

## PROMOTION AND TENURE POLICY

Department of Landscape Architecture

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In accordance with University policy governing promotion and tenure (AC23), and current guidelines for implementation, the following sections establish specific procedures and criteria for reviewing faculty eligible for promotion and/or tenure.

### I. REVIEW COMMITTEE

1. Each spring semester, by a date determined by current College P&T Guidelines, the full faculty of the department and the Department Head shall determine a Promotion and Tenure Committee of at least three members. Two members are to be elected by ballot vote of the faculty. One member is to be appointed by the Department Head. Only tenured faculty may sit in judgment of tenure candidates. Only tenured, higher rank faculty may evaluate persons eligible for promotion.
2. The Promotion and Tenure Committee for faculty whose tenure home is in Landscape Architecture (“home unit”), but holds a joint appointment with another unit of the college or university (“secondary unit”), will consist of at least two elected members from the home unit (as per section 1.1), plus an appointed member representing the candidate’s secondary unit. In the case of joint appointments, the appointed member representing the secondary unit will be selected by the Department Head of Landscape Architecture, in consultation with that member’s administrator.

### II. PROCESS

Each year, the department shall select a Promotion and Tenure Committee to conduct, as directed, all provisional (second and fourth-year) tenure reviews, final (sixth-year) tenure reviews, and reviews for promotion of tenure-line faculty. When fixed-term faculty are candidates for promotion, the department may use the regular Department P&T Committee to review a fixed-term dossier or may assemble a review committee that includes fixed-term faculty of higher rank.

- a. In addition to the dossier required by AC23, all candidates at each level of review are required to submit examples of research, creative accomplishment, and scholarship for review by the head and the Department Committee. At the sixth year or promotion level, this documentation must be provided in the form of a copy of the submission sent to external evaluators. Copies of the submission to external evaluators are to be made available to the Department P&T Committee and the Department Head, on or before the date identified in the schedule (see P&T Schedules in separate document).
- b. All candidates at each level are encouraged to submit a teaching portfolio for review by the head and Department Committee. This may include a statement of pedagogical philosophy, syllabi, and problem statements as well as examples of student work.

After concluding these reviews, the Department Committee and the Department Head shall report their recommendations in writing to the Dean.

### III. REVIEW

1. The departmental promotion and tenure committee shall review the dossier and provide an evaluation letter and recommendation on the signatory cover page;
2. The department head shall review the dossier and provide an evaluation letter and recommendation on the signatory cover page.

The review process of tenure and promotion is concerned with the academic and professional merits of particular candidates, judged relative to peers nationwide. Tenure and promotion standards, therefore, cannot be fixed and absolute, but will reflect to some extent the varying competitive positions of the University in attracting faculty. Accordingly, evaluations shall be influenced by such considerations of relative standing. Additionally, increasingly higher levels of accomplishment are required as the faculty member advances in academic rank.

### IV. DOCUMENTATION

Records and testimonies endorsing each candidate shall be required as follows:

#### Responsibilities:

1. The Department Head has the primary responsibility of assembling the dossier. Within that responsibility, the Department Head must clarify the role of the candidate, including the relative emphasis on teaching, research/ creative activity, and service expected of the candidate to ensure a fair and appropriate evaluation.
2. The Department Head has the responsibility to solicit all internal evaluations from peer faculty, alumni, and current students as follows:

The Department Head shall appoint peer faculty reviewers who must conduct their reviews according to the department's "Guidelines on Peer Review of Teaching for Promotion and Tenure." In the case of candidates with a joint appointment, these letters must include an evaluation by the administrator representing the candidate's secondary unit, as per dossier preparation guidelines in AC23. Additionally, at least one faculty peer reviewer from the candidate's secondary unit shall be appointed by the Department Head, in consultation with the administrator of the secondary unit.

The Department Head shall arrange for staff to solicit teaching evaluation letters from randomly selected students who have studied under the candidate during the period under evaluation. In the case of candidates with a joint appointment, letters shall be acquired from several students from the candidate's secondary unit. The Department Head shall choose excerpts from the resulting letters that are characteristic of each student's evaluation.

The Department Head also shall arrange for staff to solicit teaching evaluation letters from randomly selected alumni who studied under the candidate during the period under evaluation. The Department Head shall choose excerpts from the resulting letters that are characteristic of each graduate's evaluation.

3. The Department Head shall solicit external letters of evaluation based in part on a list provided by the candidate and the Department Head, to which the Dean may add experts in the candidate's field as deemed necessary. The Dean will create the list that will determine the sequential order of external evaluator solicitations.
4. The Department Committee and the Department Head shall be responsible for evaluating

the completed dossier and submit their letter as required by AC23.

5. The candidate shall be responsible to provide all necessary evidence of accomplishments in the areas of The Scholarship of Research and Creative Accomplishments and Service and the Scholarship of Service to the University, Society, and the Profession. Such materials may be submitted to the Department Head for storage in the department files.
6. Within the dossier the candidate must clarify his/her role in all group activities (teaching, grants, projects, publications). Additionally, it is helpful if the candidate can obtain acceptance rates on publications from editors or publishers, and rate of success for grants or awards.

Timetable:

The schedule appended to this document delineates the sequence of activities and deadlines internal to the Department of Landscape Architecture for promotion and/or tenure dossier preparation and review. All candidates and departmental reviewers (solicited faculty, alumni, current students, Department Committee, Department Head) are expected to adhere to this schedule.

V. DEPARTMENTAL CRITERIA STATEMENT

In addition to the criteria listed in AC23 and the College criteria, evaluations of departmental candidates shall be tempered by the statements on Teaching and Learning, Research and Creative Accomplishments, and Service to the University, Society, and the Profession, as given below. In the case of candidates with a joint appointment, the fulfillment of these responsibilities assigned within the contexts of both home and secondary units will be considered.

Teaching and Learning:

A primary departmental objective has been and will continue to be to provide superior undergraduate and graduate education leading to an accredited professional degree. Because of the educational requirements of the accredited undergraduate program, the accredited graduate program and the post-professional graduate program it follows that teaching ability and performance must be recognized as a major factor in consideration for either tenure or promotion. Thus, each faculty member is responsible to possess both depth and breadth of knowledge in several subject areas in order to be able to communicate this knowledge to his/her students. Furthermore, s/he is expected to maintain an active interest in the advances in his/her particular area of expertise and to be able to relate such information to his/her coursework in an organized manner. The faculty member shall create an environment that stimulates imaginative thinking. S/he also should demonstrate a deep interest in his/her student's progress and welfare. Moreover, s/he is expected to maintain a critical attitude toward his/her teaching effectiveness and strive continuously to improve it. Teaching will be evaluated on the basis of the department's GUIDELINES ON PEER REVIEW OF TEACHING FOR PROMOTION AND TENURE and GUIDELINES ON USE OF THE STUDENT EVALUATION OF TEACHING ABILITY AND EFFECTIVENESS (SRTE) SYSTEM.

The department also considers student advising to be a key component of their educational experience. Any faculty members charged with student advising are responsible for assisting their advisees in accordance with Senate Policy 32-00.

Research and Creative Accomplishments:

Continuing scholarly and/or creative development should characterize the academic life of a faculty member. In this discipline, important and valuable scholarly or creative activity may be carried out in a variety of ways. While research and publication are considered traditional

academic measures, this department considers other types of scholarly, professional, and creative pursuits to be equal to and no less important than the traditional ones. These include but are not limited to applied research, private practice, competitions, and exhibitions. But, in order for such activities to contribute meaningfully to the candidate's record of accomplishment, they must show evidence of peer review (award achievement in professional work or competitions, critical review of professional work or exhibitions, etc.).

Service to the University, Society, and the Profession:

Faculty contributions to the welfare of the University, College, and Department are expected through assignments on committees and other University-related functions. This responsibility is considered a worthy role but is given less weight than teaching or research/creative accomplishments, except when such activities are a major assigned portion of the candidate's duties (which must be clarified in the Department Head's explanation of the candidate's expectations in each category).

A. Tenure - The overriding purpose in evaluating for tenure is to assess the effectiveness of the candidate in contributing to departmental excellence. The faculty under consideration shall be evaluated on the following criteria:

1. The Scholarship of Teaching and Learning - Classroom and studio performance shall exhibit a conscientious, competent, and consistent ability to engage students in effective learning. The candidate shall demonstrate a commitment to maintenance of high academic standards and to stimulating the interest of students in the field through their active engagement in classroom instruction and, when applicable, student advising.
2. The Scholarship of Research and Creative Accomplishments - Competence and productivity shall be demonstrated in research and/or creative accomplishment which may include professional practice. The candidate shall be recognized beyond the University for knowledge in the field and show promise of continued professional growth. Noteworthy scholarly effort and productivity shall be demonstrated in either research/ scholarly or creative activity (which may include continuing education or professional practice).
3. Service and the Scholarship of Service to the University, Society, and the Profession - Participation in the University, College, School, and Departmental affairs; competence in and willingness to extend specialized knowledge to the University, the public, and/or the profession.

B. Promotion

1. Consideration for promotion shall employ the same general criteria as held for tenure. However, the actions are not necessarily simultaneous, and neither one guarantees the other. The presumption is that a positive tenure decision for an assistant professor is sufficient to warrant promotion to associate professor. In an exceptional case, a decision can be made to tenure but not to promote; however, the burden shall be on the committee or department administrator who wishes to separate promotion from a positive tenure decision to show why promotion is not warranted. Specifically, faculty under consideration for promotion in the Department of Landscape Architecture shall be evaluated based on the following:

2. Promotion to Associate Professor

In addition to meeting qualifications for assistant professor rank, the candidate shall have developed an established reputation by the following means:

- a. The Scholarship of Teaching and Learning - The candidate shall show evidence of effective teaching recognition by students and fellow educators.
- b. The Scholarship of Research and Creative Accomplishments - The candidate shall give evidence of noteworthy productivity in research and/ or creative activities as well as recognition external to the University for scholarly, artistic, and/or professional achievement. The candidate's expertise shall be professionally recognized at the regional and/or national level.
- c. Service and the Scholarship of Service to the University, Society, and the Profession - The candidate shall have made useful contributions to the welfare of the University, College, School or Department. Noteworthy service to the profession and/or the public is also considered meritorious.

3. Promotion to Professor

The candidate shall demonstrate evidence of a continuing record of high-quality teaching. Achievements in the area of research, creative accomplishment, and/or scholarship must be significantly beyond those presented at the time of promotion to associate professor: the candidate's expertise shall be professionally recognized at the national and/or international level. A high level of University, public, and/or professional service shall be maintained.

