

College of Architecture Promotion and Tenure Guidelines

The College of Architecture (CoA) has three categories of faculty employment: tenured, tenure-track and renewable term. Section I concerns appointment of tenure-track and tenured faculty. Section II concerns tenure-track faculty tenure guidelines. Section III concerns tenure-track and tenured faculty promotion. Section IV concerns appointment and promotion of renewable term faculty.

Section I: Tenure-Track and Tenured Faculty Appointment

Criteria for initial appointment of regular tenure-track and tenured faculty in the CoA shall include a varied combination of advanced degrees, professional experience, and licensure, if appropriate to the profession. For most CoA faculty members, professional experience is an important consideration in the review of an individual's qualifications for initial appointment. Preference shall be given to candidates who are licensed, certified or terminal degree holders, as appropriate to the profession. However, in specialized areas within each profession, appointees may be required to hold doctorates and to have demonstrated capabilities in research. Consideration shall be given to prior Teaching and Creative Activity and/or Research experience.

Tenure-track and tenured appointments may carry the title Professor, Associate or Assistant Professor. Faculty members are appointed and assume academic responsibilities per the OU Regents Policy Manual, OU Faculty Handbook and CoA Bylaws. Per the CoA Policy on Faculty Teaching Load and Release from Teaching the suggested distribution of effort is 40% Teaching, 40% Research and Creative Activities, and 20% Service and Outreach Activities.

Section II: Tenure-Track Faculty Tenure Guidelines

2.1 Tenure

The entire academic and professional history of the candidate, both before coming to the University of Oklahoma (OU) and while at the OU, shall be considered for granting of tenure. Tenure considerations shall be given to those holding full-time academic tenure-track appointments at assistant professor rank or higher and follow the appropriate probation period stipulated in the letter of appointment and Regents Policy Manual and Section 3.7 of the OU Faculty Handbook. The probationary period shall be approved by the Dean and the Provost and be stated in writing in the letter of appointment at the time of initial appointment.

Tenure-track faculty members being considered for tenure shall assemble a dossier in accordance with directives from the Provost and this document. Annual evaluations are an integral part of the tenure dossier, as are external peer evaluations. External peers may provide evaluations of Teaching, Creative Activity and/or Research, Professional Service and University Service. External peer evaluators must be tenured and at a higher rank than the candidate. The respective candidate and Division Director shall recommend peer evaluators from outside of the University. Neither the candidate nor Director shall have contact with any prospective external evaluators regarding the tenure review process. CoA Administration can recommend other external peer evaluators from outside of the University if necessary. The Director and Administration shall be in agreement regarding all recommended external peer evaluators. External evaluators invited by Administration to submit review letters shall represent a balanced distribution between candidate, Director and Administration recommendations as is reasonable. The candidate, Director and CoA Administration shall follow University guidelines throughout this process (See annual Provost's Call for Tenure and Promotion Recommendations and OU Faculty Handbook Section 3.7).

2.2 Tenure Criteria

Adopted by CoA Committee A 05/11/2015

Adopted by CoA Directors with revisions 06/30/2015

Approved by CoA Dean with revisions 06/30/2015

Approved by OU Provost 12/18/2015

Evidence of achievement in the following three areas must be presented on the candidate's behalf for tenure recommendation. These three areas are: Teaching, Creative Activity and/or Research, and Service. Teaching and Creative Activity and/or Research are of prime importance in consideration for tenure.

2.2.1 Teaching

The faculty member should present evidence of teaching. For definitions and other details related to teaching, see the appropriate sections of the current Faculty Handbook and the Division's Annual Faculty Evaluation Criteria effective at the time of hire.

2.2.2 Creative Activity and/or Research

The faculty member should present evidence of creative activity and/or research. For definitions and other details related to creative activities and research, see the appropriate sections of the current Faculty Handbook and the Division's Annual Faculty Evaluation Criteria effective at the time of hire.

2.2.3 Service

The faculty member should present evidence of professional service. For definitions and other details related to professional services, see appropriate sections of the current Faculty Handbook and the Division's Annual Faculty Evaluation Criteria effective at the time of hire.

Section III. Tenure-Track and Tenured Faculty Promotion Guidelines

The entire academic and professional history of the candidate, both before coming to OU and while at the OU, shall be considered for promotion. Consideration shall be given to those holding regular academic tenure-track, tenured, or renewal appointments at professor, associate or assistant professor rank.

3.1 Associate or Full Professor Promotion

Tenure-track faculty members being considered for promotion shall assemble a dossier in accordance with directives from the Provost and this document. Annual evaluations are an integral part of the tenure dossier, as are external peer evaluations. External peers may provide evaluations of Teaching, Creative Activity and/or Research, Professional Service and University Service. External peer evaluators must be tenured and at a higher rank than the candidate. The respective candidate and Division Director shall recommend peer evaluators from outside of the University. Neither the candidate nor Director shall have contact with any prospective external evaluators regarding the promotion review process. CoA Administration can recommend other external peer evaluators from outside of the University if necessary. The Director and Administration shall be in agreement regarding all recommended external peer evaluators. External evaluators invited by Administration to submit review letters shall represent a balanced distribution between candidate, Director and Administration recommendations as is reasonable. The candidate, Director and CoA Administration shall follow University guidelines throughout this process (See annual Provost's Call for Tenure and Promotion Recommendations and OU Faculty Handbook Section 3.7).

In cases of Tenure and Promotion reviews and votes, only tenured faculty members shall vote. In cases of Promotion reviews and votes only, all tenured CoA faculty members at or above the rank requested shall vote. A simple majority vote is required to establish the college's recommendation. The respective Division Director and Committee A shall provide in writing, independently of each other, reasons for their recommendations.

3.2 Promotion Criteria for Assistant Professors

Adopted by CoA Committee A 05/11/2015

Adopted by CoA Directors with revisions 06/30/2015

Approved by CoA Dean with revisions 06/30/2015

Approved by OU Provost 12/18/2015

Promotion from assistant professor to associate professor shall be determined based on criteria specified in the OU Faculty Handbook Section 3.13.3. and in accordance with the CoA performance criteria in each of the following four categories: teaching, research and creative activity, service and other responsibilities.

3.2.1 Teaching

In order to receive promotion, assistant professors on term appointments must demonstrate above average teaching. In judging the effectiveness of teaching, the following points should be considered: 1) command of subject matter in the courses taught 2) teaching that reflects the latest developments in the field as evidenced by familiarity with scholarly and professional literature and applying this information to the courses taught 3) continuous growth in teaching abilities 4) capacity to stimulate student awareness of the relationship between topics being taught and their applicability to other courses and the students' projected occupations 5) guiding and advising students, including accessibility, time invested, familiarity with departmental requirements and ability to relate to a wide variety of students 6) independent study assignments and products 7) creation of new courses or significantly revising existing courses 8) student learning.

3.2.2 Research and/or Creative Activity

Individuals in term assignments who seek promotion to Associate Professors must demonstrate significant and continuing success in graduate generation, publications and exhibitions. Promotion to Professor requires a regimen demonstrating a regional, national and international reputation as well as strong and continuous success in graduate generation.

3.2.3 Service

Tenure-track faculty should demonstrate in their service activities commitment to the subject discipline, as well as to the needs of the College and Division in which they serve. Service criteria may include: work in programs supported through external funding; participation in professional organizations; publications or other creative works such as documentaries, videotapes, hand books, conference programs, pamphlets; participation in community activities related to teaching or division needs; use of professional knowledge to contribute to the welfare of the community; consultation with educational or cultural organizations; public lectures; seminars and workshops.

Within the University, the individual shall contribute to committees, student activities and special interest groups such as interdisciplinary programs or student organizations.

3.2.4 Other Responsibilities

If the faculty appointment involves special responsibilities, these services too should be well documented. For example, supervision of professional program students within the College's divisions would require familiarity with licensing requirements and developing relationships with licensing agencies; program development assignments may require grant writing; liaison with public agencies might require board membership, workshop development or other activities; utilization of community resources might involve site development, supervisor liaison and site visits; program evaluations might require exit interviews, surveys, or personal conferences; conference planning would typically involve coordination with community organizations.

Because individual assignments will vary, the division and the faculty member must maintain clear records of the assignments and the faculty member must provide documentation of each activity to be evaluated for promotion.

3.3 Promotion Criteria for Associate Professors

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In order to achieve promotion to full professor, the faculty member must demonstrate a continuous record of achievement in the areas discussed in Section 3.2. Activities must show increasing responsibility and mastery beyond the associate professor requirements. The individual must have achieved regional, national, and international recognition in the specific areas of her/his allocation of effort; for example, in teaching-oriented organizations and publications; in professional associations; in service organizations. What such activities would have in common is strong recognition that can be evaluated against a national and/or international standard. A demonstrated record of interdisciplinary work will be highly valued in evaluating criteria for promotion.

Section IV. Ranked Renewable Term Faculty Appointment and Promotion

4.1 Ranked Renewable Term Faculty Appointment

Ranked renewable term faculty shall be selected in the same manner as tenure-track or tenured faculty. Their appointment may carry the title Professor, Associate Professor, Assistant Professor or Instructor. Renewable term appointees may participate in curriculum decisions or decisions related to matters of the college. They are not eligible for tenure consideration. They cannot participate in tenure reviews and recommendations for tenure-track faculty. The duration of term for renewable term appointments shall not be less than two years, nor more than five years.

Renewable term faculty members may be appointed for assignments that differ from typical tenure-track assignments in the distribution of effort. These assignments may be specifically designed to meet departmental needs. Assignment of effort shall, unless otherwise approved by the Dean and the Provost, include heavier teaching loads than tenure-track faculty. Renewable term faculty members shall be evaluated annually by the same process as all other CoA faculty. The division annual evaluation criteria to be used should be specified in the renewable term faculty member's letter of appointment. Per the CoA Policy on Faculty Teaching Load and Release from Teaching, the suggested distribution of effort is up to 65% Teaching, 10% Research and Creative Activities and 25% Service and Outreach Activities. The faculty member's distribution of effort shall be determined in accordance with the academic unit's performance criteria as indicated in the approved written assignment and any special conditions pertaining to the faculty member's appointment.

Conditions of employment, and all exceptions to the above stated criteria, need to be approved by the Dean and the Provost and be stated in the letter of appointment.

Ranked renewable term faculty shall be evaluated annually in the same manner as tenure-track faculty. Their annual evaluations will be conducted at the same time and in the same manner, but in accordance with the distribution of effort stipulated in the terms of their employment. The quality of teaching will be determined according to the same criteria applicable to tenure-track faculty as outlined in the divisional policy; the quality of service will be determined according to the service activities stipulated for the particular position. Ranked renewable term appointments with the appropriate terminal degree, may be appointed at the rank of Assistant, Associate or Full Professor.

At the end of their term of appointment renewable term faculty shall be reviewed by the Dean, the Director and Committee A, who, after consultation with division faculty, shall or shall not recommend re-appointment or promotion. The criteria and process for renewable term faculty promotion shall be the same as that for tenure-track and tenured faculty.

The criteria used for re-appointment shall be those stipulated in the faculty member's contract at the beginning of their period of appointment, along with any alterations in the original contract made during the course of the term of appointment. Such alterations shall only be made with the mutual agreement of the faculty member, the

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Director and Committee A, with the approval of the Dean and Provost. Alterations would occur only in unusual circumstances in order to meet the needs of the college.

4.2 Ranked Renewable Term Faculty Promotion

Promotion for ranked renewable term faculty shall be determined based on criteria specified in the OU Faculty Handbook Section 3.13.3 and in accordance with the CoA performance criteria in each of the following four categories: teaching, research and creative activity, service and other responsibilities.

4.2.1 Teaching

In order to receive promotion, assistant professors on term appointments must demonstrate above average teaching. In judging the effectiveness of teaching, the following points should be considered: 1) command of subject matter in the courses taught 2) teaching that reflects the latest developments in the field as evidenced by familiarity with scholarly and professional literature and applying this information to the courses taught 3) continuous growth in teaching abilities 4) capacity to stimulate student awareness of the relationship between topics being taught and their applicability to other courses and the students' projected occupations 5) guiding and advising students, including accessibility, time invested, familiarity with departmental requirements and ability to relate to a wide variety of students 6) independent study assignments and products 7) creation of new courses or significantly revising existing courses 8) student learning.

4.2.2 Research and Creative Activity

Individuals in term assignments who seek promotion to Associate Professor must demonstrate significant and continuing success in graduate generation, publication and exhibitions. Promotion to Professor requires a regimen demonstrating achieved a regional, national and/or international reputation, as well as strong and continuous success in graduate generation.

4.2.3 Service

Individuals on Term Assignments should demonstrate in their service activities commitment to the subject discipline, as well as to the needs of the College and Division in which they serve. Service criteria may include: research or programs supported through external funding; participation in professional organizations; publications or other creative works such as documentaries, videotapes, hand books, conference programs, pamphlets; participation in community activities related to teaching or division needs; use of professional knowledge to contribute to the welfare of the community; consultation with educational or cultural organizations; public lectures; seminars and workshops.

Within the University, the individual shall contribute to committees, student activities, and special interest groups such as interdisciplinary programs or student organizations.

4.2.4 Other Responsibilities

If the faculty member's appointment involves special responsibilities, these services should be well documented. For example, supervision of professional program students within the College's divisions would require familiarity with licensing requirements and developing relationships with licensing agencies; program development assignments may require grant writing; working with public agencies might require board membership, workshop development or other activities; utilization of community resources might involve site development, supervisor liaison and site visits; program evaluations might require exit interviews, surveys, or personal conferences; conference planning might involve coordination with community organizations.

Because individual assignments will vary, the division and the faculty member must maintain clear records of assignments and the faculty member must provide documentation of activities to be evaluated for promotion.

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In order to achieve promotion to full professor, the faculty member must demonstrate a continuous record of achievement in the areas discussed above. These must show increasing responsibility and mastery beyond the associate professor requirements. Further, the individual must have achieved regional, national, and international recognition in the specific areas of her/his assignment: for example, in teaching-oriented organizations and publications; in professional associations; in service organizations. Such activities shall have in common strong recognition that can be evaluated against a national and/or international standard. A demonstrated record of interdisciplinary work will be highly valued in evaluating criteria for promotion.