

**GUIDELINES FOR THE EVALUATION OF APPLICATIONS FOR TENURE  
SCHOOL OF ARCHITECTURE  
FLORIDA A&M UNIVERSITY  
Adopted by the School of Architecture Faculty, Revised March 1995**

**Preface**

Faculty who apply for tenure will be reviewed by the appropriate committee in accordance with the guidelines and criteria in the attached list. This list is not exhaustive and does not preclude the fact that a committee is obligated to make a recommendation based upon considered evaluation of all available information relating to a candidate. It is implicit, for example, that a candidate will possess a basic integrity common to all professions. Likewise, while not so stated, a committee is free to ask for the assistance of individuals both inside and outside the academic community in making its recommendations.

In determining its recommendation for tenure, the School's review committee shall consider the candidates adherence to accepted standards of moral, ethical, professional, academic, and collegial conduct. It is understood that social behavior (in terms of the above-mentioned standards) which is unpopular or lacking favor in the opinion of one's colleagues, is not an appropriate basis for denial of tenure. However, conduct which is clearly detrimental to the maintenance of the health and spirit of the School of Architecture community and is seen as being capable of preventing the School from carrying out its educational missions shall be considered appropriate justification for recommending denial of tenure. In such an event, the committee shall be able to cite specific instances which demonstrate a clearly defined pattern of such detrimental conduct.

It must be pointed out that the current education direction, needs, and mission of the School of Architecture at the time of a candidate's review will always be factors that can mitigate any final judgement no matter how a candidate may be evaluated otherwise.

The attached list of evaluation factors should be viewed as a guideline to the possible range of skills, expertise, experience, and attitudes normally considered for promotion or tenure by the appropriate committee. Candidates are encouraged, however, to provide any additional information which they feel may strengthen their application.

Ultimately, all recommendations will be made through informed judgment and will reflect the goals of the Florida A&M University School of Architecture to ensure fairness to the candidate and the maintenance of academic excellence.

## Guidelines for Consideration of Applications for Tenure

Candidates for tenure in the School of Architecture shall normally be expected to meet the following criteria:

<i>Degree in applicant's field of teaching</i>	Master of Architecture or graduate-level degree in a closely related field is required. For the area of History and Theory, the Ph.D. is expected.
<i>Teaching or research experience (university level)</i>	A minimum of four academic years of full-time-equivalent teaching or research.
<i>Teaching effectiveness</i>	Consistent effectiveness as evidenced by <ol style="list-style-type: none"> <li>a) At least two recent terms of high student evaluation results in required courses, and</li> <li>b) Peer and/or alumni recognition;</li> <li>c) Innovative teaching techniques;</li> <li>d) scholarship activities relating to teaching and education; and</li> <li>e) A critical reflective essay, 1000 words maximum.</li> </ol>
<i>Professional license and/or experience</i>	<ol style="list-style-type: none"> <li>1. In the area of architectural design (studio), two years of professional experience is appropriate.</li> <li>2. Professional registration is desirable and can substitute for weakness in another area.</li> </ol>
<i>Research or creative activity, appropriate to applicant's field of teaching</i>	Record of sustained activity/achievements as evidenced by peer recognition in the field, publications, awards, exhibits, or equivalent.
<i>Activity and effectiveness in academic governance (School and University)</i>	Evidence of sustained quality of service consisting of records of assignment to committees etc. and evidence of activity.
<i>Community service (community; academic community; professional associations)</i>	Evidence of sustained involvement and service.

The criteria shall be considered minimum expectations for tenure. In special circumstances, a candidate's weakness in one of the above areas may be offset by strengths in other areas.

In addition to the formal University application with its attached materials, the review committee shall consider at least three letters of recommendation, two of which should be from

within the School of Architecture, and any other material deemed by the candidate to support the application with respect to the above areas. It may call upon expert advice from outside or from within the School, to properly assess the significance and quality of work or evidence submitted for consideration.

As required by the University, any recommendation for rejection of an applications must be accompanied by a letter specifying the criteria which, in the committee's opinion, have not been met.

### **Evaluation Factors for Assessment of Faculty Performance by Committees Making Promotion and Tenure Recommendations**

#### **I. *Teaching Ability***

The Committee shall consider:

- a. Assessments by faculty colleagues.
- b. Assessments by alumni.
- c. Evaluation by students (through consistent history of evaluation questionnaires).
- d. Quality, currency, and appropriateness of course contents.
- e. Evidence of recognition outside the School.

#### **II. *Research, Publications, Professional Practice, and other Creative Activities***

The Committee shall consider the quality, appropriateness, and significant of:

- a. Funded and unfunded research endeavors.
- b. Publications--books, articles, reviews, and papers.
- c. Professional registration.
- d. Achievements and recognition in other creative pursuits.
- e. Presentation of papers at seminars and conferences.

#### **III. *Academic, Professional, and Community Service***

The Committee shall consider the quality and significance of:

- a. Service on University and School committees and other academic bodies.
- b. Student advising and counseling activities.
- c. Contributions to University and School management and quality of life.
- d. Service in local, state, and national professional organizations and governmental bodies.
- e. Civic and community activities.

## Elaboration of Evaluation Factors

### I. *Teaching Ability*

The term “appropriateness” as used below should generally be understood as appropriateness relative to the overall policy, aims, and objectives of the School and University; the state of the art in architecture; the particular field of a given course; and the level of students for whom the course is intended.

In assessing teaching ability; the committee shall consider factors such as the following:

1. Appropriateness of course content and objectives.
2. Adequate preparation and mastery of subject matter.
3. Intrinsic popularity and character of the subject matter.
4. Appropriateness of course organization.
5. Appropriateness and effectiveness of teaching methods and techniques.
6. Effectiveness in conveying subject matter to students, stimulating their curiosity and desire to learn, and developing critical thinking and creative abilities.
7. Ability to create an atmosphere conducive to learning.
8. Availability for out-of-class consultation; openness for questions and discussion in class.
9. Appropriateness, timelines, and fairness of evaluation and grading practice. For example, students should receive sufficiently frequent feedback on their progress and standing in a class, and it should be stated clearly at the beginning what the bases for evaluation will be.

The committee may consider various kinds of evidence in assessing a candidate’s teaching ability such as:

1. Student evaluation questionnaires.
2. Assessments and comments by colleagues (both in letters of recommendation and informal polling).
3. Quality of student work. For example, the quality of design projects (as presented in design critiques and juries) and theses for terminal projects prepared under a candidate’s guidance.
4. Assessments and comments by alumni.
5. Nominations for teaching awards by colleagues and students.
6. Evidence of recognition for skillful teaching from sources outside the School.
7. Course materials such as course outlines, lecture notes and other class handouts, assignments, and examinations.

### II. *Research, Publications, Professional Practice, and Other Creative Activities*

The factors listed under this category are clarified as follows:

- a. Funded and unfunded research endeavors.  
Research may be at any developmental phase and should eventually lead to a publication, paper or some other suitable method of announcing results.

The research should be consistent with the mission of the School and in the case of unfunded research, should be accountable in terms of direction and impact.

- b. **Publications--books, articles, reviews, editing, and papers.**  
This may be in the form of formal publication (through established publishers, journals, etc.) or, in unusual situations, self-generated publications. Non-refereed articles and papers must be supported by evidence of field. Where a project is in progress, the committee may evaluate the quality of the work or request assistance beyond the committee in doing so.
- c. **Professional registration.**  
Registration or licensing in the area of faculty practice (architecture, engineering, etc.) shall be taken as a positive indication of professional competence and involvement.
- d. **Professional practice and consulting.**  
This includes self-employment as well as working with another firm, agency, or organization. Professional practice and consulting should be of excellent quality as recognized by other professionals in the field.
- e. **Lectures, visits, and workshops.**  
Includes lectures at other schools and for professional organizations and visits as critic, seminar leader, or curriculum consultant. Workshops, seminars, and conferences organized or managed would also be included.
- f. **Achievements and recognition in other creative pursuits.**  
This covers activities, accomplishments, and recognitions in other areas, such as the arts allied to architecture. Art exhibits, publications, shows, travel grants, special honors and awards, and journal articles about the individual would fall in this category.

In addition to completed efforts in the above categories, the committee is free to consider work in progress.

### **III. *Academic, Professional, and Community Service.***

- a. **Service to University and School committees and other academic bodies.**  
Committee work should include active participation on standing and ad hoc committees of the University and the School of Architecture. Assumption of leadership roles is highly desirable.

- b. **Student advising and counseling activities.**  
Student advising and counseling is an important aspect of every faculty member's responsibilities and excellence, and extraordinary efforts in this area will be recognized.
- c. **Contributions to University and School management and quality of life.**  
Assumption of administrative or organizational responsibilities within the University or School is necessary for the well-being of the entire School of Architecture community and will be recognized as positive contributions.
- d. **Service in local, state, and national professional organizations.**  
Service to professional organizations could include membership and active participation in local, state, or national chapters of professional or educational organizations. In addition, service to public regulatory or advisory bodies relating to the practice of architecture or its allied disciplines is recommended. This includes organizations such as code authorities, planning and zoning commissions, or downtown and neighborhood improvement authorities.
- e. **Civic and Community Activities.**  
As the interest of the School and University is broad based, it is noted that the word community as used here can mean organizations of people from the international to neighborhood scale. Service under this category can be to organizations such as charities, museums, art foundations, human rights organizations, youth organizations, or others not necessarily directly related to the practice of architecture. Service as an elected or appointed official of government is also considered as is personal or non-organizational activities that benefit the community. Personal service may be in the form of direct involvement and commitment, advocacy of public issues, or notable support of a worthy individual or cause.

**CRITERIA FOR CONSIDERATION OF APPLICATIONS FOR PROMOTION  
SCHOOL OF ARCHITECTURE  
FLORIDA A&M UNIVERSITY**

**Promotion to the Rank of Assistant Professor**

Candidates applying for promotion to the rank of Assistant Professor shall normally be expected to meet the following criteria:

1. The Master of Architecture or equivalent graduate-level degree in a closely related field is required. For the area of history and theory, the Ph.D. is expected.
2. Applicants should have four years of full-time equivalent experience in teaching, research, or professional work, of which at least one year shall be in teaching.

(Promotion may be recommended at any time in exceptional cases.)

- a. Applicants should have a record of consistent teaching effectiveness as evidenced by at least two recent terms of high student evaluations in required courses, and by peer recognition.
- b. Effectiveness in research or creative activity appropriate to applicant's field of teaching should be demonstrated by documented activity or achievements, peer recognition, exhibits, awards, publications, or equivalent.
- c. Professional experience should be demonstrated by peer recognized activity.

(Determination whether a given activity or achievement should be considered as research, creative activity, or professional activity should be left to the applicant.)

3. Applicants should have a record of quality service and activity in academic governance, as evidenced by committee participation or equivalent.
4. Applicants should have a record of involvement in service to the civic, academic, or professional community.

### Promotion to the Rank of Associate Professor

Candidates applying for promotion to the rank of Associate Professor shall normally be expected to meet the following criteria:

1. The Master of Architecture or equivalent graduate-level degree in a closely related field is required. For the area of history and theory, the Ph.D. is expected.
2. Applicants should have seven years of full-time equivalent experience in teaching, research, or professional work, of which at least three years shall be in teaching.

(Promotion may be recommended at any time in exceptional cases.)

- a. Applicants should have a record of consistent teaching effectiveness as evidenced by at least two recent terms of high student evaluations in required courses and by peer recognition.
- b. Effectiveness in research or creative activity appropriate to applicant's field of teaching should be demonstrated by documented sustained activity or achievements, peer recognition, exhibits, awards, publications (refereed), or equivalent.
- c. Professional experience should be demonstrated by professional registrations, evidence of consistent peer recognition of achievements.

(The determination whether a given activity or achievement should be considered as research, creative activity, or profession activity, should be left to the applicant.)

3. Applicants should have a sustained record of quality service and activity in academic governance, as evidenced by committee participation, chairperson-ship, and peer recognition.
4. Applicants should have a record of sustained involvement in service to the civic, academic, or professional community.



## Promotion to the Rank of Full Professor

Candidates applying for promotion to the rank of Full Professor shall normally be expected to meet the following criteria:

1. The Master of Architecture or equivalent graduate level degree in a closely related field is required. For the area of history and theory, the Ph.D. is expected.
2. Applicants should have ten years of full-time equivalent experience in teaching, research, or professional work, of which at least five years shall be in teaching.

(Promotion may be recommended at any time in exceptional cases.)

- a. Applicants should have a record of consistent teaching effectiveness as evidenced by at least two recent terms of high student evaluations in required courses, peer recognition, and evaluation by alumni.
- b. Effectiveness in research or creative activity appropriate to applicant's field of teaching should be demonstrated by a documented record of nationally recognized achievements and leadership, peer recognition, exhibits, awards, refereed publications, or equivalent.
- c. Professional experience should be demonstrated by professional registration, evidence of nationally recognized superior achievements.

(The determination whether a given activity or achievement should be considered as research, creative activity, or professional activity should be left to the applicant).

3. Applicants should have a sustained record of excellent service and leadership in academic governance, as evidenced by committee participation, chairperson-ship, and peer recognition.
4. Applicants should have a record of sustained excellence and leadership in service to the civic, academic, or professional community.