

(Revised 9.14.11)

**UNIVERSITY OF VIRGINIA SCHOOL OF ARCHITECTURE
Promotion, Tenure and Reappointment Policy**

1. Faculty Appointment and University Policy:

- 1.1 Faculty of the School of Architecture are elected to their teaching positions by action of The Board of Visitors. The School of Architecture follows the University of Virginia's policy on promotion and tenure. These definitions and procedures can be found at the Provost's web site: http://www.virginia.edu/provost/docs_policies/tenure.html
- 1.2 This School of Architecture document is consistent with the University's Faculty Handbook and includes criteria and procedures specific to the School of Architecture.
- 1.3 The Appendix contains an advisory schedule.

2. General Overview of the Reelection, Tenure and Promotion Review in the School of Architecture:

The review of candidates for reappointment, tenure or promotion within the School is a four-stage process:

In the first stage, which is entirely the responsibility of the candidate, the candidate assembles materials for review and writes a succinct (approximately 2,500 words) statement outlining his or her accomplishments to date and future vision in the areas of teaching, research, and service. The candidate is responsible for framing this material in a way that sketches the broad and compelling nature of the case.

In the second stage tenured members of the candidate's department deliberate on the case, reviewing the candidate's materials and statement and weighing letters solicited by the Department chair from outside reviewers with knowledge in the candidate's field. Each tenured faculty member writes an evaluation of the case and participates in a meeting and formal vote on the case. A detailed Report and Recommendation of the Department along with supporting evidence, and the faculty vote, is prepared by the Department Chair and transmitted to the School Promotion and Tenure Committee. The presentation of this report in person allows the School Committee the opportunity to question the Department Chair. In the case of promotion to full professor, only full professors engage in the deliberations.

In the third stage of the review, the School Promotion, Tenure and Reappointment Committee (PTR) reviews the candidate's materials and the Report and Recommendation of the Department to assess the thoroughness, fairness and appropriateness of the Department's review. The Committee may seek clarification or additional information from the Department. The School PTR Committee will also review written reports from any member of the tenured faculty, or in the case of promotion to full professors any full professor, who wishes to contribute to their deliberations.

The PTR Committee Recommendation and Report, along with their own vote totals, will be transmitted to the Dean.

In the fourth-stage of the review the Dean, Chair of the PTR Committee and Chair of the Department will meet with the candidate to inform the candidate of the PT&R report. The Dean then writes his or her recommendations, reflecting his or her own judgments on the substance, the process, and the recommended outcome. The Departmental and Promotion and Tenure Committee reviews are advisory. The Dean “exercises independent judgment” and communicates the decision to the Candidate, Department Chair and Chair of PTR committee. The Dean’s recommendation is transmitted to the Provost.

The following policies and procedures communicate the specifics of this process.

3.0 Definition and Qualifications for Tenure, Promotion and Reappointment

At all levels, the major considerations for renewal of contract and promotion to tenure and promotion to full professor are: a) excellence of teaching and advising, b) excellence of scholarly work, and c) excellence in service to the School, the University, the community, and/or the discipline.

Excellence must flow from all three areas. Going beyond standards in one area does not compensate for deficits in the other two.

3.1 Reappointment criteria: The candidate must present evidence of:

- a. Being, or becoming, an excellent teacher;
- b. Excellence in scholarship, publications, and/or creative work;
- c. Sustained contributions to the School, the University, the community, or the discipline.

Reappointment may occur after one, two, or three years, depending on the department. The candidate is expected to show adequate progress toward tenure, as specified in 3.2 below.

3.2 Associate Professor promotion and tenure criteria: The candidate must present evidence of:

- a. Excellent teaching and sustained commitment to instruction, effectiveness as a contributor to the intellectual development of students through course design, course material, or other mechanisms of enhancing student learning;
- b. Excellence of scholarship, publication and/or creative work that leads to national recognition, or potential thereof, as verified by evaluations by professional peers external to the university;
- c. Substantial contributions to the institution and public service work that advances the aims or achievements of organizations or institutions associated with the candidate’s expertise, or which develops new standards or opportunities for advancing the candidate’s area of expertise.

3.3 Full Professor promotion criteria: The candidate must present evidence of

- a. Continued intellectual growth as demonstrated by additional peer-reviewed work since tenure.
- b. National or international recognition of the candidate as an expert in one or more substantive areas.
- c. Continued excellence in the classroom
- d. Continued engagement in service to the Department, School, University, and professional organizations.

3.4 Recommendation for early promotion: Promotion to associate professor with tenure lacking the full probationary term of six years, or full professor without the five years in rank will be rare.

4. Nominations for Reappointment, Tenure and Promotion:

4.1 A list of all faculty in the School, giving years of service, time in rank, and other pertinent employment information, will be made available to the PTR Committee, the Department Chairs and upon request to interested faculty by the Dean.

4.2 A faculty member may be self-nominated for promotion candidacy, reappointment or tenure or may be nominated by another faculty member, or the Department Chair. All such nominations are directed in writing to the Department Chair, with copies of the nomination to the candidate, the Chair of the PTR Committee and Dean. Names are typically submitted in April for consideration the following year.

4.3 Candidates for promotion, reelection or tenure should submit curriculum vitae, references, a statement of intent and supporting materials to their respective Department Chair.

4.3.1. Curriculum Vitae

4.3.2. References: Tenure and promotion candidates provide names and addresses of six external reviewers who have knowledge of the candidate's teaching, creative work, or service. The list should include persons from faculty at other universities. In addition, candidates should provide names of at least three former students. Reelection candidates provide references only if specifically requested by the Department Chair.

4.3.3. Statement of Intent: Provide a statement describing personal interests, career objectives, and design and/or scholarly work now in progress. The statement should be directed toward a broader audience than the candidate's department, since this

statement will be read by the external reviewers, the faculty of the Department and the School, and the Provost's P&T Committee.

4.3.4 The supporting materials should include:

4.3.4.1 Teaching materials such as course outlines, design programs, syllabi and a few samples of student work (for SARC review only, not for outside reviewers' packages).

4.3.4.2 Teaching evaluations for internal reviews.

4.3.4.3 Selected photographs or drawings of the most significant projects and built work.

4.3.4.4 Publications preferably in the form as published rather than photocopies.

4.3.4.5 Work in preparation for publication.

4.3.4.6 For work prepared jointly with others, describe the candidate's role and contribution.

4.3.5 Candidates should submit materials in organized and labeled containers complete with a table of contents listing all items.

4.3.5.1 The candidate is responsible for assembling all materials. The candidate may copy and print PTR documents using School of Architecture copy cards, but should not expect School staff to assist them in this effort. Candidates should make extra copies in case they are needed later in the process. Materials submitted for School of Architecture review will be returned after the review is complete.

4.3.5.2 Some or most of the material can also be submitted in Digital Format. The Provost is expecting the basic candidate documents, Curriculum vitae and Statement of Intent, to be in digital format.

4.3.6 For tenure and promotion candidates, the materials should include one copy for School review and 8 copies of materials for external reviewers. The candidate should consult with the Department Chair to ascertain which materials to include.

4.3.7 Reelection candidates provide only one copy of materials unless directed otherwise by the Department Chair.

5. Responsibilities of the Departments:

5.1 Leadership in Reappointment, Tenure and Promotion Cases:

5.1.1 The overall management of the Reappointment, Tenure and Promotion case review within the Departments is the responsibility of the respective Department Chair.

5.1.2 When a Department Chair is a candidate for promotion or tenure, the Chair of the PTR Committee, with the advice of the PTR Committee, appoints a senior faculty member from the Committee or from the respective department faculty to assume all

of the usual Department Chair's duties for that one case, including background research, Departmental review and the presentation of Departmental report and Recommendations to the PTR Committee.

5.1.3 In a case of promotion to Full Professor where the candidate's Department Chair is not a Full Professor, the Dean appoints a Full Professor, possibly from another department, to assume the Chair's duties in preparing and presenting the case.

5.2 The Departmental Review:

The Department's tenured faculty assess and vote on the candidate's case after each has an opportunity to review the evidence completed by the Department as outlined in the following sections. All tenured faculty participating in the deliberation are expected to prepare a written evaluation of the candidate's case. This will be followed by a discussion meeting and vote. For cases of promotion to Full Professor, the discussion and vote are limited to Full Professors.

5.2.1 Review all published work, executed works by the candidate as well as any works in progress.

5.2.2 In tenure and promotion cases, review at least 6 letters from outside faculty, professionals and/or experts knowledgeable in the candidate's field, who have been solicited by the Department Chair.

5.2.3 Inquire into the candidate's scholarly and pedagogical contributions to the School by soliciting, through an open call, written assessments from School of Architecture faculty who shall have access to the same candidate submitted materials as available to members of the candidate's department.

5.2.4 When appropriate given the candidate's areas of expertise, inquire into the candidate's scholarly and pedagogical contributions by soliciting assessments of her/his scholarship from University faculty outside the School of Architecture or from former/emeritus faculty who may have knowledge and history of the candidate's development and achievements.

5.2.5 Inquire into the candidate's abilities as a teacher by the following procedures, in addition to those outlined in the University guidelines:

5.2.5.1 Review all of the candidate's course evaluations.

5.2.5.2 Assess the candidate's teaching effectiveness and results of coursework completed under the candidate's direction. As part of this judgment, the Department interviews selected students from current and previous classes, appoints someone to attend classes, and prepares a summary.

5.2.5.3 Solicit evaluations on the teaching abilities of the candidate from students who have taken courses with the candidate. The process of identifying the students and collecting the evaluations will be done by the School of Architecture Student Council or other appropriate student organizations, such as SPA, SALA and SAH, in cooperation with the Associate Dean for Academics.

5.2.6 Identify and evaluate the candidate's record of service in relation to the criteria in Sections 3.1-3.3.

5.3 Participation by other departments: In some cases the candidate may have joint appointments (other than courtesy appointments) in more than one department at the University.

5.3.1 When a candidate holds a joint appointment between two or more departments, either within the School or in the larger University, a tenured faculty member from the other department(s) shall be jointly selected by the chairs of the joint appointment departments to participate and vote in the candidate's departmental deliberations.

5.3.2 When a candidate's department jointly offers a degree with other departments, a tenured faculty member from the other department(s) shall be jointly selected by the chairs of the joint program departments to participate and vote in the candidate's departmental deliberations. This does not apply to dual degree agreements where each department offers its own degree.

5.4 Voting: It is the responsibility of all tenured faculty, except the Dean, to participate in department voting, with abstentions only in extreme circumstances as permitted by the Department Chair. Departmental faculty serving on the PTR Committee also vote in that Committee's deliberations.

5.5 The Departmental Report: The Department reports the process, findings, vote and recommendation on each candidate in a Departmental Report. The PTR Committee will act on a candidate's file only after the case is complete and fully reviewed by the Department.

5.5.1 A complete file will include at least the following material:

5.5.1.1 The written report of the candidate's Department Chair: The report will include an overview of the Departmental Review process, a complete employment record and an assessment of the candidate's qualifications covering their entire career, comments by external reviewers, vote by the Departmental faculty, copies of annual reports, prior assessments, and any other relevant materials.

5.5.1.2 The Department Chair's report will include a short biographical sketch for each external reviewer, the person who recommended the reviewer, and the reason the reviewer was selected.

5.5.1.3 Letters from outside reviewers accompanied with a copy of the letter soliciting the review and the reviewer's brief curriculum vitae.

5.5.1.4 Written evaluations by departmental faculty.

5.5.1.5 The candidate's statement and supporting materials

5.5.1.5 The candidate's teaching evaluations.

5.5.2 An oral presentation will accompany the Report when presented to the PTR Committee.

6. Formation of the Promotions, Tenure and Reappointment (PTR) Committee

6.1 The PTR Committee is composed of seven members who hold regular full-time appointments as tenured faculty. In the spring term, the faculty as a whole elects four members, one from each of the four Departments in the School (Architecture, Landscape Architecture, Urban and Environmental Planning and Architectural History) and the Dean then appoints three members. At least three members shall be full professors.

6.2 Appointed and elected members serve overlapping three year terms commencing August 1st of the year in which they have been selected. At least one year must pass before a subsequent term begins. Associate professors are ineligible to discuss or vote on promotion to professor.

6.3 When there are candidates for promotion to professor and the duly elected and appointed members of the PTR Committee do not number at least five full professors, additional members with the rank of professor are added to the Committee as follows: if one additional member is required, this person is elected by the faculty; if two additional members are required, one is elected by the faculty and one is appointed by the Dean. These additional members discuss and vote only on matters concerning promotion to professor.

6.4 The Dean appoints the Committee Chair after faculty elections are completed.

6.5 If a member of the PTR Committee is on leave for a portion of their term, the Dean appoints an acting member for the duration of this leave.

6.6 Election Process:

6.6.1 Each spring, the outgoing Chair of the PTR Committee will circulate a list of faculty members who are eligible to be elected to the following year's Committee.

6.6.2 Nominations for elected positions can be made by any tenured or tenure track full-time faculty member at a meeting called to elect next year's members by the outgoing Chair of the PTR Committee. Faculty members also may nominate any tenured faculty member to serve on the PTR Committee by submitting a nomination in writing and signed to the outgoing Chair of the Committee prior to the election meeting. Nominees may decline nominations only for good cause, such as, the nominee does not expect to be in residence at the School during the time of the Committee's deliberations.

6.6.3 Voting will be completed prior to Dean's appointments and during the first week in May or earlier. For the elected positions, full-time tenured and tenure-track faculty in the school vote by secret written ballot. The winners are determined by a plurality of the votes cast.

6.6.4 Absentee ballots must be submitted, signed and dated to the Dean's Assistant before the election meeting. An absentee vote submitted prior to the election meeting in effect is both a nomination of, and a vote for, that faculty member. Faculty members nominated by ballots cast for them before the election meeting will be included among the nominees identified at the meeting. While each absentee ballot will be counted, the number of absentee votes for a faculty member will not be announced or included in a vote tally until after all the votes have been cast and counted at the election meeting.

7. Responsibilities and Procedures of the PTR Committee

7.1 The PTR Committee recommends (affirmatively or negatively) to the Dean—and informs the appropriate Department Chairs of its recommendation—those faculty members to be reappointed, promoted, and/or granted appointment without term (tenure).

7.2 In reviewing each Departmental recommendation, the Committee will consider the substantive recommendation, the process used to reach it, and the quality and thoroughness of the written documentation to support the recommendation. The Committee works from the documentation provided by the Department and checks this against its own review of the candidate's files and its own assessment of the candidate's case. If clarification or additional information is needed from the Department, the Committee may request it.

7.3 The Committee will have access to the materials submitted by the candidate (articles, books, course syllabi etc.) as soon as they are submitted. Each member of the committee has the responsibility to review these materials. Access to letters and other departmentally generated material is available only after the Department has completed its recommendation and documentation.

7.3 The chair of the PTR Committee may assign one or two members from outside the candidate's department to serve as secretary for each case in drafting and preparing the final Committee report and recommendation.

7.4 The Dean may be invited to any PTR meeting.

7.5 The PTR Committee Recommendation and Report, along with their vote totals, will be transmitted to the Dean.

7.6 The PTR Committee is responsible for initiating changes to the organization, procedures and policies for promotions, tenure and reappointment in consultation with the full-time faculty of the School.

8. Policy and Procedures for Outside Hires with Tenure or Retention:

The policies and procedures for outside hires with tenure or retention conform to the policies of the Provost and include the following:

8.1 Proposed outside hires with tenure by search committees will be referred to the PTR Committee by the Dean of the School of Architecture.

8.2 Whenever possible, the review and recommendations will proceed by the normal process.

8.3 The PTR Committee will make recommendations expeditiously to the Dean on proposed hires with tenure prior to formal contract offers.

8.4 The review by the PTR committee can take place with fewer than a full committee, but at least three members of the PTR Committee must participate in these deliberations or, if three members are not available, the Dean will appoint tenured faculty sufficient to reach three.

8.5 Responsibility for providing the PTR Committee with information required for its deliberation will be shared by the Chair of the Search Committee, the Chair of the Department and the Dean. Materials for review by the PTR Committee will be held in the Dean's office.

8.6 The PTR Committee deliberations will include receiving letters proposing and explaining the hires by the Chair of the respective Department and the Chair of the Search Committee and will include opportunities to discuss the proposed hire with one or both of these Chairs.

8.7 Letters from three or more outside experts assessing the quantity, quality, importance and impact of the candidate's scholarship or creative work will be obtained by the Search Committee or Department Chair for review by the PTR Committee. Documentation of teaching effectiveness will be expected. Solicitation of this information as part of the search process will assist in expediting the assessment.

8.7 PTR members will be responsible for reviewing the candidate's curriculum vitae, letter of interest, course syllabi, publications, and or other materials sufficient to make responsible judgments during deliberations.

8.9 The Chair of the PTR Committee will chair this deliberative process, or if the Chair is unavailable, the Dean will appoint another PTR member to chair the PTR deliberations.

8.10 The PTR Committee will submit a recommendation in writing to the Dean. This recommendation will be available in the Dean's Office for faculty review.

Appendix:

PROCEDURE SCHEDULE GUIDELINES

UNIVERSITY OF VIRGINIA SCHOOL OF ARCHITECTURE

Promotion, Tenure and Reappointment (PTR)

The following guidelines outline a typical sequence of events in the review of reappointment tenure and promotion cases. These guidelines are a reference to provide some degree of uniformity from year to year. It is the candidate's responsibility to adhere to this schedule in order to allow the Departments, PTR Committee, and Dean to meet their schedule commitments.

1. By the end of February, the Dean advises the Department chairs and the chair of the PTR Committee of the current status of all faculty in the School of Architecture including their rank and term of appointment.
2. In early March, the chair of the PTR Committee requests nominations of candidates for tenure promotion or reappointment from full-time faculty.
3. By early April, nominated and eligible faculty for reappointment, promotion or tenure submit an up-to-date curriculum vitae, letter of intent and references to the Chair of their Department.
4. The candidate assembles materials to support the case, and submits these materials to the Department chair. In the Departments of Urban and Environmental Planning and Architectural History the deadline for submitting these materials is the beginning of June. In the Department of Architecture and Landscape Architecture, the deadline is the beginning of August.
5. Once the candidate's materials are in hand, the Department chair initiates the Departmental Review of the candidate's credentials. The Chair, not the candidate, makes all contact with external reviewers concerning case matters.
6. By early November, the Department chair holds a meeting of tenured Department faculty to discuss each tenure and reappointment case and conduct a poll.
7. By mid-November, the Department chair submits to the PTR Committee a written and oral recommendation for the candidate, accompanied by appropriate documentation.
8. By the end of the Fall semester, the PTR Committee reports its recommendations to the Dean in writing, making available all materials from its deliberations. The PTR Committee meets with the Dean and provides an explanation of its decisions and any other relevant information.
9. By early January the Dean meets with each candidate to inform them of the Department recommendation and the PTR committee review. The Department Chair and PTR Chair also shall be at this meeting. The candidate will receive a copy of the PTR Committee report. The names of reviewers and other information that may compromise the reviewer's confidentiality will be deleted from this copy. Another copy of the report, which will be placed in the candidate's file, will be signed by the

candidate indicating that the meeting had occurred and the candidate had been informed of the recommendations to the Dean.

10. By February 1, the Dean reviews the recommendation of the PTR Committee and makes his or her own decision, which is forwarded to the Provost.
11. By February 1, The Dean convenes a meeting with the candidate, the PTR committee chair and the Department chair to report the Dean's decision.
12. By late spring, the Dean informs the candidate of the Provost's decision.
13. Prior to the end of each spring semester, the Chair of PTR Committee convenes an All School faculty meeting to consider proposed changes in PTR policies and procedures and to elect new members to the PTR Committee.
14. Following elections, the Dean makes any appointments to the PTR Committee and names the Chair for the following year.

