

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.

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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	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>

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.