee will meet whenever necessary but at least twice each semester. The committee shall submit a synopsis of its minutes to the faculty within one week and prior to the next meeting of the faculty. These shall include what action was taken, identification of newly formed ad hoc and sub-committees and their charges, and progress on existing ad hoc and sub-committee matters.
- 3.4.5 The Steering Committee shall create and oversee the currency of the College of Architecture Faculty Handbook comprised of the college and university guidelines that govern the academic life of the faculty.
- 3.5 The Grievance Committees shall operate according to the College of Architecture Grievance Guidelines. Any changes to the Grievance Committees' Guidelines must follow the same procedure as amendments to the College of Architecture Bylaws.

SECTION 4. FACULTY PROMOTION, TENURE, & RETENTION

- 4.1 There are two distinct faculty hiring procedures, one for tenure track faculty and one for non-tenure track faculty.
- 4.1.1 Hiring of new non-tenure track faculty shall be done by the dean in consultation with academic area coordinators. The faculty is encouraged to make requests to the dean to fulfill needed teaching requirements or take advantage of special opportunities. The dean shall have the final authority to recommend appointments after insuring that the appropriate search process has been completed.
- 4.1.2 Requests for the hiring of new tenure track faculty shall originate from the dean. The dean, with the counsel of the academic area coordinators, shall identify positions to be filled and develop a list of desired qualifications. The dean shall appoint an ad hoc faculty search committee composed of faculty of diverse ranks and academic areas, one student representative from the

undergraduate program, and one student representative from the graduate program. Each student representative shall be a full-time student and shall be elected by his or her respective student body at-large. The committee shall conduct its search in accordance with university procedures and guidelines. The dean shall have the final authority to recommend appointments after insuring that the appropriate search process has been completed.

- 4.2 The Promotion, Tenure, and Retention Committee shall be composed of all tenured members of the faculty with the exception of those who serve on the Faculty Grievance Committee.
 - 4.2.1 The Promotion, Tenure, and Retention Committee shall develop and maintain in currency detailed procedures and guidelines for promotion, tenure and retention within the college. These procedures and guidelines and their amendments or revisions shall be approved by a majority vote of the voting-eligible faculty.
 - 4.2.2 The Promotion, Tenure, and Retention Committee shall make available to all faculty members through the College of Architecture Faculty Handbook the detailed procedures and guidelines for promotion, tenure, and retention.
 - 4.2.3 The chair of the Promotion, Tenure, and Retention Committee shall be a tenured professor elected by the committee members every spring semester.

SECTION 5. MEETINGS of the FACULTY

- 5.1 Meetings may be called by the dean at his or her discretion or shall be called by the dean whenever 25 percent of the voting-eligible faculty requests by petition such a meeting.
- 5.2 The faculty shall be notified with an agenda at least one calendar week in advance of all meetings.
- 5.3 The dean shall preside over all general meetings of the faculty but may appoint a pro tempore chair to serve at the dean's discretion. The chair shall be responsible for verifying voting eligibility and quorum at the beginning of every meeting.
- 5.4 A faculty member must attend the meeting at the time of the vote on an issue in order to exercise his or her right to vote on that issue.
- 5.5 A quorum shall consist of 51% of the voting-eligible faculty members. Should a quorum not be present at any meeting, the meeting may be rescheduled and a quorum shall consist of those members present provided that the following conditions are met:
 - 5.5.1 No new items are added to the agenda;
 - 5.5.2 At least one calendar week notice (excluding holidays and official vacation periods) is given to faculty concerning the time and the place of the meeting;
 - 5.5.3 Such notice clearly indicates that for that particular meeting a quorum shall consist of those members present.
- 5.6 Minutes of the meeting shall be taken and copies of such minutes shall be circulated to the faculty within one week after the meeting and prior to the next meeting. The opportunity to amend and approve such minutes shall constitute the first order of business at the next meeting of the faculty.
- 5.7 In matters not covered by specific rules adopted by the faculty, the proceedings shall be conducted according to *Robert's Rules of Order* (latest revised edition).

SECTION 6. ACADEMIC AREAS

6.1 The academic areas of the College of Architecture and corresponding coordinators are:

1. Design Media
2. Level I Design + Level II Design
3. Level III Design
4. History/Theory
5. Industrial Design
6. Technology
7. Foundation Design
8. Intermediate Design
9. Comprehensive Design
10. Professional Level Design
11. Interior Architecture

*Note: A coordinator may serve both the graduate design and undergraduate design academic areas.

6.2 A coordinator for each academic area (as noted in 6.1) shall be appointed by the dean for a two-year term. Re-appointment will be allowed.

6.3 Working through the graduate and undergraduate committees, the coordinator of each academic area will be responsible for establishing and maintaining academic standards, structuring curricula, and identifying specific courses for additions, changes, and deletions. Each coordinator shall work with the other coordinators to ensure the integration of all areas of the curriculum. Other requirements for coordinators shall be maintained by the graduate and undergraduate committees.

SECTION 7. ELECTION of REPRESENTATIVES to UNIVERSITY POSITIONS

7.1 During the last meeting of the faculty of the spring semester, the faculty shall nominate and elect from its members representatives to hold the College of Architecture's seats on university governance panels. These panels shall include but shall not be limited to the Faculty Senate, the Graduate and Professional Studies Council, the Undergraduate Council, and the University Planning and Policy Committee.

7.2 Representatives are elected by simple majority vote of voting-eligible faculty present. Should a position become vacant before the normal expiration of the term, the candidate receiving the next highest number of votes in the previous election shall be appointed to serve the unexpired term.

SECTION 8. AMENDMENTS to the BYLAWS and ASSOCIATED POLICIES

8.1 These bylaws and associated policies may be amended at any meeting of the faculty by a two-thirds (2/3) vote of the members present, provided that a quorum is met and that a copy of the proposed amendment or amendments is given to the faculty at least one calendar week in advance of the meeting at which it is voted on. Amendments may be proposed by a standing committee, an ad hoc sub-committee, the dean, or six voting signatory faculty members.

8.2 Questions of interpretation of these bylaws and associated policies shall be referred to the Steering Committee.

SECTION 9. ACADEMIC WORKLOAD POLICY

- 9.1 The normal teaching load per calendar year is 18 credit hours for each tenure and tenure track faculty member.

- 9.2 University of Houston policy concerning consulting and outside employment is as follows:
Each faculty member who engages in consulting or other outside employment, including teaching on a temporary basis at other institutions, during a semester in which the faculty member is assigned teaching duties must ensure that such activities do not interfere with regularly scheduled classes. Such activities must not require commitments of time averaging more than one day per calendar week (i.e., one day in seven). As approved by the senior vice president for academic affairs and provost, faculty in the College of Architecture is exempt from this limit due to the fact that active faculty participation in professional practice is a critical element of the student design experience and is consistent with the mission and faculty performance policies of the College of Architecture.

ASSOCIATED POLICIES

COLLEGE of ARCHITECTURE

PROMOTION, TENURE and RETENTION GUIDELINES

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The selection and continuation of the faculty of the College of Architecture are two of the most important responsibilities of the faculty as a whole. While the selection process is separated structurally from the promotion, tenure and retention process, both retain important and equal standing.

General Statement of Philosophy

The College of Architecture believes that its faculty should be comprised of a diverse group who are committed to excellence in teaching and learning and that the key to measuring performance is the measure of the capacities and performance of the students that have studies with a particular faculty member.

Beyond the excellence in teaching and learning, the college believes that achievement in research or in practice is the important component in indicating continuing development on the part of the faculty member.

Research and publication in the College of Architecture are similar to that of other disciplines particularly in fields such as Design History and Design Technologies. Research in design is more apt to be regarded as applied research by other disciplines.

Participation in professional practice is encouraged for all faculty. As a professional program preparing students to enter a licensed profession, the faculty have a responsibility to maintain currency in the profession. This can be accomplished in a number of ways: through study and research or through active participation. The college recognizes high quality and innovative design work as contributing to the advancement of the profession and the discipline. The documentation of design and planning projects are valuable case study examples for students and other professionals. The measure of excellence in practice must be gauged to reasonable expectations but, if a faculty member wishes to make participation in practice their sole activity in the area of research, then the practice must be notable and recognized by the profession, in the academic world, and by the public.

The College of Architecture guidelines regarding Tenure, Promotion and Retention incorporate and follow the rules and procedures as outlined in the latest editions of the University of Houston Faculty Handbook and the Promotion and Tenure Guidelines issued by the Provost's Office.

Regarding Tenure

The award of tenure is a privilege and not a right. To be tenured, a candidate shall have achieved an acceptable record of teaching, research and service as judged by the reviewing committees and individuals. Achieving an acceptable record is a necessary condition for the granting of tenure. However, its achievement should not be construed as a sufficient condition for the granting of tenure. University policies prevent colleges from establishing any such set of sufficient conditions. Rather, reviewing committees and individuals must assess not only the individual's progress in meeting the minimum standards relating to teaching, research, and service but also the overall contribution of the individual to the University, the College, and the academic discipline. Of course, the hope of the College is that every new faculty member will become successful, respected, valued, and accomplished and will receive tenure.

To become a permanent member of the faculty of the College of Architecture, a person must have demonstrated excellence in teaching, research or practice and in service. Beyond these, the faculty member must possess unique attributes that are not readily found in other faculty, must bring diversity to the college faculty and, most importantly, must demonstrate a conviction toward continuing growth both in teaching and in the profession.

Committee Structure

The Promotion, Tenure and Retention Committee will consist of all tenured faculty of the College of Architecture. The Committee may choose to conduct its business through smaller task groups or subcommittees but all actions and recommendations of the committee must be made as a committee of the whole.

At all times only faculty of the same or higher rank may participate in the review and recommendation of action regarding promotion, tenure and continuation.

Committee Operations

At the beginning of the Fall Semester, the Dean will notify the membership of the committee of its activities for the coming year:

- Promotions
- Tenure
- 3rd Year Reviews
- Annual Reviews - for continuation

At the beginning of each academic year the Tenure, Promotion and Retention Committee shall elect a chair from among its members.

Review and recommendations for promotion to Full Professor shall be the responsibility of a sub-committee of all tenured Full Professors of the College of Architecture. This sub-committee shall be constituted, as necessary, with the election of a chair from among its members being the first order of business.

Process

The Promotion, Tenure and Retention Committee of the College of Architecture will follow the process and procedures published in the current FACULTY HANDBOOK and will adhere to all deadlines published in that document.

It is the responsibility of each tenure track faculty member to present an annual report to the Promotion, Tenure and Retention Committee which demonstrates accomplishments in the three areas of teaching, research and practice, and service. Copies of all documents illustrating activities should be included with student evaluations and an updated resume. These annual reports will become part of the permanent record of the faculty. Faculty should include complete copies of any publications or papers presented during the year as well as images (to become part of the permanent collection of the college) of built architectural projects and of selected student work.

The due date of these annual reports will be as follows, all dates are listed in the attached Promotion, Tenure and Retention schedule:

February 15th for Annual & 3rd Year Review (University-March 1st)

For due process follow the University of Houston Faculty Handbook and the Provost's Office's Promotion and Tenure Guidelines.

Reviews

The reviews conducted by the College of Architecture Promotion, Tenure and Retention Committee follow the rules and procedures as outlined in the University of Houston Faculty Handbook and the Provost's Office's Promotion and Tenure Guidelines.

Committee deliberations shall be conducted in confidence and the committee's findings shared in writing with the applicant or the appropriate administrator.

The Promotion, Tenure and Retention Committee will conduct a formal review of each tenure track faculty member on an annual basis. A more thorough review will be conducted at the third year of the appointment (or whenever this has been stipulated in the faculty member's contract).

The annual review of faculty will result in the recommendation of the committee for either continuation or termination of the faculty member's contract.

The third year review will not only recommend for continuation or termination but, in the case of continuation, make recommendations regarding the faculty member's progress and potential for tenure.

Standards

For Tenure

A faculty member must demonstrate excellence in the field through teaching, research and/or practice and service and must also demonstrate promise for continued growth and excellence.

Excellence Must Be Demonstrated In:

Teaching — through evaluations of faculty by students (present and past), evaluations by other faculty of student progress, and through awards and other recognition gained by students.

Research and professional practice—all faculty are expected to participate in research, applied research, or practice (or combinations of these). These activities must be relevant to the faculty member's teaching field and to the overall advancement of knowledge of architecture or design. Faculty may demonstrate excellence through external recognition of their performance of these activities. This recognition may take the form of publications and papers presented or may be through awards received, publication of work, or other formal recognition of excellence.

Design faculty are expected to submit documentation of their design work in the form of a portfolio. The portfolio should include representative examples of design projects documented with photographs and/or drawings as well as verbal descriptions, publications and awards received.

The candidate should clearly identify his/her role and level of responsibility for all submitted work and appropriate crediting of other participants. The candidate should establish the relevance of his work to the academic objectives of the college.

Service - faculty are expected to provide service to the college and university in a number of ways. Of particular importance to the college is participation in student counseling and advising as well as service on college and university committees and task groups.

For Promotion

Associate Professor

To be promoted to Associate Professor, a faculty member must demonstrate excellence in teaching and service and must have gained at least regional recognition (statewide or southwestern) for practice or research. Regional recognition is defined as publication of work in or design awards won at the local, state, or regional levels.

Professor

To be promoted to Professor, a faculty member must demonstrate national recognition of their activities either through publication of research in national journals or by winning national awards or competitions or by having work published in national journals.

November 8, 1991

Revised October 24, 1994

The COA Promotion, Tenure & Retention Guidelines were revised by unanimous vote on September 3, 1996

Revised November 13, 2012

PROCEDURES for EXTERNAL REVIEW of CANDIDATES

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The College of Architecture procedures for the external review of candidates incorporate and follow the rules as outlined in the University of Houston Faculty Handbook and the Provost's Office's Promotion and Tenure Guidelines.

A critical component of a promotion and/or tenure dossier is the set of letters of evaluation solicited from recognized experts from outside of the University of Houston. In order to secure a fair, thorough, and impartial external review of all candidates for promotion and/or tenure, the following principles shall be followed:

1. Arm's Length Review

As required by the Office of the Provost's *Promotion and Tenure Guidelines*, external reviews shall be "arm's length" referees. Included in the category of those failing to meet this criterion are present or former collaborators, advisors, teachers, and students of the candidate, as well as any person with whom the candidate has had a compromising personal or financial relationship.

2. Confidentiality of Evaluation

The external letters of review are to be held in the strictest of confidence. Reviewers will be assured by the dean that every effort will be made to maintain the confidentiality of the evaluation (particularly from the candidates) and that these letters will only be seen by the appropriate review bodies. An optional release letter will be obtained from each candidate, prior to the external reviews, releasing their rights to ever see these letters; and a copy of these optional releases will be included with dossiers sent to the respective outside reviewers.

3. Qualified and Objective Evaluators

External evaluations shall be solicited from well qualified and objective reviewers, who have achieved senior status (rank of professor) and are nationally recognized in the candidates' fields, as their primary role will be to evaluate research and/or professional practice.

4. Dual Sources of Evaluators

The list of prospective external reviewers shall be assembled in the following manner: (1) the candidate shall submit to the College of Architecture Promotion, Tenure and Retention Committee chair a list of three appropriate external evaluators (with their addresses); (2) the College of Architecture Promotion, Tenure and Retention Committee shall independently prepare its own list of potential evaluators for each candidate; (3) the College of Architecture Promotion, Tenure and Retention Committee chair will then forward to the dean a list of six potential evaluators (this list should include at least one from the candidate's list, but half or more of the eventual evaluations should come from the College of Architecture Promotion, Tenure and Retention Committee list); (4) the dean will contact the potential evaluators in writing, keeping in mind that the university requires a maximum of six and a minimum of three external review letters.

5. Distance from Evaluators During Process

Except in unusual circumstances, no one involved in the review process should contact potential outside evaluators prior to the formal letter soliciting their evaluation of the candidate. Specifically, no one should contact these individuals to determine whether they would be willing to serve as reviewers or whether they are familiar with or formally disposed toward the candidate. The candidates, in particular shall maintain as much distance as possible from the reviewers, and in no instance shall they attempt to make direct contact.

6. Clear Directions to Evaluators

A letter will be sent to each potential evaluator asking for their willingness to serve in this capacity, and requesting a copy of an updated brief curriculum vitae (to be included in the respective candidate's final dossier) if they accept the task. Evaluators shall be provided with the candidates' optional release letters and current copies of the UH College of Architecture Promotion and Tenure Guidelines, as well as being informed of the review schedule and being provided with clear questions that they are asked to answer regarding the candidate's work.

7. Clearly Labeled Sources of Evaluators

Each external letter of evaluation included in the dossiers shall be clearly marked to make explicit which list was the source of that particular evaluator. For example: "This evaluator was proposed by the candidate" or "This evaluator was proposed by the College of Architecture Promotion, Tenure and Retention Committee".

8. Timely Scheduling

The external letters of review shall be available during the College of Architecture promotion and/or tenure review process. Therefore, the selection and securing of external reviewers shall be accomplished early in the summer, and contingencies must be anticipated, in case the letters of external evaluation or the dossiers do not arrive on time.

Unanimously approved by the College of Architecture Promotion, Tenure and Retention Committee on 29 April 1996.

CoA P&T Schedule

Revised and approved by PTR committee at their meeting on 26 January 2007

Approved by the faculty at the faculty meeting on 10 May 2007

Effective as of AY 2007/2008

Italics indicates PTR committee schedule; regular type indicates university schedule.

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	Action	Completion dates
1	<i>Beginning of fall semester dean notifies faculty membership of the PTR committee of activities of coming year: Promotions (effective following Sept 1) Tenure (effective following Sept 1) 3rd Year Reviews Annual reviews for continuation</i>	<i>By 3rd Monday in September</i>
2	<i>P+T committee elects a chair from among its members at beginning of fall semester</i>	<i>By 3rd Monday in September</i>
3	<i>Committee notifies dean and dean's assistant of membership and chair</i>	<i>By 3rd Monday in September</i>
4	<i>Dean sends letter to all Associate Professors and Asst Professors going up for P+T with notification of this schedule. Note university schedule comes later in academic year. [Provide them with this timeline and college guidelines for promotion and tenure. Note: binder size limitation.]</i>	<i>By 1st Monday in February</i>
5	<i>Associate Professors notify dean and PTR committee of their intent for going up for promotion and submit their list of external reviewers to PTR committee. Each Assistant Professor submits his/her three choices of external reviewers to PTR committee.</i>	<i>By 1st Monday in March;</i>
6	<i>PTR committee submits to the dean and the dean's assistant a list comprised of names, titles, mailing addresses (no P. O. Box address) and phone number (for UPS delivery) of candidate's and committee's choices as external reviewers.</i>	<i>By 3rd Monday in March</i>
7	<i>Dean's office sends invitations to external reviewers. Ask for 2 week response. Ask external reviewers for bio and short paragraph describing qualifications. Deans's office informs external reviewers about legal limits of confidentiality.</i>	<i>By 1st Monday in April;</i>
8	<i>If needed, 2nd round of letters go out to external reviewers. Ask for 2 week response.</i>	<i>By 4th Monday in April</i>
9	<i>If needed, 3rd round of letters go out to external reviewers. Ask for 2 week response.</i>	<i>By 3rd Monday in May</i>
10	<i>If needed, 4th round of letters go out to external reviewers. Ask for 2 week response.</i>	<i>By 2nd Monday in June</i>
11	<i>Candidates submit dossiers to dean's office</i>	<i>By 2nd Monday in June</i>

COA PTR Schedule
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12	<ul style="list-style-type: none"> •Dean notifies faculty for whom there will be mandatory reviews and provide them with a timeline and college guidelines for promotion and tenure. •Dean submits list of tenure and promotion candidates to the Provost's Office •Dean submits college P&T policies to Provost's Office 	Third Monday in May (university deadline)
13	<i>Letters and dossiers go out to external reviewers</i>	<i>By 3rd Monday in June</i>
14	<i>Return of dossiers + external reviewers responses due</i>	<i>By 1st Monday in August</i>
15	Candidates submit dossiers for on-campus review	<i>By 1st Monday in August</i>
16	<i>Return of dossiers + external reviewers responses due (2nd request when no response)</i>	<i>By 1st Monday in August</i>
	[Dept committees complete reviews; candidates are notified of decisions; dossiers are forwarded to the college]	[Last Monday in September*] (university deadline) PTR committee note: stricken/delete
17	<i>College committee completes reviews; candidates are notified of decisions</i>	<i>By 1st Monday in October</i>
18	College committee completes re-considerations if necessary. Candidates are notified of decisions; recommendations are forwarded to the dean.	<i>By 1st Monday in November</i>
19	Dean completes review; candidates are notified of decisions; dean submits promotion and tenure materials to the Office of the Provost.	Last class day of fall semester*
20	University Promotion and Tenure Advisory Committee organizational meeting takes place	After last class day of fall semester PTR committee note: see University Guidelines
21	University Promotion and Tenure Advisory Committee forwards recommendations to the Provost.	Monday after the MLK holiday in January PTR committee note: see University Guidelines
22	In case of a negative mandatory tenure decision, President/Chancellor notifies faculty member of decision for non-renewal of contract.	Last working day in May PTR committee note: see University Guidelines
23	Tenure and promotion decisions become effective	September 1 st PTR committee note: see University Guidelines

*Review should be conducted sufficiently early to allow time for rehearing prior to this date.

Architecture GRIEVANCE POLICY

The College of Architecture distinguishes between grievances brought by students and those brought by faculty. Each is considered through its own process with its own grievance hearing procedures and committee makeup.

Both grievance policies are described on the following pages.

College of Architecture FACULTY GRIEVANCE POLICY

Grievance Policy was revised and approved by faculty at the 05.04.10 faculty meeting.

In the normal conduct of education at the University of Houston, justifiable grievances may arise concerning the violation of university or college policies or procedures. The College of Architecture is committed to resolving these grievances in a fair, orderly, and expeditious manner. To that end, the college has established informal and formal procedures for settling academic grievances.

A grievance under the faculty grievance policy refers to an action that either violates a university, college, or academic policy or procedure or prejudicially treats the faculty on the basis of race, color, national origin, religion, sex, age, handicap, veteran status, or any other non-academic status.

Any individual with a grievance involving the College of Architecture must first try to resolve the grievance informally with the involved parties.

The aggrieved individual who does not obtain a satisfactory resolution through the informal process may file a formal grievance with the College of Architecture Faculty Grievance Committee and then, failing to obtain satisfaction, with the Office of the Senior Vice President for Academic Affairs.

College of Architecture FACULTY GRIEVANCE POLICY and PROCEDURES

Faculty grievances including those concerning matters of promotion and tenure, should follow the procedures outlined below.

Decisions by the College of Architecture Promotion, Tenure and Retention Committee and the dean not to confer tenure, not to promote, or not to re-appoint must meet the following tests:

- A. They must not violate the faculty member's academic freedom or punish him/her for exercising his/her academic freedom, either in the performance of his/her duties or outside the institution.
- B. They must not violate the faculty member's constitutional and legal rights or punish him/her for exercising them, and must be in compliance with mandated equal opportunity policies.
- C. They must not be arbitrary or capricious.
- D. They must represent the exercise of professional judgment.

If the grievance is in regard to matters of promotion and tenure or other grievable faculty offenses, the following procedure should be followed:

The Faculty Grievance Committee of the College of Architecture consists of three tenured professors. One, and only one, will be a full professor. These members are elected by the faculty for a term of two years on a rotating basis so that one is elected on odd years and two are elected on even years and members of the Faculty Grievance Committee do not serve on the College of Architecture Promotion, Tenure and Retention Committee during the term of their office. The chair will be elected from within the ranks of the committee.

Faculty members who wish to invoke a grievance procedure may do so at the level of the College of Architecture or campus level.

In his/her formal grievance document submitted to the Faculty Grievance Committee, the faculty member shall set forth in detail the nature of the grievance and shall submit factual material pertinent to his/her case. The grievance shall include a statement that the faculty member agrees to the college's presentation to the committee of such reasons and evidence in support of its decision.

If the faculty member alleges in his/her grievance that adequate consideration of his/her qualifications was not given in the decision for non-renewal of appointment, the committee shall decide whether or not to recommend reconsideration by the dean with the understanding that the committee shall not substitute its judgment on the merits. The term "adequate consideration" implies essentially procedural rather than substantive issues, but primary among the committee's concerns shall be whether proper attention has been paid to all relevant substantive issues. If the Faculty Grievance Committee recommends reconsideration, the committee shall indicate in what respects it believes the initial consideration may have been inadequate. If the committee decides that adequate consideration has been provided, its decision shall be considered final at the college level with appeal possible at the university level. Any committee decision shall be reported in writing and transmitted promptly to the faculty member and the dean.

If the faculty member alleges in his/her grievance that considerations violative of academic freedom significantly contributed to a decision not to re-appoint him/her, the committee shall decide whether or not there should be a formal hearing. If the committee decides in favor of holding a formal hearing, faculty member making the complaint (grievant) is responsible for stating the grounds upon which the allegation is based, and the burden of proof shall rest with the grievant. If the grievant succeeds in establishing a prima facie case, it is incumbent upon those who contributed to the decision not to re-appoint him/her to come forward with evidence in support of the decision. If the committee decides against holding a formal hearing, its decision and the reasons therefore shall be stated in writing and transmitted promptly to the faculty member and the dean.

If the aggrieved person is not satisfied with the disposition of his/her complaint by the College of Architecture Faculty Grievance Committee (or the dean's statement of unacceptability or impossibility) and wishes to appeal it, he/she must follow the policies and procedures outlined in the University of Houston Faculty Handbook.

For additional information see the University of Houston Faculty Handbook. Visit <http://www.uh.edu/fs/fachand_cover.html>.

College of Architecture STUDENT GRIEVANCE POLICY

In the normal conduct of education at the University of Houston, justifiable grievances may arise concerning the violation of university or college policies or procedures. The College of Architecture is committed to resolving these grievances in a fair, orderly, and expeditious manner. To that end, the college has established informal and formal procedures for settling academic grievances.

A grievance under the student grievance policy refers to an action that either violates a university, college, or academic policy or procedure or prejudicially treats the student on the basis of race, color, national origin, religion, sex, age, handicap, veteran status, or any other non-academic status.

Because assigning a grade or evaluating a student's work performance involves the faculty's professional judgment and is an integral part of the faculty's teaching responsibilities, disagreement with an instructor concerning a grade or evaluation is not a justifiable grievance under this policy unless factors such as those mentioned in the previous paragraph can be shown to have affected that grade or evaluation.

Any individual with a grievance involving the College of Architecture must first try to resolve the grievance informally with the faculty member or other involved parties.

The aggrieved individual who does not obtain a satisfactory resolution through the informal process may file a formal grievance with the College of Architecture Student Grievance Committee and then, failing to obtain satisfaction, with the Office of the Senior Vice President for Academic Affairs.

STUDENT GRIEVANCE FILING PROCEDURES

A student who wishes to file a grievance must file an "intention to grieve" notice within 30 days of the time when the student has knowledge or should have had knowledge of the offense. This notice should be submitted to the College of Architecture's dean's office through the completion of a *General Petition* along with a formal grievance document. This formal grievance document must state the following: 1) when the student discovered the issue being grieved, 2) what issue is being grieved, and 3) whether the student has informed the instructor of the issue being aggrieved (when applicable) and 4) what is the desired resolution. The *General Petition* and the formal grievance document should be forwarded to the assistant dean, and within 60 days of receiving the formal intent to grieve documents, the assistant dean will present the complaint to the Student Grievance Committee. Within 60 days of receiving the complaint, the Student Grievance Committee will render a decision. All grievance filings will be reviewed and any subsequent hearings that are deemed necessary with regards to the filing must be completed within these 60 days.

STUDENT GRIEVANCE COMMITTEE POOL:

Upon receipt of the *General Petition* and the formal grievance document, the assistant dean will contact the College of Architecture's Student Grievance Committee pool to convene a meeting. The purpose of this meeting is twofold. First, the members of the Student Grievance Committee will be selected and the committee chair shall be named. Second, the assistant dean will present the grievance petition and the formal grievance document to the committee.

A total of seven persons will be elected to serve as the Student Grievance Committee pool which will be composed of five voting-eligible faculty, one student representative from the undergraduate program and one student representative from the graduate program. At least three of the faculty representatives will be tenured. Faculty members serving on the Student Grievance Committee will be elected by voting faculty for two-year terms during the last scheduled faculty meeting of the spring semester. The election to the Student Grievance Committee of the faculty committee members will be staggered so that two are elected on odd years and three are elected on even years. Each student representative will be a full-time student and will be appointed to the Student Grievance Committee by the college's Student Council. The student representatives will serve for a one-year term and will be appointed during the summer semester. Reelection/reappointment of all members shall be allowed.

STUDENT GRIEVANCE HEARING COMMITTEE:

A Grievance Hearing Committee shall consist of three faculty members of which at least two shall be tenured faculty when possible and one student, and is charged with the task of determining whether an action has been taken against a student that either violates a university, college, or academic policy or procedure or prejudicially treats the student on the basis of race, color, national origin, religion, sex, age, handicap, veteran status, or any other non-academic status.

The hearing committee will select its own chair from elected tenured committee members. The committee chair is responsible for coordinating all meetings and hearing(s) related to the complaint at hand. The committee and its chair may seek counsel when appropriate and needed from various university agencies and offices as deemed appropriate in its review of a particular case.

THE HEARING PROCEDURE:

No member of the administration including the dean, associate dean or assistant dean shall attend any grievance hearing unless called by the committee to present testimony. The assistant dean will serve as a facilitator to convene committee meetings when a grievance is filed.

The date of the hearing is to be set by the hearing committee chair in consultation with all parties involved. The hearing committee chair must approve any delay or changes to the hearing date. Only documented, extenuating circumstances will be considered.

All parties shall notify the hearing committee chair in writing of the name, address, and telephone number of their witness(es) and counsel, if any, at least three days prior to the date of the hearing.

All parties shall be afforded the opportunity for reasonable oral arguments and for presentation of witnesses and pertinent documentary evidence. The case presented to the hearing committee must be made by the accusing individual.

No written or electronically recorded transcript of a grievance hearing is to be made. Witnesses may be called to offer insight on a case if the committee members agree. The proceedings of meetings are to be confidential.

COMMITTEE RECOMMENDATIONS:

Recommendations for resolution rendered by the College of Architecture Student Grievance Hearing Committee shall be in writing, setting forth the decision and the reason thereof, shall be transmitted promptly to the dean and the principal parties in the dispute. If the dean finds the Student Grievance Committee's recommendations unacceptable or impossible to implement, the dean must state this in writing and transmit the statement to the aggrieved person and to the Student Grievance Hearing Committee within 10 working days of receiving the committee's recommendation.

If the grievant or the respondent is unsatisfied with the outcome of the college level process, that party may petition for a university level review by the senior vice president for academic affairs and provost. Please note that appeals for decisions in the following areas are guided by separate appeal or grievance policies and procedures: Affirmative Action, Academic Honesty, Student Life, Financial Responsibility.

In the case of a graduate student's grievance, a university level review will be conducted through the Graduate and Professional Studies Grievance Committee which is under the purview of the dean of graduate and professional studies.

In both the undergraduate and graduate programs, the appeals process must be formalized through the submission of a *General Petition* and a written statement specifically addressing an appeal to the senior vice president for academic affairs and provost or dean of graduate and professional studies within 30 calendar days of the final disposition at the college level.

College of Architecture

ACADEMIC HONESTY POLICY

I. ARTICLE 1. General Provisions

1.01 Rationale. The College of Architecture supports and complies with the University of Houston's Academic Honesty Policy. The intent of the policy defined here is only to clarify and elaborate on the university policy as it specifically applies to the college. Reference should be made to the University policy for general matters. Since the College of Architecture does not have departments, the associate dean of the college fulfills the duties described in departmental hearings in university policy.

1.02 General Jurisdiction. Matters relating to academic honesty are within the general jurisdiction of the senior vice president for academic affairs.

1.03 College Jurisdiction. The college policy applies to academic honesty issues involving all students who are enrolled in courses taught in the College of Architecture. Students who are majors in the College of Architecture, but are involved in an academic honesty in another college are subject to the policies of that college.

1.04 Questions Regarding Applicability of Policies. All questions regarding the applicability of college codes or university policy or special provisions of either shall be determined finally by the senior vice president for academic affairs.

1.05 Compass of Actions Taken Against Students. Actions taken against students are university-wide in their effect.

1.06 Faculty Responsibility. Faculty have a responsibility to report incidents of alleged academic dishonesty to the assistant dean, associate dean, or dean.

1.07 Student Responsibility. Students have the responsibility of reporting incidents of alleged academic dishonesty first to the faculty member involved, and then, if necessary, to the assistant dean, associate dean or dean.

II. Article 2. Preventive Practices

2.01 Preventive Measures. Faculty members will help students comply with the academic honesty policy by minimizing the temptation to act dishonestly. Among other measures, the faculty should:

- a. Maintain adequate security precautions in the preparation and handling of tests;
- b. Structure the type and sequence of examination questions so as to discourage dishonesty;
- c. Provide ample room for proper spacing of students during examination period, if room is available; and
- d. Monitor examinations, especially in large classes and in classes where not all students are known to the instructor or assistant.
- e. Make clear to students, in writing, what constitutes academic dishonesty, particularly in those classes where group activities (laboratory exercises, generation of field reports, etc.) are part of the instructional process;
- f. Require students to show a picture ID and sign major assignments and exams;

- g. Help raise consciousness of the issue of academic honesty by including a statement about academic honesty in course syllabi.

III. Article 3. Categories of Academic Dishonesty

3.01 Application of Academic Dishonesty. This policy applies only to those acts of dishonesty performed while the student is enrolled in the university.

3.02 Academic Dishonesty Prohibited. “Academic dishonesty” means employing a method or technique or engaging in conduct in an academic endeavor that the student knows or should know is not permitted by the university or a course instructor to fulfill academic requirements. Academic dishonesty includes, but is not limited to, the following:

- a. Stealing, as theft of tests or grade books, from faculty offices or elsewhere;
- b. Using “crib notes,” as unauthorized use of notes or the like to aid in answering questions during an examination;
- c. Securing another to take a test in the student’s place; both the student taking the test for another and the student registered in the course are at fault;
- d. Representing as one’s own work the work of another without acknowledging the source (plagiarism);
- e. Changing answers or grades on a test that has been returned to a student in an attempt to claim instructor error;
- f. Giving or receiving unauthorized aid during an examination, as trading examinations, whispering answers, passing notes and the like;
- g. Openly cheating in an examination, as copying from another’s paper;
- h. Using another’s laboratory results as one’s own, whether with or without the permission of the owner;
- i. Falsifying results in laboratory experiments;
- j. Mutilating or stealing library materials; misshelving materials with the intent to reduce accessibility to other students;
- k. Failing (on the student’s part) to report to the instructor, assistant dean, associate dean or dean an incident which the student believes to be a violation of the academic honesty policy; and
- l. Any other conduct that a reasonable person in the same or similar circumstances would recognize as dishonest or improper in an academic setting.

3.03 Penalties. Any appropriate penalty may be imposed against a student who engages in academic dishonesty up to a maximum penalty of permanent suspension from the university.

IV. Article 4. Sanctions.

4.01 Sanctions. The sanctions for confirmed breaches of this policy shall be commensurate with the nature of the offense and with the record of the student regarding any previous infractions. Sanctions may include, but are not limited to, a lowered grade, failure on the examination or assignment in question, failure in the course, probation, suspension from the university, expulsion from the university, or a combination of these.

4.02 Probation, Suspension, and Expulsion. The terms of probation, suspension and expulsion used herein refer to these sanctions only as they are imposed as a result of violations of this Academic Honesty

Policy. All policies and procedures for the imposition and appeal of these sanctions are contained within this policy.

V. Article 5. Preliminary Hearing

5.01 Colleges without Departments. For colleges that do not have individual departments, the decision of the initial hearing officer designated by the dean of the college shall constitute the equivalent of a departmental decision. The associate dean serves as the initial hearing officer in the College of Architecture.

5.02 Preliminary Hearing. When an instructor has reasonable grounds to believe that a student has committed an act of academic dishonesty, the instructor shall notify the associate dean in writing, within five class days of discovery. Students who believe they have observed an act of academic dishonesty shall report the incident to the instructor, as soon as possible, who shall report the incident in writing to the associate dean within five class days of being notified by the student. In case a waiver of a preliminary hearing is an option as provided in Article 5.04, the associate dean shall, within five class days of receiving the report, inform the accused in writing of the nature of the offense and recommended penalty, and ask the accused to select between the hearing and waiver options. If the associate dean has not received a response within 10 class days of the notification of these options, the associate dean shall, within the next five class days, schedule a formal preliminary hearing. In the case a waiver of a hearing is NOT an option, the associate dean shall, within 10 class days of receiving the instructor's report, schedule a departmental hearing. To schedule a formal preliminary hearing, the associate dean shall notify the instructor, the accused, and the accusing party, if other than the instructor, of the nature of the offense and the time and date of the hearing. Normally, the accused shall be notified by certified mail. Should any of the parties fail to appear, without good cause, at the formal preliminary hearing, the associate dean may render a decision in their absence.

Both sides shall have an opportunity to present their cases during the preliminary hearing. This may include the introduction of physical evidence as well as testimony from individuals who have knowledge of the circumstances. If either side intends to have individuals appear at the hearing for such testimony or as legal counsel, the associate dean must be notified at least three class days before the hearing. If either side will be advised by legal counsel, the hearing cannot be held with such counsel in attendance unless a representative from University of Houston legal counsel is also present.

The associate dean shall render a decision within three class days after the hearing and forward copies of the decision to the student, instructor, and dean of the college responsible for the course in which the alleged offense occurred. Both the accused student and the instructor have equal right of appeal if the decision of the associate dean is not acceptable. If a written appeal is not received by the dean of the college within ten class days of the decision at the formal preliminary hearing, the action recommended by the associate dean shall be implemented. An associate dean's recommended penalty of suspension or expulsion shall be reviewed in a college hearing unless such hearing is waived as provided in Article 5.05 below.

5.03. Group Violations of the Academic Honesty Policy. In instances where two or more students are alleged to be involved in the same infraction of the academic honesty policy, at the discretion of the associate dean, the case against the whole group will be dealt with at a single preliminary hearing. The facts common to all cases will be presented with all students allegedly involved in attendance. Each student shall be allowed to present his/her defense to the associate dean separately. If requested by the presenting student, such a defense shall be presented outside the hearing of the other students.

5.04 Waiver of Preliminary Hearing. When notifying the associate dean of the alleged infraction, the faculty member shall have the option of suggesting, to the associate dean, a sanction for the alleged violation of the Academic Honesty Policy that would, if acceptable to the student, instructor, and associate dean, preclude a formal preliminary hearing. Such sanctions would normally include reduced or zero credit for a test assignment, a grade of "F" in a course, or other such agreed upon sanctions. Sanctions involving disciplinary probation or sanctions requiring a college level hearing cannot be used. In cases for which the instructor suggests a sanction so as to preclude the preliminary hearing, the accused shall be notified, in writing, by the associate dean of the choice of: (1) acknowledging the alleged academic honesty violation, waiving the formal preliminary hearing; or (2) proceeding to a formal preliminary hearing. Upon electing the waiver of a formal preliminary hearing, the student's name will be placed on a list that is maintained, by the department, the dean's office, and the provost's office, until graduation. Following graduation, the student can request that his/her name be removed from these lists. An agreement to settle an academic honesty infraction via a waiver of the formal preliminary hearing will not result in any record being kept that is reflected on the student's transcript or his/her permanent record. The waiver of a formal preliminary hearing process must be agreed to by the instructor, the student and the associate dean. In the event that all three cannot agree to a waiver, the case must be moved to a formal college hearing. A student is eligible for a waiver only if he/she has no previous violations of the Academic Honesty Policy. A formal departmental hearing will be scheduled should a student fail to respond to written notifications concerning the alleged infraction of the academic honesty policy.

5.05 Waiver of Automatic College Hearing. If a student wishes to accept a sanction of suspension or expulsion as a result of a preliminary hearing, he or she may submit a written waiver form to the college hearing officer no later than **10 class days** after being notified of the associate dean's decision. The waiver form is issued from the college's dean's office only after the student has met with the college

Hearing officer (or his/her designated representative), who will ensure that the student is aware of his/her rights in the appeal process. The college hearing officer shall then implement the associate dean's decision and notify the appropriate parties of the disposition of the case within **five class days** of receipt of the waiver request. The sanction is considered a college level decision.

5.06 Conflict of Interest. When faculty responsible for the implementation of the Academic Honesty Policy (deans or designated representatives) are themselves party to a case, they shall in no way participate in the administration of the policy. Such responsibilities shall pass to faculty and administrators not directly involved in the case.

VI. Article 6. College Hearing

6.01 College Hearing. If either the student or the instructor wishes to appeal the decision of the associate dean, he or she must file a written request for a hearing to be conducted through the College Academic Honesty Panel within five working days of receipt of the request. This request should be submitted to the college hearing officer.

6.02 College Hearing Officer. The college hearing officer shall be appointed by the dean. This appointment is typically filled by the assistant dean. Normally the hearing officer will be appointed for a full academic year. Correspondence with the hearing officer should be addressed to the college office.

6.03 Duties of the College Hearing Officer. It shall be the duty of the college hearing officer to:

- a. Select the college academic honesty panel;
- b. Set and give notice of the time and place of the college hearing;

- c. Rule on procedural matters;
- d. Conduct the hearing in an orderly manner so that both sides are given an opportunity to state their case;
- e. During the panel's deliberation, the hearing officer shall remain available to answer questions on procedural matters; and
- f. Prepare and submit one copy of the decision to the dean and one copy to the senior vice president for academic affairs.

The college hearing officer shall not take part in the vote nor otherwise participate in the deliberations of the panel.

6.04 Academic Honesty Panel. The college disciplinary academic honesty panel shall be selected from the college's Student Grievance Committee pool. The panel will be selected by the college hearing officer and shall consist of three faculty members, of which at least two shall be tenured faculty when possible and one student. The college hearing officer shall appoint the chair of the panel.

6.05 The Dean of Students. The dean of students, or his or her designee, shall be required to attend all college hearings to serve as a university resource person. This individual shall not have a vote at a college hearing nor be present during the deliberations of the panel. This individual shall not have a voice at a college hearing unless so requested by the panel or hearing officer.

6.06 Hearing Procedure.

- a. All parties shall be afforded the opportunity for reasonable oral arguments and for presentation of witnesses and pertinent documentary evidence.
- b. The panel shall have the right to question any and all witnesses and to examine documentary evidence presented.
- c. The hearing shall be mechanically recorded. The parties involved may obtain a copy of the recording from the hearing officer at the expense of the requesting party.
- d. All parties shall have the right to advice of counsel of his or her choice. The hearing officer shall be provided in writing the name, address, and telephone number of counsel prior to the date of the hearing.
- e. The date of the hearing must be adhered to except for unusual circumstances, which must be reported in writing as soon as possible to the hearing officer.
- f. At the conclusion of the hearing, the panel shall meet in a closed session. Upon reaching a decision, the panel shall inform separately through the hearing officer all parties of its judgment, including the dean of the college and the senior vice president for academic affairs.
- g. The dean shall notify the appropriate parties of the disposition of the case within five working days of receipt of the panel's judgment.

6.07 Records.

- a. If a student is found to be not guilty after the review process is completed, records concerning the matter shall not become a part of the student's permanent record.
- b. If a student is found guilty in a preliminary hearing and if the matter is not heard before the college academic honesty panel (i.e., is neither appealed nor automatically reviewed because of the penalty), the record of the proceedings and penalty will not become a part of the permanent disciplinary record. Instead, the record will be retained by the College of Architecture (and college of major if the student is not a major in the College of Architecture) and will be destroyed at the time the student graduates.
- c. If a student is found guilty by a college academic honesty panel, the record becomes a permanent part of the student's university disciplinary record.

- d. The senior vice president for academic affairs shall have the responsibility of keeping all physical records and supporting materials from college hearing proceedings for an appropriate period of time.

VII. Article 7. Senior Vice President for Academic Affairs Appeal

7.01 Refer to the University of Houston's Academic Honesty Policy.

PEER REVIEW POLICY

Page 1 of 1

Annual Faculty Activity Reporting

An evaluation of each tenured and tenure track faculty member in the college will be conducted annually. These evaluations will be conducted by a peer-review committee through the process described below. Evaluations for each faculty member will be submitted to the Office of the Dean and used as a basis for merit increases as they become available. Annual peer reviews will be kept in each faculty member's file and used as the primary component of the post tenure review required by the University.

1. Constitution of the Peer Review Committee

The committee will be composed of four tenured or tenure-track faculty members, three of whom must be tenured, elected by the voting-eligible faculty. Committee members will be elected on a rotating basis for a term of two years (i.e., each year two members will step down and two new members will be elected). The committee will elect a chair during its first regularly scheduled meeting.

2. Basis for Evaluation

Each tenured or tenure-track faculty member will submit a FACULTY ACTIVITY REPORTING FORM which is the basis for the evaluation. The reporting form is divided into three sections:

- Teaching
- Scholarship/Research/Creative and Professional Work
- Service

The College of Architecture recognizes and encourages diverse activities by its faculty. Such diversity includes professional practice, publications and papers presented at conferences, curriculum development and teaching, and service to the college, university and community. The reporting form is not intended as a checklist. Review of the form should concentrate on the quality of reported activities within a diverse range of investigations and activities in architectural history, theory, application and research as they are exhibited in various ways in the teaching, scholarship/research/creative and professional work, or service categories.

3. Evaluation Process

The Peer Review Committee Members will each review the Reporting Forms independently, ranking the faculty members from 1 to 5:

1. Unsatisfactory
2. Adequate
3. Merit
4. Special Merit
5. Exceptional Merit

Evaluations by each committee member will be submitted to the chairperson who will then average the scores and submit a final categorical rating to the dean when requested.

4. Evaluation Process for the Committee Members:

Committee members will be evaluated by the other three members and will not evaluate themselves.

Adopted by Faculty Vote, April 1998. Revised by Faculty Vote, May 10, 2007.

**Annual Faculty Activity Reporting Form
Submitted to the College Peer Review Committee**

Page 1 of 3

Insert Faculty Name on each page of report

The report should cover the period since the last reporting period, i.e., spring, summer and fall of the last calendar year, although some things from spring this year could be included.

Reports are due **Monday after spring break in the Dean's Office**

(Note: If you need more space in any of the categories below please use the back or an attachment.)

I. Teaching

- A. List courses taught during the past academic year
Spring Semester:

Summer Semesters:

Fall Semester:

- B. One on one instruction (special problems, thesis assignments)

- C. Course and Curriculum Development, Revisions, New Courses:

- D. Teaching Recognition (Awards, Honors)

- E. Other (Instruction in other external programs, advising for student competitions, juror at other schools, etc.):

Annual Faculty Activity Reporting Form

Page 2 of 3

II. Scholarship/Research/Creative and Professional Work

A. Published work (books, articles, edited publications, publication of designs or built work, etc.):

B. Work accepted for publication, but not yet published. Work-in-Progress:

C. Built Work (completed or in-progress projects):

D. Competition Entries:

E. Professional Consultancies (design, engineering, community, etc.):

F. Awards

- G. Other Scholarly or Creative Activities (funded projects, invited lecturers, papers read at professional meetings [specify local, regional, national or international], participation in workshops or symposia, activities in professional organizations):

Annual Faculty Activity Reporting Form

Page 3 of 3

III. Service (Include committee work, offices held, special projects or assignments)

A. College

B. University

C. Professional

D. Community

1. Candidate Statement:

Deadline is Monday after spring break in the dean's office.

FACULTY DEVELOPMENT LEAVE

Page 1 of 1

Proposal for a Faculty Development Leave Program

Recognizing the importance of faculty development leaves as a part of promoting renewal, scholarship, and professional activities, the college will award a minimum of one faculty development leave each year under the conditions described below. In general, leaves can be taken for one semester at full salary or for the full academic year at half salary.

The process of awarding sabbaticals acknowledges both years of service as well as merit.

Eligibility Pool

A pool of six candidates is formed yearly from the tenured faculty with the most seniority. Candidates remain in the pool until they either receive a sabbatical or ask to be withdrawn from the list. A new pool is formed each year by adding new candidates with the next highest seniority to fill vacancies.

Candidates for the pool are notified by the dean in January of the year preceding their eligibility. Candidates from the pool who wish to be considered for a sabbatical prepare a proposal and submit it for review by the Development Leave Committee by the last week in February. The committee completes its recommendations and submits them to the dean by the end of March.

Proposal

A proposal for a sabbatical should include:

1. Statement of years of service and present rank.
2. A current vitae outlining accomplishments, service and performance.
3. A proposal outlining the purpose for the requested leave.

Development Leave Committee

The Development Leave Committee consists of three members who are selected by the college Steering Committee and will include no more than one non-tenured member. Following the first year, the committee will include at least one member who has received a sabbatical. Members will serve for two years on a rotating basis.

The committee reviews the proposal and evaluates them in the following manner:

1. Years of service + 10 for a full professor and +5 for associate
2. Evaluation of record (evaluated on a scale from 1-10) x 5.
3. Strength of the proposal (evaluated on a scale from 1-10) x 5.

Committee members record their evaluations and submits them to the dean. The dean makes a final recommendation and submits it to the senior vice president for approval.

Terms

Since no funds are provided to the college to cover faculty development leaves, any arrangements needed to cover the applicants teaching responsibilities while on leave must be negotiated with the dean prior to final approval. The college will consider the cost and difficulty of covering a faculty member's teaching assignment in determining the feasibility and level of funding of leaves.

Typed 11.6.01

APPENDIX

VOTING-ELIGIBLE FACULTY (academic year 2014-15)

Tenured/Tenure Track Faculty:

1	Leonard Bachman	Professor	
2	Larry Bell	Professor	
3	Geoffrey "Geoff" Brune	Professor	
4	Joe Colaco	Professor	
5	Tom Colbert	Associate Professor	
6	Tom Diehl	Associate Professor	
7	Jeff Feng	Assistant Professor	Fall 2017
8	Wendy W. Fok	Assistant Professor	Fall 2017
9	Dietmar Froehlich	Associate Professor	
10	Matthew Johnson	Assistant Professor	Fall 2014
11	Donna Kacmar	Associate Professor	
12	EunSook Kwon	Professor	
13	Rafael Longoria	Professor	
14	Gregory Marinic	Assistant Professor	Fall 2016
15	Patricia Belton Oliver	Professor and Dean	
16	Patrick Peters	Professor	
17	Shafik Rifaat	Professor	
18	Marta Rodriguez	Assistant Professor	Fall 2018
19	Susan Rogers	Assistant Professor	Fall 2014
20	Ronnie Self	Associate Professor	
21	William "Bill" Truitt	Associate Professor	
22	Peter Zweig	Professor	

Non-Tenure Track Faculty

	Faculty	Title	Voting eligible faculty: benefits eligible with two consecutive years of teaching
1	Cord Bowen	Adjunct Asst. Prof.	08-09; 09-10; 10-11; 11-12; 12-13; 13-14; 14-15
2	Sharon Chapman	Lecturer	08-09; 09-10; 10-11; 11-12; 12-13; 13-14; 14-15
3	"Duke" Fleshman	Adjunct Asst. Prof.	08-09; 09-10; 10-11; 11-12; 12-13; 13-14; 14-15
4	Michael Gonzales	Adjunct	11-12;12-13; 13-14;14-15
5	Chan Huynh	Lecturer	08-09; 09-10; 10-11; 11-12; 12-13; 13-14; 14-15
6	Meg Jackson	Adjunct	11-12;12-13; 13-14;14-15
7	Mark Kimbrough	Instr. Asst. Prof.	12-13; 13-14;14-15
8	Lannis Kirkland	Asst. Prof. /Assoc. Dean	08-09; 09-10; 10-11; 11-12; 12-13; 13-14; 14-15
9	Nora Laos	Lecturer	08-09; 09-10; 10-11; 11-12; 12-13; 13-14; 14-15
10	Jason Logan	Lecturer	08-09; 09-10; 10-11;11-12; 12-13; 13- 14; 14-15
11	Zui Lig Ng	Adjunct	12-13; 13-14;14-15
12	Peter Noldt	Adjunct Asst. Prof.	08-09; 09-10; 10-11; 11-12; 12-13; 13-14; 14-15
13	Kevin Story	Lecturer	08-09; 09-10; 10-11; 11-12; 12-13; 13-14; 14-15
14	Drexel Turner	Visiting Asst. Prof.	08-09; 09-10; 10-11; 11-12; 12-13; 13-14; 14-15
15	Adam Wells	Lecturer	08-09; 09-10; 10-11; 11-12; 12-13; 13-14; 14-15

22 Tenure/Tenure Track**15 Non-Tenured****37 Voting-eligible members****19 Quorum (51% of voting members)***Note: Faculty List Updated 02.16.2015*

STANDARDS of CONDUCT

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The *University of Houston System Board of Regents* requires certain statutes and policies to be distributed to all employees at the start of each academic year and to all new employees at the time of employment. The following is furnished in compliance with that policy:

A state officer or employee should not:

**Vernon's Texas Codes Annotated
Government Code §572.051
Standards of Conduct**

A state officer or employee should not:

- (1) accept or solicit any gift, favor, or service that might reasonably tend to influence the officer or employee in the discharge of official duties or that the officer or employee knows or should know is being offered with the intent to influence the officer's or employee's official conduct;
- (2) accept other employment or engage in a business or professional activity that the officer or employee might reasonably expect would require or induce the officer or employee to disclose confidential information acquired by reason of the official position;
- (3) accept other employment or compensation that could reasonably be expected to impair the officer's or employee's independence of judgment in the performance of the officer's or employee's official duties;
- (4) make personal investments that could reasonably be expected to create a substantial conflict between the officer's or employee's private interest and the public interest; or
- (5) intentionally or knowingly solicit, accept, or agree to accept any benefit for having exercised the officer's or employee's official powers or performed the officer's or employee's official duties in favor of another.

Added by Acts 1993, 73rd Leg., ch.268, Sec. 1, eff. Sept. 1, 1993.

**Vernon's Texas Codes Annotated
Government Code §§ 667.001-667.007, 667.009
Multiple Employments with State**

§ 667.001. General Provisions

- (a) This chapter applies to a person who is or may become employed by more than one state agency or institution of higher education.
- (b) A person who is employed by more than one state agency or institution of higher education may not receive benefits from the state that exceed the benefits provided for one full-time employee.
- (c) The person must be informed of the requirements of this chapter before the person is employed by more than one agency or institution.

§ 667.002. Separate Records Required

Separate vacation and sick leave records must be maintained for each employment.

§ 667.003. Transfer of Leave Balances Prohibited

If the person separates from one employment, the person's leave balances that were accrued under that employment may not be transferred to the remaining employments.

§ 667.004. Accrual of State Service Credit

The person accrues state service credit for all purposes as if the person had only one employment.

§ 667.005. Group Insurance Contribution

The total state contribution toward the person's group insurance is limited to the amount specified in the General Appropriations Act for a full-time active employee.

§ 667.006. Overtime Compensation

- (a) Overtime compensation accrues for each employment independently of every other employment, except as provided by Subsection (b).
- (b) If the person is subject to the overtime provisions of the federal Fair Labor Standards Act of 1938 (29 U.S.C. Section 201 et seq.) in an employment, the employing agencies and institutions of higher education shall ensure that the person is compensated for all combined time actually worked that exceeds 40 hours per week in accordance with the overtime provisions of the federal law. The agencies and institutions shall cooperate to determine which agency or institution is responsible for ensuring that the employee is properly compensated according to those provisions.
- (c) An employing agency or institution may not use multiple employments of an employee within the same agency or institution for the purpose of:
 - (1) paying the employee for working more than 40 hours in a week instead of earning compensatory time in accordance with state law; or

STANDARDS of CONDUCT

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(2) paying the employee a greater salary than is allowed for either of the employee's positions.

§ 667.007. Informing Employer About Multiple Employment

The person must inform the person's employing state agencies or institutions of higher education before accepting an additional employment with another agency or institution.

§ 667.009. Special Provisions for University Systems

(a) A university system as defined by Section 61.003, Education Code, may establish a policy that defines a person's employment as the total hours the person is assigned:

(1) to one component of the system; or

(2) to all components of the system.

(b) The policy may apply to a person only if the person is employed by more than one institution of higher education and all the employing institutions are within the same university system.

Added by Acts 1999, 76th Leg., ch. 279, § 25, eff. Sept. 1, 1999.

Refer to the complete Vernon's Texas Codes at:

http://prtl.uhcl.edu/pls/portal/docs/PAGE/HR/UH_SYS_CODE_ETHICS/BOARD%20OF%20REGENTS%20POLICIES.2004.ENGLISH.PAGE%201.PDF

University of Houston System Board of Regents Policies

Refer to current UHS Board of Regents Policies at:

<http://www.uhsa.uh.edu/regents/policy/>