

**UNIVERSITY of HOUSTON**

Gerald D. Hines College of Architecture and Design

## **Faculty Handbook**

*Content Revised May 2, 2017*

See UH Faculty Handbook at:

<https://uh.edu/provost/documents/2019-faculty-handbook.pdf>

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**Last Rev Date**

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## **BYLAWS**

# College of Architecture and Design

## BYLAWS

These bylaws were adopted by the faculty of the college by a unanimous vote on October 10, 1978. This is the most current version that was approved at the May 2, 2017 faculty meeting and pending provost approval.

### PRIMACY OF UNIVERSITY-WIDE POLICIES

As the basis of self-governance of the College of Architecture and Design, 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 tenured and tenure track faculty and other benefits-eligible faculty who have taught for the past two 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 and Design 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 their 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 and Design faculty shall be:
  - Undergraduate Committee
  - Graduate Committee
  - Steering Committee
  - Faculty Development Leave Committee
  - Student Grievance Committee
  - Faculty Grievance Committee
  - Promotion, Tenure, and Retention Committee
  - Annual Performance Review Committee
  - Programs 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:
  - 1. the history/theory coordinator
  - 2. the industrial design director
  - 3. the technology coordinator
  - 4. the foundation coordinator
  - 5. the intermediate coordinator
  - 6. the integrated architectural solutions coordinator
  - 7. the professional level coordinator
  - 8. the interior architecture director
  - 9. the design media coordinator
  - 10. a student representative from the undergraduate program.

The student representative shall be a full-time student and shall be appointed for a one-year term by the Assistant Dean during the spring semester. Reappointment 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:

1. the director of Graduate Studies – chair
2. Level I MARCH coordinator
3. Level II MARCH coordinator
4. Level III MARCH coordinator
5. Coordinator from each of the MS ARCH topics
6. the history/theory coordinator
7. the technology coordinator
8. a student representative from the graduate program

The student representative shall be a full-time graduate student and shall be appointed for a one-year term by the Assistant Dean during the spring semester. Reappointment of the student representative shall be allowed.

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 appointed for a one-year term by the Assistant Dean during the spring semester. Reelection or reappointment 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 once a month during the 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 and Design 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 and Design Grievance Guidelines. Any changes to the Grievance Committees' Guidelines must follow the same procedure as amendments to the College of Architecture and Design Bylaws.

3.6 The Program Committee and the Program Committee Elect are each composed of three faculty elected by the voting members of the faculty and three student members to be determined by student governance to shape and implement the lecture series and other programming of the College of Architecture and Design for an annual cycle including one fall and one spring semester. The Program Committee Elect is elected at least one year prior to the semester its programming is to take place and then becomes the Program

Committee to implement its programming. The budget for each Program Committee shall be established by the Dean. Members of the Program Committee and the Program Committee should represent the diversity of the college and faculty. It is the intention of the committee to curate the public programs to represent the diversity of the College's degree programs.

#### **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. 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 and Design 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 the dean's 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 Design and corresponding coordinators/directors are:
- 1. Media Design
  - 2. Level I Design
  - 3. Level II Design
  - 4. Level III Design
  - 5. History/Theory
  - 6. Industrial Design (director)
  - 7. Technology
  - 8. Foundation Design
  - 9. Intermediate Design
  - 10. Integrated Architectural Solutions
  - 11. Professional Level Design
  - 12. Interior Architecture (director)

\*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 Representatives to hold the College of Architecture and Design's seats on university governance panels shall be elected from the eligible faculty through an annual election conducted by the Faculty Senate. These panels shall include but shall not be limited to the Faculty Senate, the Graduate and Professional Studies Council, the Research Council, the Undergraduate Council, and the University Planning and Policy Committee.

- 7.2 Representatives are elected by voting-eligible faculty. Should a position become vacant before the normal expiration of the term, the Faculty Senate will conduct a special election to fill that seat.

## **SECTION 8. AMENDMENTS to the BYLAWS and ASSOCIATED POLICIES**

- 8.1 These bylaws and associated polices 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 15 credit hours for each tenure and tenure tack 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 and Design 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 and Design.

Reviewed and Approved, December 9, 2021



Mark S.F. Clarke, Ph.D., FNAI

Associate Provost

Faculty Development and Faculty Affairs

## **COLLEGE of ARCHITECTURE and DESIGN**

### **PROMOTION, TENURE and RETENTION GUIDELINES**

At the College of Architecture and Design (CoAD), guidelines and policies are subject to policies promulgated at the university levels. In the case of tenure and promotion, guidelines provided by the Office of the Provost form the basis of all tenure and promotion decisions. While the CoAD may choose to implement more rigorous standards than those detailed in the university-level tenure and promotion guidelines, the CoAD may not implement policies that result implicitly or explicitly in the application of less rigorous standards than detailed in the university-level tenure and promotion guidelines. It is the obligation of the Dean to make all new tenured or tenure-track faculty members aware in writing of not only the university-level promotion and tenure guidelines but also any college or departmental level policies or procedures that may impact their tenure and/or promotion.

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

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

Beyond the excellence in teaching and learning, the college believes that achievements in research/scholarship/creative endeavors and/or service are important components in indicating continuing development on the part of the faculty member.

Research and publication in the College of Architecture and Design 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.

Faculty have a responsibility to maintain currency in the profession. This can be accomplished in a number of ways: through scholarship and research about practice or through active participation in practice. 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 the 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 and Design 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, the Promotion and Tenure Guidelines, and the Non-Tenure Track Faculty Policy 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 that tenure track faculty will receive tenure.

To become a permanent member of the faculty of the College of Architecture and Design, a person must have demonstrated excellence relating to teaching, research/scholarship/creative endeavors, and 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.

## **Regarding Non-Tenure Track Promotion**

Non-tenure track promotion is a privilege and not a right. To be promoted as a non-tenure track faculty member, a candidate shall have achieved an acceptable record in two of the three areas 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 promotion for non-tenure track faculty. However, its achievement should not be construed as a sufficient condition for the granting of promotion.

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 that promotion-eligible non-tenure track faculty will be promoted.

## **Committee Structure**

For review of tenure track faculty, the Promotion, Tenure and Retention Committee will consist of all tenured faculty of the College of Architecture and Design except for those serving on the CoAD Faculty Grievance Committee. 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.

For review of non-tenure track faculty, the Promotion, Tenure and Retention Committee will consist of all tenured faculty of the College of Architecture and Design, except for those serving on the CoAD Faculty Grievance Committee, with the addition of at least one non-tenure track faculty member at the rank of Associate or Full Professor. 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:

For tenured faculty, 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 and Design. This sub-committee shall be constituted, as necessary, with the election of a chair from among its members being the first order of business.

For non-tenure track faculty, review and recommendations for promotion to Full Professor shall be the responsibility of a sub-committee of all tenured Full Professors with the addition of at least one non-tenure track Full Professor of the College of Architecture and Design. 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 and Design will follow the process and procedures published in the current FACULTY HANDBOOK and will adhere to all deadlines published in that document.

### Tenure Track Faculty

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/scholarship/creative endeavors, 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 realized design projects and of selected student work.

### Promotion Eligible Non-Tenure Track Faculty

It is the responsibility of each promotion eligible non-tenure track faculty member to present a dossier, as required by the University PENTT faculty guidelines, to the Promotion, Tenure and Retention Committee, which demonstrates accomplishments in two of the three areas of teaching, research/scholarship/creative endeavors, and service. Student evaluations should be included. These pre-promotion and post-promotion reviews will become part of the permanent record of the faculty.

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

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

February 15th for promotion eligible non-tenure track faculty

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

### **Reviews**

The reviews conducted by the College of Architecture and Design 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 and Non-Tenure Track Faculty Policy.

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

The Promotion, Tenure and Retention Committee will conduct a formal review of each tenure track faculty member on an annual basis and each promotion eligible non-tenure track faculty member as required. A more thorough review will be conducted at the third year of the tenure track 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 for tenure track faculty 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 tenure track faculty member must demonstrate excellence in the field through teaching, research/scholarship/creative endeavors, and service and must also demonstrate promise for continued growth and excellence.

#### **For Promotion Eligible Non-Tenure Track Promotion**

A promotion eligible non-tenure track faculty member must demonstrate excellence in two of the three areas of teaching, research/scholarship/creative endeavors, 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/Scholarship/Creative endeavors — 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.

The candidate should clearly identify the role and level of responsibility for all submitted work and appropriate crediting of other participants. The candidate should establish the relevance of the 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 including service on college and university committees and task forces.

## **For Promotion**

### **Associate Professor**

To be promoted to Associate Professor, a tenure track 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.

To be promoted to Associate Professor, a non-tenure track faculty member must demonstrate excellence in two of the three areas of teaching, practice or research and service. Regarding practice or research, the faculty member must have gained at least regional recognition (statewide or southwestern). 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 or international recognition of activities either through publication of research, winning awards or competitions, or by having work published in journals at those levels.

Revised: May 2, 2017

## PROCEDURES for EXTERNAL REVIEW of CANDIDATES

The College of Architecture and Design procedures for the external review of tenure track and tenured candidates incorporate and follow the rules as outlined in the University of Houston Faculty Handbook, the Provost's Office's Promotion and Tenure Guidelines, and the Non-Tenure Track Faculty Policy.

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 and Design Promotion, Tenure and Retention Committee chair a list of three appropriate external evaluators (with their addresses); (2) the College of Architecture and Design Promotion, Tenure and Retention Committee shall independently prepare its own list of potential evaluators for each candidate; (3) the College of Architecture and Design 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 and Design 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 College of Architecture and Design 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

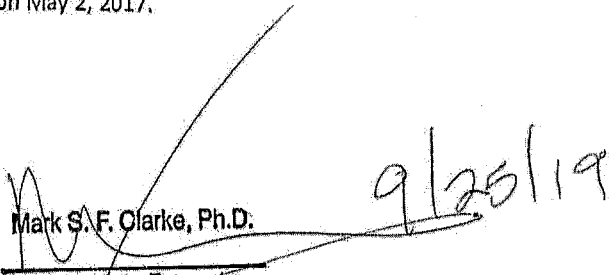
Each external letter of evaluation included in the dossiers shall be clearly marked to make explicit which list was the source of that particular evaluator. For example: "This evaluator was proposed by the candidate" or "This evaluator was proposed by the College of Architecture and Design Promotion,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

## 8. Timely Scheduling

The external letters of review shall be available during the College of Architecture and Design 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.

The College of Architecture and Design procedures for the external review of promotion eligible non-tenure track candidates incorporate and follow the rules as outlined in the University of Houston Faculty Handbook and the Provost's Office's Non-Tenure Track Faculty Policy.

Approved by the CoAD Faculty on May 2, 2017.

  
Mark S. F. Clarke, Ph.D.  
Associate Provost  
Faculty Development & Fac. Affairs

9/25/19

## CoAD P&T Schedule

Approved by the faculty at the faculty meeting on May 2, 2017

**Effective as of AY 2007/2008**

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

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	<b>Action</b>	<b>Completion dates</b>
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) 3<sup>rd</sup> Year Reviews. Annual reviews for continuation</i>	<i>By 3<sup>rd</sup> Monday in September</i>
2.	<i>P+T committee elects a chair from among its members at beginning of fall semester</i>	<i>By 3<sup>rd</sup> Monday in September</i>
3.	<i>Committee notifies dean and dean's assistant of membership and chair</i>	<i>By 3<sup>rd</sup> 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 1<sup>st</sup> 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 1<sup>st</sup> 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 3<sup>rd</sup> 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 1<sup>st</sup> Monday in April;</i>
8.	<i>If needed, 2<sup>nd</sup> round of letters go out to external reviewers. Ask for 2 week response.</i>	<i>By 4<sup>th</sup> Monday in April</i>
9.	<i>If needed, 3<sup>rd</sup> round of letters go out to external reviewers. Ask for 2 week response.</i>	<i>By 3<sup>rd</sup> Monday in May</i>
10.	<i>If needed, 4<sup>th</sup> round of letters go out to external reviewers. Ask for 2 week response.</i>	<i>By 2<sup>nd</sup> Monday in June</i>
11.	<i>Candidates submit dossiers to dean's office</i>	<i>By 2<sup>nd</sup> Monday in June</i>

12	<ul style="list-style-type: none"> <li>•Dean notifies faculty for whom there will be mandatory reviews and provide them with a timeline and college guidelines for promotion and tenure.</li> <li>•Dean submits list of tenure and promotion candidates to the Provost's Office</li> <li>•Dean submits college P&amp;T policies to Provost's Office</li> </ul>	Third Monday in May (university deadline)
13	<i>Letters and dossiers go out to external reviewers</i>	<i>By 3<sup>rd</sup> Monday in June</i>
14	<i>Return of dossiers + external reviewers responses due</i>	<i>By 1<sup>st</sup> Monday in August</i>
15	Candidates submit dossiers for on-campus review	<i>By 1<sup>st</sup> Monday in August</i>
16	<i>Return of dossiers + external reviewers responses due (2<sup>nd</sup> request when no response)</i>	<i>By 1<sup>st</sup> 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 1<sup>st</sup> 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 1<sup>st</sup> 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 <sup>st</sup> PTR committee note: see University Guidelines

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

## **GRIEVANCE POLICY**

The College of Architecture and Design 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 and Design FACULTY 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 and Design 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 and Design must first try to resolve the grievance informally with the involved parties as defined in the University Faculty Grievance Policy.

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

### **College of Architecture and Design 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 and Design 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 them for exercising their academic freedom, either in the performance of their duties or outside the institution.
- B. They must not violate the faculty member's constitutional and legal rights or punish them 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.

Both grievances regarding matters of promotion and tenure and other grievable faculty offenses, shall follow the procedures below:

The Faculty Grievance Committee of the College of Architecture and Design consists of three tenured professors. Members serve on a recurring basis in alphabetical order for a term of two years on a rotating basis so that one begins service on odd years and two begin service on even years. Committee membership will alternate between two full professors and one associate professor and one full professor and two associate professors. No member will serve consecutive terms. Members of the Faculty Grievance Committee do not serve on the College of Architecture and Design Promotion, Tenure and Retention Committee during the term of their office. The chair

will be elected from within the ranks of the committee. An alternate PE/NTT faculty member shall be elected by the faculty to serve in the event of a PE/NTT grievance case.

Faculty members who wish to invoke a grievance procedure may do so at the level of the College of Architecture and Design or, if appropriate, the University.

The grievance process begins with a two stage informal process as outlined in the University Faculty Grievance Policy on the Provost's Website and found in the University of Houston Faculty Handbook.

If the informal process does not reach resolution, the grievance will move to the formal process. In their formal grievance document submitted to the Faculty Grievance Committee, the faculty member (grievant) shall set forth in detail the nature of the grievance and shall submit factual material pertinent to their 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 their grievance that adequate consideration of their 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 their grievance that considerations violative of academic freedom significantly contributed to a decision not to re-appoint them, 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 their complaint by the College of Architecture and Design Faculty Grievance Committee (or the dean's statement of unacceptability or impossibility) and wishes to appeal it, they must follow the policies and procedures outlined in University Faculty Grievance Policy on the Provost's Website and found in the University of Houston Faculty Handbook.

For additional information see the University of Houston Faculty Handbook. Visit <http://www.uh.edu/faculty-staff/>

*Grievance Policy was revised and approved May 2, 2017.*

## **College of Architecture and Design 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 and Design 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 and Design 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 and Design 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 and Design'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 and Design 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 and Design

## ACADEMIC HONESTY POLICY

### I. ARTICLE 1. General Provisions

**1.01 Rationale.** The College of Architecture and Design 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 and Design 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 and Design. Students who are majors in the College of Architecture and Design, 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; mis-shelving 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.

# ANNUAL PERFORMANCE REVIEW POLICY

## Annual Faculty Activity Reporting

An evaluation of each tenured, tenure track, promotion eligible non-tenure track, and faculty of record (T, TT, PENTT, and Instructor of Record (IoR) faculty members in the college will be conducted annually. These evaluations will be conducted by the Annual Performance Review (APR) 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. APR 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 APR Committees

APR Tenure and Tenure Track Faculty Review Committee:

The committee will be composed of four tenured or tenure-track faculty members, three of whom must be tenured, and one must be a tenure-track faculty member, 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.

APR Promotion Eligible Non-Tenure Track, and Faculty of Record Faculty Review Committee:

The committee will be composed of the three tenured faculty members from the APR T/TT FRC, and one PENTT or IoR faculty 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 faculty member will submit a FACULTY APR REPORTING FORM, which is the basis for the evaluation. The reporting form is divided into three sections:

- Teaching and Student Learning
- Research/Scholarship/Creative Activities
- Service

IoR Faculty are evaluated based on: Teaching and Student Learning

PE-NTT Faculty are evaluated based on: Teaching and Student Learning AND Research, Scholarship, and Creative Activities OR Service

T/TT Faculty are evaluated on: Research, Scholarship and Creative Activities; Teaching and Student Learning; and Service

The College of Architecture and Design 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, research/scholarship/creative activities, professional work, or service categories.

### 3. Evaluation Process

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

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 for each section 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.

*Revised: December 8, 2021*

**University of Houston  
Gerald D. Hines College of Architecture and Design**

**Annual Performance Review (APR) Reporting Form  
Submitted to the College APR Committees**

**Faculty Name:**

**Please circle one:    IoR    PE-NTT    T/TT**

IoR Faculty are evaluated based on: Teaching and Student Learning

PE-NTT Faculty are evaluated based on: Teaching and Student Learning AND Research, Scholarship, and Creative Activities OR Service

T/TT Faculty are evaluated on: Research, Scholarship and Creative Activities; Teaching and Student Learning; and Service

***The report should cover the past three CALENDAR years.***

*As you type in each block below, the area will expand to meet your space requirements.*

Reports are due        **FEBRUARY 1**

**I. Teaching and Student Learning**

A. List courses taught during the past three academic years:

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.):

**II. Research/ Scholarship/Creative Activities**

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 Research, Scholarship 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):

### III. Service

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

A. College

B. University

C. Professional

D. Community

**Candidate Statement:**

***Deadline is February 1***

Reviewed and Approved, December 9, 2021



Mark S.F. Clarke, Ph.D., FNAI

Associate Provost

Faculty Development and Faculty Affairs

## **FACULTY DEVELOPMENT LEAVE**

### **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. Once a faculty member takes a development leave their name is added to the bottom of the list of eligible faculty. 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 (since start of tenure-track contract) + 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 submit 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.

Revised: May 2, 2017

## VOTING-ELIGIBLE FACULTY (academic year 2019-2020)

### Tenured/Tenure Track Faculty:

1	Larry Bell	Professor
2	Rafael Beneytez-Duran	Associate Professor
3	Gail Peter Borden	Professor
4	Geoffrey "Geoff" Brune	Professor
5	Alan Bruton	Assistant Professor
6	George Chow	Assistant Professor
7	Joe Colaco	Professor
8	Tom Diehl	Associate Professor
9	Jeff Feng	Associate Professor
10	Dietmar Froehlich	Professor
11	Matthew Johnson	Associate Professor
12	Donna Kacmar	Professor
13	Michael Kubo	Assistant Professor
14	Andrew Kudless	Professor
15	EunSook Kwon	Professor
16	Rafael Longoria	Professor
17	Patricia Belton Oliver	Professor and Dean
18	Patrick Peters	Professor
19	Ziad Qureshi	Assistant Professor
20	Shafik Rifaat	Professor
21	Marta Rodriguez	Assistant Professor
22	Susan Rogers	Associate Professor
23	Ronnie Self	Professor
24	William "Bill" Trulltt	Associate Professor
25	Peter Zwelg	Professor

**Non-Tenure Track Faculty**

**Voting eligible faculty: benefits eligible with two consecutive years of teaching**

	Faculty	Title
1	Vera Adams	Lecturer
2	Sharon Chapman	Adjunct
3	Michael Gonzales	Instructional Asst. Prof.
4	Paul Homeyer	Adjunct
5	Meg Jackson	Instructional Asst. Prof.
6	Mark Kimbrough	Instructional Assoc. Prof.
7	Nora Laos	Lecturer
8	Jason Logan	Instructional Asst. Prof.
9	Emily Moore	Adjunct - BE
10	Peter Nojdt	Adjunct - BE
11	Roya Plauché	Adjunct - BE
12	Kevin Story	Adjunct - BE
13	Sheryl Tucker da Vazquez	Instructional Asst. Prof.
14	Drexel Turner	Adjunct - BE
15	Adam Wells	Instructional Asst. Prof.

*25 Tenure/Tenure Track*

*15 Non-Tenured*

*40 Voting-eligible members*

*21 Quorum (51% of voting members)*

*Note: Faculty List Updated 01.27.2020*

## University of Houston STANDARDS of CONDUCT

### Standards of Conduct

(Texas Government Code, Section 572.051)

1. No state officers or state employees should accept or solicit any gift, favor, or service that might reasonably tend to influence them in the discharge of their official duties or that they know or should know is being offered them with the intent to influence their official conduct.
2. No state officers or state employees should accept employment or engage in any business or professional activity which they might reasonably expect would require or induce them to disclose confidential information acquired by reason of their official position.
3. No state officers or state employees should accept other employment or compensation which could reasonably be expected to impair their independence of judgment in the performance of their official duties.
4. No state officers or state employees should make personal investments which could reasonably be expected to create a substantial conflict between their private interest and the public interest.
5. No state officers or state employees should intentionally or knowingly solicit, accept, or agree to accept any benefit for having exercised their official powers or performed their official duties in favor of another.

## University of Houston System Board of Regents Policies

Refer to current UHS Board of Regents Policies at:

[www.uhsystem.edu/board-of-regents/policies/](http://www.uhsystem.edu/board-of-regents/policies/)

## University of Houston Faculty Handbook

Information online will supersede that of any printed version available. As stated in M.A.P.P. 01.01.01, all "University of Houston administrative and business operations are subject to federal, State of Texas, Board of Regents, and University of Houston System laws and regulations, and to standards of good business and management practice." Wherever possible references have been made to the applicable policies and procedures set forth in the Board of Regents Policies (available online at <http://www.uhsa.uh.edu/board-of-regents/policies/>), the System Administrative Memoranda/ S.A.M.s (available online at <http://www.uh.edu/af/universityservices/policies/sam/index.htm>) and the University of Houston's Manual of Policies and Procedures/M.A.P.P.s are available online at <http://www.uh.edu/af/universityservices/policies/mapp/index.htm>.

Note: Policies are included in the body of the handbook. Procedures are generally found in the Appendices.

For the most current Faculty Handbook, visit <https://fs.uh.edu/FacultyResources.aspx>

  
Mark S. F. Clarke, Ph.D.

Associate Provost  
Faculty Development & Fac. Affairs

February 4, 2020