

## SCHOOL OF ARCHITECTURE

### TENURE AND PROMOTION REQUIREMENTS, CRITERIA, AND GUIDELINES

Approved by written vote of Architecture Faculty of BU07, May 29, 2014

#### I. INTRODUCTION

This document supplements system-wide policies of relevance to tenure and promotion actions as well as the UHM Criteria and Guidelines for Tenure and Promotion. It is designed to inform faculty and administrators both inside and outside of the School of Architecture about the kinds of achievements in research, teaching, and service that are valuable to the School and that should be considered in evaluations for tenure and promotions.

The School of Architecture contributes to the preparation of undergraduate and graduate students for the design of the built environment. The tasks of the environmental design professions require the capacity to integrate and synthesize analytic, technical and creative skills with knowledge and understanding of individuals, societies and environments. Therefore, the School of Architecture is committed to promoting a rich spectrum of creative and scholarly approaches.

This document outlines standards for faculty contributions in teaching, research and service, recognizing that these three areas often overlap in the environmental design field. The focus of this document is primarily on the criteria and guidelines for research. Architecture faculty may contribute to the School, Campus, and University missions through community-based endeavors and/or through traditional metrics of teaching, research and service. Academic excellence and rigor are expected in all activities. Examples are provided as guidelines within each area of teaching, research and service, but should not limit innovation in any area, nor in the crafting of the faculty member's research and academic agenda.

#### II. REQUIREMENTS: EDUCATIONAL AND LICENSING

An applicant for tenure and promotion must have a PhD. or a terminal professional degree as the required educational achievement. The terminal degrees in Architecture are the BArch, MArch or DArch, and for Landscape Architecture the BLA, BSLA, or MLA. Should a faculty member possess a terminal degree at the Bachelor's level (or foreign equivalent), a degree at the Master's level in a related field is also required. In addition, before application for tenure, documentation of a professional license to practice architecture or landscape architecture is required of all faculty members who do not hold a PhD.

#### III. CRITERIA AND GUIDELINES FOR TEACHING, RESEARCH and SERVICE

The School values the contributions of faculty in teaching, research and service and understands that faculty may have different strengths. The primary emphasis for tenure and/or promotion will be on teaching and research. Consistent with the UHM Criteria strong service will not, by itself, gain tenure/promotion. The applicant should explain his/her proportional weight given to teaching, research, and service in his/her tenure and or/promotion dossier.

**A. Teaching:** Instructional faculty must be intellectually engaged and must demonstrate mastery of the knowledge in their field(s). Excellence in teaching is an essential criterion for all faculty. The ability to promote creativity and engage the student in learning through the variety of curricular environments

employed within the School of Architecture, from one on one critique to advanced research, is critical for tenure and promotion. The School promotes the University's teaching criteria:

**Criteria for Tenure and/or Promotion:** The faculty member must have demonstrated a high level of competence as a teacher during the probationary period. In the rank of Assistant Professor, there should be evidence of increasing professional accomplishment as a teacher. For the Associate and full Professor ranks, there should be evidence of a mature level of performance and the versatility to contribute to all levels of the School's instructional program. In all cases, the evidence should include summaries of student evaluations, how the faculty member's classes contribute to programmatic and institutional learning outcomes, or other objective assessments of a significant sample of the courses taught during the probationary and/or promotion period.

**B. Research:** The intellectual and creative work within the School of Architecture is diverse and broad ranging. For the purpose of this document, the terms "research" and "scholarship" are used interchangeably, and refer to both creative and intellectual work. Research in architecture and environmental design can range from a specific area of specialization to a many faceted, integrated approach that includes humanities, science & engineering, design practice, and/or other creative works.

**1. Criteria for Tenure and/or Promotion:** There can be some flexibility about precisely how a faculty member's intellectual and creative work is produced and subjected to public view and critical discussion. However the candidate's research must satisfy the need for all of the following:

**(a) Substantial Body of Work** A substantial body of research during the probationary period for tenure or tenure/promotion and a substantial body of research during the promotion period. For collaborative work, which is both common and desirable for many faculty research tasks, the applicant must identify clearly the nature and extent of the individual contributions for each project and provide written verification of that contribution from an appropriate and outside source.

**(b) Dissemination and Critical Discussion:** The research must have critical recognition by award, peer review and/or criticism. A variety of measures may be used to assess the significance of research work, for example the stature of publisher or publication, frequency of citation, adoption of the work by others, awards, or the competitiveness of the review and selection process.

**(c) Recognition of Expertise:** Research should make an original contribution to the field. For the Assistant Professor seeking tenure as an Associate Professor, the applicant should be well on the way to becoming an established scholar in his or her discipline. The Associate Professor seeking tenure should be an established scholar whose scholarly contributions and recognition during the probationary period reflect this stature. The full Professor must be among the leaders in the scholarly discipline.

**2. Guidelines for Research:** The following achievement models represent recognized approaches to research in architecture and landscape architecture. Their order does not represent any ranking or priority. However, high and rigorous criteria apply equally in each model or combination of models.

The applicant must provide evidence of research achievement appropriate to the model(s) designated and the level of national or international recognition. The specific contribution of the applicant must receive the recognition of award, publication, peer review, or exhibition.

When there is an accepted tradition in the faculty member's particular model or combination of models, competitive grants, external funding, honors, publication of software, or patents can be taken as part of the faculty member's intellectual achievement when there is the same recognition, critique, publication at national or international levels for the faculty member's contribution.

**(a) Design Practice Model:** A faculty member following this model must document a high level of applied research achievement and demonstrate important critical recognition of that work. This design work may include architectural, urban, landscape, interior or other environmental design works and projects. The design work may include unbuilt designs.

For each period of tenure review and/or promotion review there shall be a substantial body of research work that includes at least one built design that is published and positively reviewed by a reputed professional design journal/publication(s), or that has won a design award(s) given by a reputed organization at the national or international level.

**(b) Other Creative Work Model:** A faculty member following this model must document a substantial body of applied creative design work appropriate to the rank at which tenure and/or promotion is sought in a fine arts, design or peer environmental design department. The faculty member must demonstrate critical recognition of that creative work.

For each period of tenure review and/or promotion review there shall be at least one important public exhibition(s) or installation(s) with published catalog(s), or pre-mediated competition entries. The creative work must receive awards, or be published and critiqued in the recognized national or international architectural press showing that the work has been influential and/or innovative and significant in a specific aspect of design or theory.

**(c) Humanities Model:** A faculty member following this model must document a substantial body of research appropriate to the rank at which tenure and/or promotion is sought in a peer humanities or social sciences department.

For each period of tenure review and/or promotion review there shall be one book or evidences of significant publications from recognized publishing houses. A substantial body of research work includes book(s), multiple articles in referred & indexed journals, book chapters, multiple papers in published & indexed proceedings or edited books. The work of the editor should be evaluated primarily on the basis of his/her own contributions to the work. The applicant shall demonstrate the value and contribution of the published research work.

**(d) Science and Engineering Model:** A faculty member following this model must document a substantial body of research appropriate to the rank at which tenure and/or promotion is sought in a peer engineering and/or science department.

For each period of tenure review and/or promotion review there shall be a substantial body of research published in appropriate fields from recognized publishing houses. The substantial body of research work includes book(s), multiple articles in referred & indexed journals, book chapters, multiple papers in published & indexed proceedings or edited books. The work of the editor should be evaluated primarily on the basis of his/her own contributions to the work. The applicant shall demonstrate the value and contribution of the published research work.

**C. Service:** The faculty member should have participated in the affairs of the School, Campus, University and/or Community. Consistent and effective service is expected of all faculty.

**Criteria for Tenure and/or Promotion:** The faculty member should have participated in the academic affairs of the University, through service on appropriate faculty committees, and have shown a willingness to use professional competence in the service of the profession and the general community.

University service may take many forms including service on School, Campus, or University committees. Leadership roles warrant particular commendation. Community service may include but is not limited to work on design and planning commissions, boards, review panels, public lectures, service learning activities, or governmental bodies at the local, state, or national levels. Leadership roles where the candidate has demonstrated positive impact on the outcome of an activity are particularly valued. Professional service may include leadership roles in professional societies, expert testimony, design juries, and participation in outreach and/or continuing education programs.

**APPROVED:**

 10/12/2015

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**Mānoa Chancellor's Office** **Date**