

# DEPARTMENT OF ARCHITECTURE GOVERNANCE DOCUMENT

May 3, 1999; Revised May 5, 2003; Revised September 4, 2009; Revised April 28 2014  
and April 28, 2015

- I. Preamble
- II. Definition of Departmental Governance Procedures and Functions
- III. Standards and Procedures for Faculty Promotion, Tenure and Advancement
- IV. Principles for Faculty Appointments, Evaluation and Merit Review
- V. Policy for Faculty Evaluation of Departmental Administration
- VI. Policies and Procedures for Amending the Governance Document
- VII. APPENDICES
  - A. Mission of the Department
  - B. General Organization of the Department
  - C. Administrative Organization of the Department
  - D. Standards and Procedures for Awarding Promotion, Tenure and Advancement
  - E. Guidelines for the Annual Review and Merit Salary Allocations to Faculty Members
  - F. Grievance Procedures

## **I. PREAMBLE**

The Faculty of the Department of Architecture subscribes to the principles of shared governance, as elaborated in the Faculty Senate Constitution, recognizing the central role of cooperation in collegial decision-making among members of the university community. The organization and operations described herein are subordinate to the Governance Document of the College of Design, the Faculty Senate Constitution, The University Faculty Handbook, the Statutes and By-laws, of Iowa State University of Science and Technology, and the policies of the State Board of Regents.

## II. DEFINITION OF DEPARTMENTAL GOVERNANCE PROCEDURES AND FUNCTIONS

This section of the document defines the governance functions and procedures of the Department of Architecture faculty; including membership, departmental faculty meetings, and the committees of the department.

### A. Membership

**Voting faculty** are defined as departmental faculty having active appointments (full-time or part-time: tenured, tenure-eligible, adjunct, lecturers, senior lecturers, clinicians, and faculty on FPDA with pay), except where defined otherwise in the Governance Document. Visiting faculty and instructors, collaborators, affiliates, and faculty members on leave without salary are not members of the **voting faculty** and do not vote.

### B. Chairperson: Departmental Executive Officer

The **Departmental Executive Officer (DEO)** is a **Chairperson (Chair)** appointed by the Dean to a term normally of five years.

### C. Departmental Faculty Meetings

1. The faculty of the Department shall meet at least monthly each semester, from August through May. Dates of meetings will be published at the beginning of each semester. The number of departmental faculty meetings, their dates, and the agenda will be established by the Chair in response to issues raised by administration, faculty, staff and/or students. Robert's Rules of Order will be invoked, if necessary, in conducting departmental meetings. Decisions taken at meetings of the faculty and departmental committees will follow Robert's Rules of Order unless other specific decision-making procedures have been adopted. Any member of the faculty may demand a secret written ballot on any vote. The Chair, or his or her designate, will preside over regularly scheduled departmental faculty meetings. Taking attendance and minutes (and their distribution) at departmental faculty meetings will be the responsibility of departmental faculty.

Members of the student body or representatives of student organizations may be invited to attend and participate in faculty meetings on an as needed basis.

2. The **purpose** of departmental faculty meetings is to serve as the forum for conducting the business of the faculty, reports and announcements, and decisions on matters of general concern to the architecture faculty.

- a. Items that *require* **voting faculty** review and action include the following: degree programs; curriculum requirements and content; catalog language and content; academic standards and procedures; departmental mission, planning and governance statements; systematic evaluation of departmental administrative organization; policies and procedures regarding appointment, re-appointment, advancement, promotion and tenure of departmental faculty and honors as may be warranted by the awarding body.
  - 1) Items that *require* **voting faculty** action, shall be presented and put on the floor at one meeting for vote at the next meeting in order to allow ample time for review. This action when necessary can be waived by vote.
  
- b. Items that *may require* **voting faculty** review include those that have a department-wide impact upon academic programs, faculty, or students; such as the use of physical and budgetary resources, initiatives dealing with outreach, and policies affecting the academic life of students.
  - 1) Items that *may require* **voting faculty** action may be presented and voted upon at one meeting so long as they were listed on the agenda and distributed to the faculty not fewer than three days prior to the meeting in order to allow adequate time for review.
  
- c. Items for **discussion**. The departmental faculty meeting shall also serve as the forum for faculty members to initiate discussion on any subject deemed to be in the interest of the department.
  
- 3. a. Motions to be brought before the **voting faculty** may be made by the Chair, committees of the department, or any member of the voting faculty. Motions must be seconded for further consideration. A majority of those voting at a departmental faculty meeting may determine if a motion should be put to the voting faculty for consideration.
  
- b. Motions requiring a vote of the faculty will, whenever possible, be published in the agenda for departmental faculty meetings. Except for the decision to put a motion before the **voting faculty**, a quorum made up of a simple majority of **voting faculty** must be present to conduct a vote on a motion. If there is not a quorum present, a ballot will be sent to **voting faculty**. A simple majority of those **voting faculty** casting ballots will be required, in either case, for approval of motions before the faculty. An abstention does not constitute a cast ballot.

## D. Committees

1. Departmental faculty appointments to **university and college committees**, unless otherwise specified, will be made by the Dean, after consultation with the College Liaison Committee, the College Councils when appropriate, and the Chair.
2. **Architecture Advisory Council.** The Architecture Advisory Council meets at least twice annually to consider major issues concerning the department. Members of the council are named by the **Chair** from among graduates and friends of the department. The Architecture Advisory Liaison is a member of the Council.
3. **Departmental committees** are responsible to the faculty and the **Chair** and play an important role in planning, recommending, and implementing policy related to specific areas of concern. They provide a mechanism whereby faculty, individually and collectively, participate in the policy decisions and actions of the department. Departmental committees consist of standing committees and ad hoc committees. Standing committees have ongoing areas of responsibility as defined in this document. Ad hoc committees have temporary responsibilities for one-time tasks. Ad hoc committees are organized and their responsibilities are defined by the **Chair**. Departmental committees may include faculty, staff and, where identified, student members.
  - a. Standing Committees of the department are identified and defined in the following listing. Standing Committees may receive specific charges, in addition to their stated responsibilities, from the **Chair**. Committee members are elected by the faculty or appointed by the **Chair**, as prescribed herein.
  - b. Elections to committee membership may involve run-off elections in order to assure a majority choice of **voting faculty** casting ballots. Membership to an elected departmental committee will be, unless otherwise noted, for a three-year period. Initial appointment or elected terms will be staggered to provide for continuity in committee membership.
  - c. Given the number of faculty members and the number of elected and appointed committee and representative positions within and beyond the department to be filled, a person may be elected or appointed to more than one position.
  - d. Student members are appointed by the **Chair** to select committees from nominations received from the AIAS, NOMAS, other student groups, or from the architecture student body at large.

- e. Chairpersons of Standing Committees will be elected by committee members unless by right of office as outlined below.
- f. Standing Committees will provide annual reports to the **Chair** and to the faculty of the department at the end of each academic year.

4. The Standing Committees of the Department:

- a. **Curriculum Committee.** Faculty self-identify primarily with the substantive areas of Design, Media and Communications, Practice, Technologies, or History, Theory & Culture and may participate in more than one area. A representative from each substantive area is elected to be the chair of the Substantive Area Committee and also to serve on the departmental Curriculum Committee. The chair of each area committee will be elected by the voting faculty members of that committee. The committee has the responsibility to refine and recommend curricular requirements and policies suggested by the Graduate and Undergraduate Program Committees, the Substantive Area Committees, and to develop and recommend curricular requirements and policies for approval of the Departmental Faculty. The Curriculum Committee may also appoint ad hoc committees to study particular issues.

1) The Departmental representative to the CoD Academic Affairs Council shall be elected from among and by the members of the Curriculum Committee. If the staggered terms do not match, the departmental Council representative shall remain on the Curriculum committee *ex officio*, without vote until the Collegiate term ends.

2) The Substantive Area Committees may study particular issues and generate curricular suggestions.

- b. **Promotion and Tenure Committee.** The eight members of the departmental Promotion and Tenure Committee, three each from the tenured ranks (associate and full professor), and two from the non-tenure-eligible faculty are elected from among and by the **voting faculty**. The NTE faculty members shall have been advanced beyond initial appointment rank or at minimum have had one three-year review. The tenured members serve staggered three-year terms following the calendar year. The non-tenure-eligible members serve one-year terms following the academic year. The Department Chair may not stand for election to the Promotion and Tenure Committee. Persons being considered for promotion and/or tenure and persons with a conflict of interest with respect to a candidate may not serve

on the committee during the semester of review and recommendations of their case.

1) Committee members from the tenured ranks shall participate in all deliberations, advisory opinions, and votes of the committee regarding promotion, tenure, third-year and post-tenure reviews, and advancement. Committee members from the non-tenure-eligible ranks participate and vote on third-year review and advancement for NTE faculty. NTE faculty members do not participate in other work of the committee.

2) The departmental representative to the CoD Faculty Development Council shall be the chair of the Promotion and Tenure Committee. If the staggered terms do not match, the departmental Council representative shall remain on the P&T committee *ex officio*, without vote until the collegiate term ends. By rule of the College of Design Governance Document, the representative shall be a full professor.

3) The departmental Promotion and Tenure Committee conducts evaluations of candidate scholarship, teaching/advising, research/creative activities, extension/professional practice, and institutional service performance, and:

a) Conducts comprehensive reviews of faculty candidates being considered for promotion, tenure or advancement and recommends actions related to their promotion and tenure, and advancement as outlined in **Appendix D, Procedures and Standards for Promotion, Tenure, and Advancement Review**.

b) Conducts comprehensive reviews and prepares advisory evaluations of the following: probationary tenure-eligible and non-tenure-eligible faculty during their third year; post-tenure reviews of tenured faculty; and reviews of continuing non-tenure-eligible faculty not less frequently than outlined in the University Faculty Handbook.

4) Special Membership Elections

a) Elections shall be conducted for temporary replacements for persons who step down from service due to conflict of interest with a tenure, promotion or advancement candidate. The duration of the term shall be limited to the semester during which the case is being considered. The elected replacement shall serve for all cases being considered during that term.

b) Elections shall be held to elect replacements for persons who are advanced or promoted out of their rank or who are unable to complete their term; or who are on leave; or who resign. In order to maintain staggered terms, the replacement faculty shall be elected to complete the

terms of the persons they are replacing in same rank or position, or for the duration of the term of absence for those on leave.

c) Elections shall be held to elect temporary replacements for members of the committee who are being reviewed, or considered for tenure, promotion or advancement. The duration of the term shall be limited to the semester during which the case is being considered. The elected replacement shall serve for all cases being considered during that term.

- d. **Graduate Programs Committee.** The members of the Graduate Programs Committee are appointed by the department Chair. The committee is chaired by the Director of Graduate Education. Responsibilities of the committee include the implementation of the graduate curriculum, program development, recruiting and admissions, and the recommendation of curriculum changes to the departmental curriculum committee and voting faculty.
- e. **Undergraduate Program Committee.** The members of the Undergraduate Program Committee are appointed by the department Chair. The committee is chaired by the Undergraduate Program Coordinator. Responsibilities of the committee include the implementation of the undergraduate curriculum through the coordination of courses, program development, and the recommendation of curriculum changes to the departmental curriculum committee and voting faculty.
- f. **Research and Outreach Committee.** The members of the committee are appointed by the department Chair. The committee is chaired by the Research and Outreach Coordinator. Responsibilities of the committee include the review and development of research and outreach opportunities and facilities in coordination with college and university activities. The Research and Outreach Coordinator shall serve as the departmental representative to the college Research, Extension and Outreach Council.
- g. **Student Scholarships and Awards Committee.** The members of the committee are appointed by the department Chair and should include a member of the College advising staff charged with the Architecture portfolio. The committee chair is selected by members of the committee. The responsibilities of the committee include developing awards opportunities and helping to identify the roster of recipient students. A member of the committee will sit on the college Student Honors and Awards Committee.
- h. **Faculty & Staff Awards Committee.** The members and committee chair are appointed by the department Chair. The committee responsibilities

include nominating faculty and staff members for recognition at the college and university level, for alumni and regents recognitions and other faculty recognitions. The committee also works with the nominees to develop documentation for those recognitions. Ad hoc faculty members may be selected to assist with these activities. Any member of the faculty may propose another faculty member for an award.

5. The Ad Hoc Committees of the Department:

- a. **Faculty Search Committees.** Searches shall be conducted for tenured, tenure-eligible and non-tenure-eligible positions. Faculty Search Committees for tenured and tenure-eligible positions will include at least four members. The Chair will appoint a diverse panel including persons at the various ranks of assistant, associate, and full professor at the time a search is to be conducted. Responsibilities of the committee include assisting the Chair in the definition of needed positions, the recruiting and interviewing of prospective faculty candidates, and recommending candidates for faculty membership to the Chair. If during the process of the review of search candidates, there is a conflict of interest, the search committee member shall be replaced.

1) The Search Committee for Lecturers, Visiting Faculty or other non-tenure-eligible positions is the Departmental Cabinet as defined in Appendix C, Paragraph J.

a) Summer hiring provision: At times when initial appointments or re-appointments of one-year or less duration to non-tenure-eligible positions may of necessity be finalized during the summer months, the Chair shall seek the advice of members of the cabinet, and/or other faculty holding summer appointment to the extent reasonably possible.

2) All initial hires for tenure-eligible and non-tenure-eligible faculty appointments or reappointments of more than one year duration at any rank or tenure status, and reappointments of probationary faculty, lecturers, and senior lecturers require the advice of a search committee, the Departmental Cabinet, and/or promotion and tenure committee as appropriate to the situation.

- b. **Academic Standards Committee.** The members of the Academic Standards Committee are appointed by the Chair. Responsibilities of the committee include the review and evaluation of curricular variances and appeals.

## **E. Elected Representatives of the Department**

The **voting faculty** of the department shall elect representatives conforming to required rank, appointment and term of service by majority vote of the **voting faculty** casting ballots for the following offices, except as otherwise noted. Run-off elections will be held between the top two candidates in a plurality voting result until a majority vote is reached:

1. Departmental representative to the CoD Liaison Council.
2. Departmental representative to the CoD Academic Affairs Council shall be elected from among and by the members of the departmental Curriculum Committee.
3. Departmental representative to the CoD Faculty Development Council shall be the chair of the Department Promotion and Tenure Committee in accordance with the provisions in paragraph II.D.4.b.2.
4. Departmental Senator to the Faculty Senate.
5. The ACSA Councilor is elected by the faculty to represent the department at meetings of the Association of the Collegiate Schools of Architecture.

## **F. Vacancies**

Vacancies in unexpired terms may occur in appointed and elected committee and representative positions as a result of resignations, retirements, non-renewals, conflict of interest, FPDA, and other forms of leave.

1. Vacancies to appointed positions shall be filled by new faculty appointed by the Chair.
2. Vacancies to elected positions shall be filled by faculty elections as noted in this document for the position, with the following exceptions:
  - a. Vacancies of up to one academic year for the departmental representative to the Faculty Senate, the CoD Liaison Council and the ACSA Councilor may be filled either by vote of the faculty or appointment by the Chair.
  - b. Vacancies of more than one year are to be filled by faculty elections.

### **III. STANDARDS AND PROCEDURES FOR FACULTY PROMOTION, TENURE, AND ADVANCEMENT ACTIONS**

- A. The Department of Architecture has developed standards and procedures for the awarding of promotion, tenure, and advancement that have been approved by the faculty, the Dean of the College of Design and the University Provost. These standards and procedures are consistent with college and university promotion, tenure, and advancement policies, but set standards and procedures within the context of faculty and mission of the department. The promotion and tenure standards and procedures are Appendix D of the Department of Architecture Governance Document.
- B. Within six months after arrival of a new faculty member as an assistant or associate professor, the Chair, in consultation with the new faculty member, will ask another faculty member to serve as a mentor. If both faculty members agree to the arrangement, the mentor's responsibilities will include introducing the new faculty member to the university and its operations, an annual meeting with the candidate to review and discuss professional activities and growth, and assistance in reviewing and offering suggestions for improving documentation for promotion and/or tenure. It is the responsibility of the new faculty member to seek out the advice of the mentor as needed. If either the mentor or faculty member wishes to end the relationship, the Chair is to be contacted in writing and a new mentor may be selected.

### **IV. PRINCIPLES FOR FACULTY APPOINTMENTS, RENEWAL, EVALUATION AND MERIT REVIEW**

Principles for faculty appointments, PRS development, contract renewal, evaluation and merit review are outlined in Sections 3 and 4 of the College of Design Governance Document.

### **V. POLICY FOR FACULTY EVALUATION OF THE DEPARTMENTAL ADMINISTRATION**

- A. The departmental Chairperson is reviewed by the Dean with the assistance of the departmental faculty, normally in the penultimate year of the contract in accordance with the College of Design Governance Document. The review of Associate Chairpersons and the Director of Graduate Education is conducted by the Chair as part of annual faculty evaluations. Ad hoc committees may be identified by the Dean or the Chair to assist in the evaluation of performance and development.
  - 1. Reviews of the departmental Chair result in the following outcomes: a self-assessment prepared by the administrator and office; a performance evaluation

of the administrator and office by the Dean; and the provision for formal consultation involving the Dean, the Chair, and the departmental faculty.

2. Following this appraisal, the Dean and the Chair discuss the results, thus providing an opportunity for exchange of ideas that would be of benefit to the Chair, the department and the college.

## **VI. POLICIES AND PROCEDURES FOR AMENDING THE GOVERNANCE DOCUMENT**

Proposed amendments to the Departmental Governance Document, including the Appendices, may be requested by the Chair or by five voting members of the faculty.

1. Proposed amendments are submitted to the Chair in writing for inclusion on the agenda of the succeeding departmental faculty meeting. At that meeting, the proposed amendment will be presented to the faculty.
2. At the next departmental meeting, a simple majority of those voting faculty present and casting votes shall be required for the proposed amendment to be submitted to the entire voting faculty for vote by written or electronic ballot.
3. Two thirds of voting faculty casting ballots must vote in the affirmative for passage of an amendment to the Governance Document and Appendix D.
4. Amendments to the other Appendices are accomplished through a majority of the voting faculty casting ballots.
5. An abstention does not constitute a cast ballot.

## VII. APPENDICES

### APPENDIX A: MISSION OF THE DEPARTMENT OF ARCHITECTURE

- A. The Department of Architecture is a comprehensive center for teaching, research and public service in architecture. The department is an element of the College of Design and, together with the departments of Graphic Design, Industrial Design, Interior Design, Art and Visual Culture, Landscape Architecture, and Community and Regional Planning, forms a unique and innovative interdisciplinary environment. Although all academic programs are grounded in the requisites of the profession, each is distinctly different. The five-year undergraduate program positions architectural design as an armature within a broad-based field of studies. The graduate program is research-based and allows the student to explore special areas of interest in addition to the core curriculum in architectural design. The post-professional graduate program facilitates advanced studies in architecture.

At all levels the department is committed to the study of architecture as a cultural discipline in which issues of practice, of the multiplicity of social formations in which buildings exist, and of environmental effect are enfolded with the subject matter of building design -- construction, space, material, form, and use. The complexity of architectural production is mirrored in an intentionally diverse student body and faculty.

### APPENDIX B: GENERAL ORGANIZATION OF THE DEPARTMENT

- A. **Teaching/Advising** The Department of Architecture offers both undergraduate and graduate programs leading to the accredited professional degrees of B.Arch and M.Arch and the research degree MS in Architecture and partners in offering interdisciplinary programs and degrees within the college.
- B. **Research/Creative Activity** The Department of Architecture pursues discipline-specific research and creative activity. The Department also pursues opportunities that benefit individual faculty and that foster interdisciplinary research projects and design explorations. Applied research addresses questions pertinent to the profession, the academy, and the communities we serve.
- C. **Extension/Professional Practice** The Department of Architecture subscribes to the concept of integrated outreach whereby faculty and students undertake research and design explorations that have the multiple objectives to advance knowledge, educate students and serve diverse local, national, and international publics.

## APPENDIX C: ADMINISTRATIVE ORGANIZATION

- A. The administrative organization outlined here describes the roles and responsibilities of administrators in the Department of Architecture. Faculty are appointed by the Chair, unless otherwise noted, to serve in these administrative capacities in addition to their teaching/advising, research/creative activities, extension/professional practice, and institutional service activities.
1. The Chair shall annually appoint or re-appoint persons to all the positions listed in this Appendix in paragraphs C through J, except: G. Professional Development Coordinator. This position is variable and episodic in nature depending upon faculty capacity and interest.
  2. The Chair may appoint other faculty members to assist with departmental administration. Examples of these positions are: Intern Development Program Coordinator and Liaison, Datum Journal Advisor, AIAS and NOMAS Advisors. The portfolio of these and similar positions varies as determined by the Chair.
  3. The term of service for these appointments is not fixed or limited. Appointees serve at the pleasure of the Chair, and may resign or step down at any time with reasonable notice given.
- B. The Chair serves at the pleasure of the Dean. The role of the **Chair**, the Department Executive Officer, is described in Appendix X of the College of Design Governance Document. The Chair is responsible for staffing, budget, and program development.
- C. The **Architecture Advisory Liaison** serves on the Departmental Cabinet and works with the department's Architecture Advisory Council.
- D. The Research and Outreach **Coordinator** serves on the Departmental Cabinet, leads the development of research and outreach activities in the department, and chairs the Research and Outreach Committee.
- E. The **Undergraduate Program Coordinator** serves on the Departmental Cabinet, chairs the Undergraduate Program Committee, leads the development and implementation of the B. Arch curriculum, and is responsible for assisting with second year admissions, new student orientation, and advising.
- F. The **Director of Graduate Education** serves on the Departmental Cabinet, chairs the Graduate Program Committee, leads the development and implementation of the two M. Arch and MS curricula, and is responsible for graduate admissions, new student orientation, teaching and research assistantships, and advising.

- G. The role of the **Professional Development Coordinator** is to develop and conduct programs for professionals in the state for the maintenance of licensure as architects.
- H. The role of the **Year Level Coordinators** is to develop relationships between studio and other courses at each year level including course content, scheduling and the timing of field trips. Year Level Coordinators may also serve as Design Studio Coordinators.
- I. The role of the **Design Studio Coordinators** is to coordinate the activities of the several studio sections at each level and conduct coursework review and evaluation. Design Studio Coordinators may also serve as Year Level Coordinators.
- J. The **Departmental Cabinet** serves in an advisory capacity to the Chair with respect to her/his roles and responsibilities. The Cabinet assists with staff assignments, scheduling, general development of academic standards, planning, and management of physical facilities, and any other matters of departmental importance that may be requested by the Chair. The Cabinet also specifically serves as the search committee for non-tenure-eligible faculty.
  1. Cabinet membership is comprised of: the Coordinators for the Undergraduate Program and Research and Outreach, the Architecture Advisory Liaison, and the Director of Graduate Education. Additional members may be appointed at the discretion of the chair.
  2. The college first-year Core Director, regardless of departmental appointment, shall be invited to be an *ex officio* member. If that person does not have an architecture department appointment and declines the invitation to serve, the departmental representative to the Core Committee shall be a member.

#### **APPENDIX D: PROCEDURES AND STANDARDS FOR PROMOTION, TENURE, AND ADVANCEMENT REVIEW**

The ISU Faculty Handbook, the College of Design Governance Document and the Departmental Procedures and Standards deal with promotion, tenure, and advancement matters. Faculty questions or concerns regarding promotion and tenure standards and procedures should be reviewed with the Chair (DEO), faculty mentors, and/or the College of Design Associate Dean for Academic and Student Affairs. Departmental procedures and standards are as described in the departmental document Appendix D approved May 3, 1999, revised April 29, 2003, September 4, 2009, and May 4, 2015.

## **APPENDIX E: GUIDELINES FOR ANNUAL REVIEW AND MERIT SALARY ALLOCATION**

The procedures for annual review and merit salary allocation are outlined in Sections 4 and 5 of the College of Design Governance Document and correlated sections of the ISU Faculty Handbook. The format of the Annual Faculty Activity Report will be as specified by the Office of the Dean. Additional documents may be required by the Department of Architecture.

For the Department of Architecture, the Promotion and Tenure Committee provides advisory evaluation based upon review of Annual Faculty Activity Reports and/or additional relevant documents.

## **APPENDIX F: FACULTY CONDUCT AND GRIEVANCE PROCEDURES**

As outlined in “Section 7. Faculty Conduct Policy” and “Section 9. Faculty Grievance Procedures” of the ISU Faculty Handbook.

• END GOV DOC •

## **APPENDIX D: PROCEDURES AND STANDARDS FOR PROMOTION, TENURE, AND ADVANCEMENT REVIEW**

### **Department Of Architecture**

Approved May 3, 1999; Revised May 5, 2003; Revised September 4, 2009  
Revised and Approved May 4, 2015

### **D.1 Procedures**

These procedures and standards conform to those of the College and University<sup>1</sup> while providing greater specificity for our discipline. All departmental evaluations are based on the position responsibilities of the faculty member during the period of review, which are documented in a signed and agreed upon Position Responsibility Statement (referred to in the remainder of the document as the PRS). The PRS establishes the terms of the appointment. All PRS documents in use during the period of review will be considered.

---

<sup>1</sup> University Faculty Handbook current edition maintained by the Office of the Provost – Chapter 5. Cross references noted here are paragraph numbers in the 14 Jan 2015 edition.

College of Design Governance Document (Revised Spring 2013). Chapters 4& 5.  
[www.design.iastate.edu/files/CoDGovernanceDoc2013.pdf](http://www.design.iastate.edu/files/CoDGovernanceDoc2013.pdf)

## **1.1 The Departmental Promotion and Tenure Committee**

The Department of Architecture Promotion and Tenure Committee is a representative committee elected by the voting departmental faculty. The membership and responsibilities of the Committee are defined in the Department Governance Document in section II.D.4.b. The Committee elects a chairperson from among the committee members who also serves as the departmental representative on the College Faculty Development Council.

### **1.1.1. Conflict of Interest**

In the event of a conflict of interest between a candidate for review and any member of the committee, the committee member will recuse themselves for that semester; an alternate member at the same rank will be elected as a temporary replacement. For the purposes of this committee, the definition of a conflict of interest includes, but is not limited to: relation by marriage to the candidate and other commonly understood familial relationships; relationship as a significant other of the candidate; professional practice partnership between the reviewer(s) and the candidate; if the candidate's and the reviewer's accomplishments are significantly intertwined (i.e., co-principal investigator(s) on funded research, substantive and on-going collaboration on a number of scholarly pursuits), etc.

## **D.2 Standards for Advancement Promotion and Tenure in the Department of Architecture**

Performance evaluation is an essential part of the process by which faculty members are advanced or promoted in academic rank, and are awarded tenure. Properly conceived and conducted, evaluation should also provide feedback on how one's activities relate to the goals of the department, college, and university, and should contribute significantly to one's personal and professional development.

### **2.1 Evaluation Standards**

Tenure-eligible faculty members in the Department of Architecture are evaluated primarily on the basis of the evidence of scholarship in (1) teaching, (2) research/creative activities, and/or (3) extension/professional practice, and the performance criteria specified in his or her PRS. Lecturers and senior lecturers are evaluated primarily on the basis of the evidence of teaching and the performance criteria specified in his or her PRS. Definitions of scholarship and Position Responsibility Statements (PRS) are described in Faculty Handbook sections 5.2.2.2 and 5.1.1.5 respectively. Areas of position responsibility are described in sections 5.2.2.3 (Teaching), 5.2.2.4 (Research/Creative Activities), 5.2.2.5 (Extension/Professional Practice), and 5.2.2.6 (Institutional Service).

- A candidate for tenure and/or promotion to associate professor is expected to present evidence of performance in all of the areas relevant to his or her appointment and the potential for establishing a national and possibly international reputation in his or her area of expertise, in accordance with Faculty Handbook 5.2.3.2.
- A candidate for promotion to the rank of professor will be expected to present evidence of performance in all of the areas relevant to his or her appointment and at least national and possibly international reputation in his or her area of expertise, in accordance with Faculty Handbook 5.2.3.3.

- A candidate for appointment renewal at the rank of lecturer is expected to present evidence of: 1) high-quality teaching, with potential for excellence; 2) on-going professional development; and 3) institutional service as specified in his or her PRS.
- A candidate for advancement to or appointment renewal at the rank of senior lecturer is expected to present evidence of: 1) excellent teaching; 2) on-going professional development; 3) institutional service as specified in his or her PRS; and 4) exemplary performance in any area specified in his or her PRS.

## **2.2 Teaching**

Faculty Handbook section 5.2.2.3 describes teaching activity at Iowa State and outlines the Scholarship of Teaching and Learning. All department faculty members are expected to be competent and effective teachers and advisers.

### **2.2.1 Scholarly Teaching**

Faculty Handbook section 5.2.2.3.1 defines scholarly teaching. To be considered for advancement, promotion and/or tenure in the department, a candidate's materials must include a detailed evaluation of his or her teaching and advising performance, supported by concrete evidence including documentation of student input. One aspect of scholarly teaching as defined in the Faculty Handbook is advising and mentoring students. All tenure-eligible faculty members in the department are expected to perform academic advising duties as specified in their PRS. Advising must be done according to the professional standards of the University as described in the University Catalogue section on academic life. In this role, faculty are expected to be familiar with departmental and College programs, so as to provide sound advice, and to be accessible, patient, understanding, and helpful. Several examples of evidence in support of teaching and advising performance are listed in the referenced section.

### **2.2.2 Scholarship of Teaching and Learning (SoTL)**

Faculty Handbook section 5.2.2.3.2 defines SoTL. In addition to the documentation identified in FH 5.2.2.3.1 and 5.2.2.3.2, the department of architecture also recognizes documentation of the following as evidence of the SoTL that results from teaching in architecture:

- *organizing/leading workshops or training sessions*
- *membership on agencies or boards because of individual expertise*
- *being a referee for journals, books, grants, exhibitions, etc.*
- *being an editor for a journal or serving on editorial boards*
- *competitions and awards won by students under the faculty member's mentorship*

## **2.3 Research/Creative Activities**

Faculty Handbook section 5.2.2.4 states that *"faculty members who engage in research/creative activities are expected to make original contributions that are appropriate to their chosen area of specialization and are respected by peers within and outside the university."* This section of the Faculty Handbook also includes the major criteria for assessing the quality of research/creative activities.

### **2.3.1 Scholarship of Research/Creative Activities**

Materials recommending a faculty member's advancement, promotion and/or tenure must include a detailed evaluation of his or her research/creative activities, supported by concrete

evidence. Examples of evidence in support of research/creative activity are listed in FH section 5.2.2.4. In addition to the documentation identified in 5.2.2.4, the department of architecture also recognizes documentation of the following as evidence of the special knowledge that results from Research/ Creative Activities in architecture:

- *organizing/leading workshops or training sessions*
- *technology transfer*
- *membership on agencies or boards because of individual expertise*
- *being a referee for journals, books, grants, exhibitions, etc.*
- *being an editor for a journal or serving on editorial boards*
- *invited papers, journal articles, and lectures when the invitation results from the faculty member's national and possibly international reputation*

## **2.4 Extension/Professional Practice**

Faculty Handbook section 5.2.2.5 describes this area, which is important to our land-grant mission. This section refers to those activities specified in a faculty member's PRS in which they “utilize their professional expertise to disseminate information outside of the traditional classroom to help improve the knowledge and skills of their clientele (i.e. the publics they serve) or the environment in which they live and work.” In addition to this definition, the department of architecture further recognizes Engagement as an additional part of this area. Defined by the Carnegie Foundation for the Advancement of Teaching as “collaboration between institutions of higher education the their larger communities (local, regional/state, nation, global) for the mutually beneficial exchange of knowledge and resources in a context of partnership and reciprocity.” Engagement involves reciprocal partnership and creation of knowledge with community partners. The Faculty Handbook lists examples of activities that fall in this area, which must be supported by concrete evidence to be considered as part of the documentation for tenure and/or promotion.

### **2.4.1 Scholarship of Extension/Professional Practice**

Faculty Handbook section 5.2.2.5 provides examples of appropriate means to provide evidence of work in this area. The department considers Engagement Scholarship as a component of the scholarship of Extension/Professional Practice. In addition to the examples given in the Faculty Handbook, the department recognizes the following as potential examples of scholarship:

- *Professional practice that advances the discipline and/or environmental quality through the use of innovative technologies, unique materials, pioneering design strategies, etc.*
- *Guides/handbooks*
- *Policies*
- *Research briefs*
- *Social marketing/Apps*
- *Community attained grants/funding*
- *Community awards*
- *Designs*
- *Websites*

As stated in Faculty Handbook section 5.2.2.5, evaluation of the scholarship of Extension/Professional Practice “should consider breadth, depth, and duration of influence or use; public appreciation and benefit; and applicability or adoption by peers” as well as additional “Criteria for validation scholarship” such as “impact or public benefits” as stated in Faculty Handbook section 5.2.2.2.1, Table 1.

## **2.5 Institutional Service**

According to section 5.2.3.6 of the Faculty Handbook, *“Faculty members are expected to play a vital role in the functioning of the university at all levels by participating effectively in faculty governance and in the formulation of department, college, and/or university policies; or by carrying out administrative responsibilities. Therefore, to be promoted and/or tenured, faculty members are expected to have been involved in institutional service. .... However, institutional service alone shall not serve as the central basis for promotion and/or tenure.”*

In line with the university standards described above, each faculty member in the department of Architecture will be an active participant in and provide service to the University, the College and the Department. The range and extent of service will vary and lecturers may have reduced service responsibilities. Expectations for all faculty members should be defined in the PRS.

Materials recommending a faculty member’s advancement, promotion and/or tenure must include a detailed listing of his or her service activities. Additionally, information on the quality and participation level of service assignments should be provided whenever possible (i.e. the departmental P&T Committee and/or the department chair should evaluate the faculty member’s performance on councils, committees, and in other service roles in their evaluation letters whenever possible).

## **2.6 Qualifications for Rank and Tenure**

Qualifications shall be as described in Faculty Handbook section 5.2.3 and the College of Design Governance Document section 4.7.2.

Neither of these documents indicates qualifications for Lecturers and Senior Lecturers. Since the Department of Architecture makes extensive use of faculty in these categories, we add these qualifications here:

### **2.6.1 Lecturer**

The rank of Lecturer is recognition that the faculty member has exhibited the potential to be an effective teacher in his or her chosen area of expertise.

### **2.6.2 Senior Lecturer**

The rank of Senior Lecturer is recognition of demonstrated excellence in teaching, satisfactory evidence of on-going professional development, institutional service, and exemplary performance in at least one area of his or her PRS. To be eligible for appointment as senior lecturer, the individual shall have served as a lecturer or its equivalent for a minimum of six years or the completion of 12 semesters (full or part-time) of employment. After this eligibility criterion has been met, the individual has the right to be reviewed for advancement by the appropriate departmental and college committees. Review is not mandatory. See section 5.4. of the Faculty Handbook.

## **D.3 Faculty Evaluation and Review**

Evaluation of faculty members is based on the PRS and any other activities that relate to faculty appointments. PRS’s should be updated at least every 5 years according to the Faculty Handbook section 5.1.1.5.

### **3.1 Annual Reviews:**

All faculty members will have an annual review of their performance in accordance with the following procedures.

#### **3.1.1 Annual Report**

Faculty members will prepare a written annual review in the format determined by the department chair. Faculty members at all ranks may organize their CV's according to the Advancement or Promotion and Tenure Vita guidelines in the Faculty Handbook section 5.3.1.1, but this is not required. The Annual Report request shall be distributed to the faculty in a timely fashion and prepared by the deadline each year. Annual reports document activities from January 1 to December 31.

#### **3.1.2 Chair Review**

During spring semester, the department Chair and each faculty member will meet to discuss the faculty member's performance, development, and accomplishments based on the requested annual report materials and his or her PRS. This meeting is an opportunity for the Chair and the faculty member to exchange information that may benefit the individual, as well as the department and the college, including discussion of progress towards promotion or advancement depending on the faculty member's appointment and current rank. Future plans and timelines may be discussed or established and should be recorded and provided as a record for both parties. Modifications to the PRS may also be part of such discussions and would then require the incorporation of those modifications into a new PRS to be signed by both parties. Per Faculty Handbook section 5.1.1.2, *"Failure by a faculty member to comply with [this] process will, except in extenuating circumstances, result in an unsatisfactory annual evaluation."*

#### **3.1.3. Written Evaluation**

*As described in Faculty Handbook section 5.1.1.2, "The annual evaluation process is finalized in a written document that is prepared by the department chair and signed by both the chair and the faculty member. The report should include an evaluation of each area of the position responsibility statement as well as an overall summary assessment. It is the responsibility of the department chair to ensure that the evaluation is finalized in a timely manner and by the university deadline. The faculty member signs the evaluation as an acknowledgement of receipt, not as an endorsement of the evaluation. A faculty member who disagrees with the evaluation may submit a written statement of concerns that will be appended to the evaluation. The faculty member may also appeal the evaluation through the established grievance procedures (Faculty Handbook section 9.1)."*

In the case of an unsatisfactory annual review, the chair and the faculty member should formulate an action plan for improved performance in accordance with the faculty member's PRS. See the Faculty Handbook 5.1.1.2.1 for more information regarding action plans and disagreement and negotiation of such plans.

### **D.4 Procedures for Advancement, Promotion and Tenure in the Department of Architecture**

Faculty members may be selected for advancement, promotion, or tenure in four ways: (a) by the department chair, (b) by the Promotion and Tenure Committee, (c) by the faculty member himself or herself, following discussion with the department chair regarding his or her qualifications, or (d) by right for lecturers based on the number of semesters employed at the university as described in section 2.6.2.

## **4.1 Tenured and Tenure-Track Faculty**

### **4.1.1 Preliminary Review of Probationary Tenure-Track Faculty**

Tenure-track faculty members will have a preliminary departmental review, typically in the spring of their third year of service, according to a schedule set by the department chair. This review, which is based upon the criteria and standards used for promotion and/or tenure, is intended to provide constructive and developmental feedback to the faculty candidate regarding their progress towards a successful Promotion and Tenure review in their penultimate year of appointment. It may also inform the decision to reappoint during the probationary period. This review includes input from faculty, students, and the department chair as described below. External letters are not typically part of this review. Faculty with joint appointments follow Faculty Handbook section 5.1.1.6.

For the Department of Architecture, the required dossier materials include all PRS's in force during the review period, a vita in ISU P&T and advancement format, annual reports for all years under review prepared by the faculty member, student course evaluations and a student teaching evaluation summary chart, candidate statements on teaching and scholarship including an agenda for future scholarship, as well as a faculty portfolio similar to the sequence and content identified in the Faculty Handbook section 5.3.2.

#### **4.1.1.1. Dossier Review**

The dossier is reviewed by the Department P&T Committee. Conflict of interest rules as outlined in section 1.1.1. apply to the probationary review. The committee will provide an assessment of performance based on the PRS and a recommendation as to reappointment to the chair. As per the College of Design Governance Document, the committee's letter must explicitly describe the faculty member's progress to-date toward tenure and/or promotion and also provide direction to the faculty member for the remainder of the probationary period.

#### **4.1.1.2. Chair Review**

The results of the probationary review are to be communicated to the faculty member by the department chair in a face-to face meeting and a written report summarizing: 1) relevant assessment and recommendation content from the P&T Committee report, 2) the results of any votes taken by the P&T Committee, and 3) the department chair's independent assessment and recommendations. The report should make clear to the faculty member the relationship between the body of materials submitted for review and the department chair's findings, and state the decision on renewal/non-renewal of the appointment. All probationary review materials are submitted to the dean for informational purposes. The dean will forward relevant documents to the senior vice president and provost for informational purposes (see CoD Gov.Doc. section 4.3.3).

### **4.1.2 Review for Promotion and/or Tenure of Tenure-Track Faculty Members**

Review for promotion and/or tenure is based upon a faculty member's performance according to the PRS document(s) in force during the probationary period and/or time in rank. Section 5.2.4.2 of the Faculty Handbook sets forth expectations for departmental advancement or promotion and tenure review and notification. Most faculty members apply for promotion and/or tenure in the penultimate year of their appointment. Faculty members can extend the probationary period due to special circumstances as outlined in the Faculty Handbook section 5.2.1.4 and the College of Design Governance

Document section 4.5.3. Faculty members at the rank of Associate Professor who do not apply for promotion by the end of each seven-year appointment are subject to the Post-Tenure Review policy as described in Faculty Handbook section 5.3.4.

For faculty members with a **Joint Appointment**, the department chair of the candidate's home department will consult with the department chair of the secondary department and in consultation with the respective department P&T committees will decide upon procedures and documentation from the secondary department in accordance with CoD Gov Doc section 4.5.5 and Faculty Handbook section 5.2.4.2.2.

#### **4.1.2.1 Departmental Review**

##### **4.1.2.1.1. Candidate Responsibilities**

As described in Faculty Handbook section 5.3.1, "*The candidate is responsible for submitting a promotion and tenure vita; a faculty portfolio, which contains supplementary materials provided by the candidate related to the four areas of faculty activity; the current position responsibility statement and any prior statements for the period under review; and names of potential references, as specified by department and college promotion and tenure guidelines.*" The faculty member's signed annual reports shall be incorporated as a part of this record of performance. In addition, for the department this also includes student course evaluations and a teaching evaluation summary chart. The candidate will also create a 25-page summary portfolio and narrative to be forwarded to the College Faculty Development Council and to the senior vice president and provost's office. Candidates are to include a draft of this as part of their dossier for the Departmental P&T Committee. Refer to Faculty Handbook sections 5.3.1.1 Promotion and Tenure Vita, and 5.3.2 Faculty Portfolio for organization and content regarding scholarship and PRS activities.

An annual timetable for nominations of candidates for advancement, promotion and/or tenure and for all subsequent actions by departmental promotion and tenure committees is set by the dean and promptly disseminated to the departmental faculty by the department chair. With the guidance of the department chair and the chair of the P&T Committee, the candidate makes all of their materials available to the Department P&T Committee for review and recommendation by the requested deadline.

##### **4.1.2.1.2 Letters of Evaluation**

The department chair makes arrangements for obtaining outside peer reviews of the candidate materials as described in section 4.1.2.1.2 and Faculty Handbook section 5.3.3.1. The candidate provides the department chair with the names of potential outside reviewers and may provide a list of no more than three outside reviewers who will not be contacted. At least one, but not all, of the reviewers should be suggested by the candidate. Peer reviewers remain anonymous to the candidate. In architecture, candidates often provide amended dossiers for the external reviewers that summarize some of the materials required for internal review and include this

amended dossier with the materials available for review by the Department P&T Committee and the department chair.

#### **4.1.2.1.2. Promotion and Tenure Committee Review**

Based upon this college calendar for Promotion and Tenure, the departmental P&T committee will review and evaluate the candidate's dossier for advancement, promotion and/or tenure and the letters of evaluation provided by qualified reviewers. Although not required, letters from department, college, and university colleagues may be important in some cases. The Department P&T Committee may request such letters in individual cases.

The Committee will vote by secret ballot to recommend the candidate for advancement, promotion and/or tenure. To avoid ambiguity, the action of the Departmental P&T committee must be in the form of approval or disapproval of a motion to recommend advancement, promotion and/or tenure. The six tenured members of the Departmental P&T committee vote on questions of promotion and/or tenure. A quantum of 4 (four) or more approval votes is required for a positive recommendation regarding promotion and/or tenure. The Departmental P&T committee will prepare a detailed report of the committee's assessment and action, and transmit the report to the department chair for inclusion in the dossier if and when it is forwarded to the dean.

##### **4.1.2.1.2.1 Candidates with Responsibilities to Interdisciplinary Programs**

Advisory review is optional. The department P&T committee may seek advisory review from the program director in accordance with CoD Gov Doc 4.5.6. For faculty with significant teaching responsibilities in the core program or Bachelor of Design, it is recommended that the program director be contacted.

##### **4.1.2.1.3 Department Chair Responsibilities**

The department chair, after solicitation of letters from outside reviewers and upon receipt of the record of the action taken by the departmental P&T Committee, and that of the secondary department when applicable, will prepare his or her own memorandum recommending or not recommending advancement, promotion and/or tenure. The form of this memorandum is described in the College Governance Document section 4.5.8.

Before the department's recommendations are submitted to the college, the department chair will provide a copy of the P&T Committee's report, including the results of all votes taken (but with the names and associated identifiers of outside reviewers redacted), to the candidate, and will prepare a separate written assessment to the candidate informing the candidate for advancement, promotion and/or tenure of the department chair's assessment and decision and the reasons for them. The department chair's assessment may cite sections of the Department P&T Committee report as appropriate.

If the department chair decides to forward the dossier to the dean, the department chair will give the candidate an opportunity to review the factual information to be submitted. The candidate will inform the department chair if the information is incomplete or if any inaccuracies are found. The department chair and chair of the P&T Committee will assist the

candidate to rectify the situation. Except in the case of tenure in the penultimate year, dossiers are not forwarded to the dean if both the P&T Committee and the department chair disapprove.

#### **4.1.2.2 College Review**

In the College, advancement or promotion and tenure materials are submitted to the dean, as prescribed by the dean each year. These materials will generally consist of the Recommendation for Advancement or Promotion and Tenure Form, the Advancement or Promotion and Tenure Vita, outside letters of evaluation, departmental and chair evaluation, all PRS documents in force during the period of review, the Faculty Portfolio, and the 25-page summary prepared for the senior vice president and provost. .

The dean transmits all of these materials to the College Faculty Development Council for their review and recommendation. The Faculty Development Council deliberates and votes and provides the dean with a report and the results of the vote. The dean shall inform the department chair in writing, usually within ten days following the transmittal of the dean's recommendation to the senior vice president and provost, of the action taken at the college level with respect to the candidate recommended by the department, and the reasons for such action. The chair in turn shall inform the candidate in a face-to-face meeting or in writing.

#### **4.1.2.3 University Review**

University level review and notification procedures for promotion and tenure are set forth in Section 5.2.4.4 of the Faculty Handbook. Addressed are the responsibilities of the senior vice president and provost, president, State Board of Regents, as well as notifications, effective dates, and appeals.

#### **4.1.3 Review for Promotion to Full Professor**

Candidates for full professor should be recognized by professional peers at the University as well as nationally and/or internationally for their work and the quality of their contributions to their fields/areas of expertise, the candidate must demonstrate the following (FH 5.2.3.3):

- national and/or international distinction in scholarship, as evident in candidate's wide recognition and outstanding contributions to the field or profession
- effectiveness in areas of position responsibilities
- significant institutional service

Therefore there is no set time-line for a faculty member to demonstrate these criteria. The faculty member's entire academic career must be considered in the evaluation of whether or not the candidate has met these criteria. Promotion to professor must also be based on the candidate's record since the last promotion, which should demonstrate the candidate's sustained contributions to the field or profession and to the university.

Promotion to full professor follows the same procedures as those for initial promotion and/or tenure as described in section 4.1.2.

#### **4.1.4 Post-Tenure Review (PTR)**

The Post-Tenure Review Policy is described in Faculty Handbook section 5.3.4. For the Department of Architecture, the P&T Committee is charged with conducting post-

tenure review. The Committee shall assess the quality of a faculty member's performance based on the PRS's in force during the review period. In addition to the mandated findings of "meeting expectations" or "below expectations," the intentions of the post-tenure review are to continue providing meaningful and equitable guidance to tenured faculty members and to assist the department chair in making decisions about professional development for tenured faculty members, including distribution of development funds and equitable assignments of teaching and service to support the needs of the department, college, and university.

#### **4.1.4.1 PTR Timeline**

Faculty Handbook section 5.3.4.1. defines the period of review to be at least every seven years. Additionally, the Department of Architecture adds the following stipulations:

- PTR will be conducted in the seventh year after the end of any major administrative appointment if the faculty member returns full time to the department.
- Faculty members who hold minor administrative appointments within the college will be reviewed on the same schedule as other tenured faculty members who do not hold administrative appointments. Administrative duties will be considered in evaluations as defined by the PRS's in force during the period of review.
- Faculty members who are to have a PTR shall be notified by the chair during the fall semester with sufficient time to prepare the PTR dossier prior to the scheduled spring review. The chair will indicate a deadline for materials to be submitted to the departmental P&T Committee.

#### **4.1.4.2. PTR Review Materials**

The faculty member shall prepare a package of PTR materials for review, including a current vita in ISU P&T format, all PRS's in force during the period of review, all annual reports for the period of review, all student teaching evaluations for the period of review, and a student teaching evaluation summary chart. The faculty member shall also provide a concise narrative statement of accomplishments since the last review and future plans for each area of the PRS. A brief portfolio is optional. However, sufficient material to assess performance in all areas of PRS is required. External letters are not required.

#### **4.1.4.3. PTR Role of the P&T Committee**

The P&T Committee is charged with assessing if a faculty member's performance is "meeting expectations" or "below expectations." Various recommendation options are defined in Faculty Handbook section 5.3.4.2., including actions to be taken when a faculty member is found to be "below expectations" in any or all areas of the PRS. Upon completion of the review, the departmental P&T committee shall provide a letter to the chair stating their finding and recommendations. A full copy of the P&T Committee letter shall be provided to the faculty member prior to the meeting with the chair. The faculty member being reviewed is allowed 10 business days to respond in writing to the department chair as to any factual or interpretive disagreements with the PTR

evaluation.

#### **4.1.4.4. PTR Role of the Department Chair**

Faculty handbook section 5.3.4.3 defines the role of the department chair. The faculty member being reviewed and the chair will discuss any written response to the review at their PTR meeting. If the faculty member is found to be "below expectations" in any or all areas of the PRS, the P&T committee chair will participate in a work session with the faculty member and department chair to develop an action plan as defined in Faculty Handbook sections 5.3.4.2 and section 5.3.4.6. Changes to a faculty member's PRS may be one potential response to PTR.

The department chair will forward these materials to the dean:

- the P&T Committee PTR letter,
- the department chair's cover letter,
- a response from the faculty member, if one has been submitted;
- and an action plan, if required.

#### **4.1.4.5 PTR Roles of the Dean, and Senior Vice President and Provost**

Faculty Handbook sections 5.3.4.4 and 5.3.4.5, define these roles respectively.

### **4.2 NTE Faculty**

Policies and Procedures for Advancement of NTE faculty are outlined in section 2.1 of Appendix D, the Faculty Handbook Section 5.4, and CoD Governance Document Sections 5.1-5.3 especially 5.2.2 regarding evaluation, renewal and advancement. NTE faculty have term appointments (from 1 semester to 5 years depending on title and rank) and are eligible for renewal based on quality of performance and the continuing needs of the department. NTE appointments are subject to approval by the dean and senior vice president and provost. Performance evaluations conducted by the P&T Committee shall be completed at least every six semesters of employment. Evaluations for renewal of appointment and/or advancement will be conducted by an appropriate faculty committee and recommended by the department chair.

#### **4.2.1 Third-Year Review for NTE Faculty**

Third-year review for NTE faculty should take place in accordance with university and college guidelines during the spring semester of the third year of service, or in the spring semester during or after the sixth semester of employment. NTE faculty must present evidence appropriate to their rank as determined by their PRS. Lecturers and senior lecturers are evaluated primarily on the basis of the evidence of teaching and the performance criteria specified in his or her PRS. NTE faculty with other titles or ranks will be evaluated based on the performance criteria specified in his or her PRS. A dossier will be submitted for review that includes a current vita in ISU P&T format, all PRS's in force during the period of review, all annual reports for the period of review, all student teaching evaluations for the period of review, and a student teaching evaluation summary chart. The faculty member shall also provide a statement on teaching philosophy and a brief narrative statement of accomplishments and future plans based on areas specified in the PRS. A brief portfolio of student work is optional.

External letters are not required. The chair will indicate a deadline for materials to be submitted to the departmental P&T Committee.

Upon completion of the review, the departmental P&T committee shall provide a letter to the chair stating their finding and recommendations. The voting members of the Department P&T Committee for NTE reviews are elected Associate Professors, Full Professors, and NTE members of the committee as described in the Department of Architecture Governance document, section D.4.b.1).

The results of the NTE third-year review are to be communicated to the faculty member by the department chair in a face-to face meeting and a written report summarizing: 1) relevant assessment and recommendation content from the P&T Committee report, 2) the results of any votes taken by the P&T Committee, and 3) the department chair's independent assessment and recommendations. The report should make clear to the faculty member the relationship between the body of materials submitted for review and the department chair's findings, and state the decision on renewal/non-renewal of the appointment.

#### **4.2.2 Eligibility and Criteria for Advancement to Senior Lecturer for NTE Faculty at Rank of Lecturer**

After a minimum of six years or the completion of 12 semesters of employment (either full or part-time), or the equivalent, the individual has the right to be reviewed for advancement to Senior Lecturer by the Department P&T committee. Review is not mandatory. Senior Lecturer is a full or part-time renewable appointment of two to five years requiring notice of one year of intent not to renew. An outcome of the review process should be to provide constructive, developmental feedback to the individual regarding progress in meeting departmental criteria for advancement. There are three potential outcomes of this review including: 1) recommendation for advancement to Senior Lecturer; 2) continuation of appointment as Lecturer; or 3) one-year advanced notice of intent not to renew. Individuals whose appointments are renewed, but who are not recommended for advancement, are eligible to reapply in subsequent years. To advance to senior lecturer, a lecturer is evaluated primarily on the basis of the evidence of teaching and the performance criteria specified in his or her PRS.

##### **4.2.2.1 Dossier Requirements**

A dossier will be submitted for review that includes a current vita in ISU P&T format, all PRS's in force during the period of review, all annual reports for the period of review, all student teaching evaluations for the period of review, and a student teaching evaluation summary chart. The faculty member shall also provide a statement on teaching philosophy and a brief narrative statement of accomplishments and future plans based on areas specified in the PRS. A portfolio of student work or other accomplishments in areas of the PRS is optional. External letters are not required. The chair will indicate a deadline for materials to be submitted to the departmental P&T Committee.

##### **4.2.2.2 Committee Review**

Upon completion of the review, the departmental P&T committee shall provide a letter to the chair stating their finding and recommendations. The voting members of the Department P&T Committee for NTE advancement reviews are elected Associate

Professors, Full Professors, and NTE members of the committee as described in the Department of Architecture Governance document, section D.4.b.1). A quantum of five or more approval votes is required for positive recommendation for advancement from lecturer to senior lecturer.

The results of the review are to be communicated to the faculty member by the department chair in a face-to face meeting and a written report summarizing: 1) relevant assessment and recommendation content from the P&T Committee report, 2) the results of any votes taken by the P&T Committee, and 3) the department chair's independent assessment and recommendations. The report should make clear to the faculty member the relationship between the body of materials submitted for review and the department chair's findings, and state the decision on renewal/non-renewal of the appointment.

#### **4.2.3 Appointment Renewal for Senior Lecturers**

After advancement to senior lecturer, renewal of faculty appointments must be approved by the dean and the senior vice president and provost. The chair forwards his or her renewal recommendation to the dean. The request for approval should include a summary of the review results and a statement regarding the continuing needs of the department. A renewal recommendation approved by the dean is forwarded to the senior vice president and provost.

##### **4.2.3.1 Advancement and Appointment Renewal for NTE Faculty with Other Titles and/or Ranks**

NTE faculty members with titles and/or ranks other than lecturer and senior lecturer will be reappointed and considered for advancement on a case-by-case basis. The department chair will instruct the Department P&T Committee on procedures in an individual case. All cases for reappointment and/or advancement must go through a review and vote by the Department P&T Committee. Renewal of all NTE faculty appointments must be approved by the dean and the senior vice president and provost.