

Prairie View A&M University

School of Architecture

Tenure and Promotion Manual

Revised: August 15, 2022



TABLE of CONTENTS

I.	TENURE AND PROMOTION POLICY	3
A.	Tenure Policy Implementation	3
B.	Tenure and Promotion Process	3
C.	Annual Review of Faculty Performance	4
II.	TENURE TRACK AND TENURED FACULTY	4
A.	Overview of the Mid-Tenure Review Process	4
B.	Portfolio Information	5
C.	Third-year Review (Midterm Review)	5
D.	Tenure and/or Promotion Review	6
E.	SOA Minimum Standards for Promotion	8
F.	Post-Tenure Review.....	9
G.	Tenure and Promotion Committee	10
III.	ACADEMIC PROFESSIONAL TRACK (Non-Tenure Track) FACULTY	10
A.	Overview of Process for Non-tenure Track Faculty to Apply for Promotion	11
B.	Non-Tenure Track Faculty Ranks: Qualifications	11
IV.	ARCHITECTURE REQUIREMENTS FOR TENURE	12
A.	Teaching	13
B.	Research, Scholarly, and Creative Work	13
C.	Service	14
V.	CONSTRUCTION SCIENCE REQUIREMENTS FOR TENURE	15
A.	Teaching.....	15
B.	Research, Scholarly, and Creative Work	15
C.	Service	16
VI.	COMMUNITY DEVELOPMENT REQUIREMENTS FOR TENURE	17
A.	Teaching	17
B.	Research, Scholarly, and Creative Work	17
C.	Service.....	18
VII.	DIGITAL MEDIA ARTS REQUIREMENTS FOR TENURE	18
A.	Teaching.....	19
B.	Research, Scholarly, and Creative Work.....	19
C.	Service.....	20

I. TENURE AND PROMOTION POLICY

The tenure and promotion policies established in this document define the criteria and guidelines for faculty in the School of Architecture (hereinafter referred to as “SOA”) at Prairie View A&M University (hereinafter referred to as “the University”). This document has been reviewed, adopted, and approved by the faculty in the SOA in summer 2022.

A. Tenure Policy Implementation

This policy will apply to those faculty whose 1st full year tenure-track appointment in the SOA begins in the Fall Semester 2022 or thereafter. Current tenured and tenure-track faculty will transition to this new policy and be evaluated in accordance with the annual faculty performance evaluation criteria. It is the responsibility of the faculty member on tenure track to provide evidence that standards for tenure and promotion are met and follow the portfolio requirements established by the Office of Academic Affairs. It is the responsibility of the SOA Tenure and Promotion Committee (hereinafter referred to as the “SOA TPC”) and the Dean of the SOA, to assure consistency in the recommendations from the SOA among candidates in a given year and over the different years.

B. Tenure and Promotion Process

Each faculty member applying for tenure and/or promotion must follow the guidelines described in the University Promotion and Tenure Manual. Each academic program in the SOA has Standards for Tenure and Promotion for its faculty members. These standards are clearly stated in Section IV through VII of this document.

The Dean of the SOA appoints the members of the SOA TPC. The TPC will consist of a minimum of three (3) tenured faculty members from the SOA. In the case where there are fewer than three (3) tenured faculty members, the TPC may include tenured faculty members in a discipline closely related to the applicant’s discipline, recruited from another department at the University.

The SOA Tenure and Promotion Manual (henceforward referred to as the “SOA Manual”) is consistent with the University Manual. Faculty are advised to familiarize themselves with the University Manual in addition to reading the SOA Manual, which is designed to help all SOA faculty avoid excessive duplication of information already contained in the University Manual.

The SOA Manual will guide Tenured, Tenure-Track (TT), and Non-Tenure Track (NTT) SOA faculty on the requirements and procedures for the following types of evaluations:

- Annual Review of Faculty Performance
- Mid-Tenure Review for Tenure-Track Faculty
- Tenure and Promotion Review for Tenure-Track Faculty
- Post-Tenure Review for Tenured Faculty
- Promotion Review for Non-Tenure Track Faculty

C. Annual Review of Faculty Performance (Applies to all SOA faculty)

All SOA faculty members are evaluated annually by their direct supervisor, usually their director. For full-time faculty, the evaluation period is usually the full calendar year (i.e., Spring Semester, Summer Term and/or Fall Semester).

Each faculty member must self-report their accomplishments in Teaching, Research, and Service using the points system delineated in the PVAMU Annual Evaluation Instrument. A copy of the PVAMU Annual Evaluation Instrument is readily available from the SOA Dean's Office.

Any claim of an accomplishment requires supporting evidence. Accomplishments that are reported in the PVAMU Annual Evaluation Instrument must be included in a notebook portfolio submitted to the direct supervisor in the Spring Semester for efforts during the prior calendar year, along with a printout of the performance evaluation form. The direct supervisor will indicate the precise due date of this portfolio. The portfolio should be well-organized.

Important note:

The portfolio requirements for the Annual Faculty Performance Evaluation, as required by your department, are not the same as the portfolio requirements for the other types of reviews in this manual (3rd-year review, tenure and/or promotion review, post-tenure review). A consultation with your direct supervisor for further guidance is recommended.

The direct supervisor will examine your portfolio and judge your accomplishments, assigning points in the PVAMU Annual Evaluation Instrument accordingly.

After the evaluation process, the direct supervisor will meet with the faculty to discuss the evaluation. The faculty can then agree or disagree with the evaluation. This agreement or disagreement must be noted by the faculty electronically on Workday, part of the university's cloud-based ERP system.

II. TENURE-TRACK AND TENURED FACULTY

In late spring, or early summer, prior to the evaluation year, the Tenure-Track or Tenured faculty will receive a note from their director alerting the faculty to prepare the portfolio, which will be due in early fall for the tenure-track faculty (for tenure/promotion review) and in early spring for the tenured faculty (for post-tenure review). The faculty will use PantherFolio to create the review portfolios.

A. Overview of the Mid-Tenure Review Process

Prior to the mandatory review (end of year 5, including any years of credit granted when hired), each tenure-track faculty member will go through other reviews, the most important being the mid-term review, the results of which are shared with the Provost. (Note: For details on the 3rd-year review, see Section II.C.)

In each case, once the SOA completes its process, the dean will invite the faculty to a meeting with the director and the Chair of the SOA TPC. (Note: The meeting may be virtual if conditions so dictate.) The faculty will receive a copy of all three reviews – from the SOA TPC, the director, and the dean.

The director will go over their review, the SOA TPC chair will go over the review by the committee, and the dean will share his/her review (which is informed by earlier reviews by the committee and the director conducted independently). The faculty will have an opportunity to offer corrections and feedback. The director and dean will also suggest mid-course corrections where necessary ahead of the mandatory review. If the faculty is struggling with progress in any of the three areas, the dean will work with the director to reduce commitments to provide some extra time for the faculty to catch up on the areas where improvement is deemed necessary by the review.

B. Portfolio Information (“PantherFolio”) for Third-year, Tenure and/or Promotion, Post-Tenure Review

Faculty undergoing a 3rd-year review, tenure and/or promotion review, or post-tenure review must submit their portfolio documenting evidence of achievement in teaching, research, and service over the evaluation period.

PantherFolio: Portfolios for 3rd-year review, tenure and/or promotion review, and post-tenure review must be created and submitted electronically using PantherFolio, PVAMU’s version of the Interfolio cloud-based software. Specific requirements for the portfolio's contents are included in PantherFolio, so it is important for faculty to familiarize themselves with this online platform.

More information about PantherFolio, including login access, is available from the Office of Academic Affairs here: <https://www.pvamu.edu/academicaffairs/faculty/pantherfolio/>. PantherFolio training is available from the PVAMU Center of Instructional Innovation and Technology Services (CIITS). Please contact Stephanie Holmes at srholmes@pvamu.edu or (936) 261-3286.

C. Third-Year Review (Midterm Review)

University policy requires the tenure-track faculty to undergo 3rd-year reviews typically during the first semester of the fourth year of their probationary period. (This timetable includes any years of credit granted to a tenure-track faculty; for example, a faculty granted one year of credit would undergo their 3rd-year review during the first semester of the third year of their probationary period.) Faculty members unsure of their midterm review date should consult their direct supervisor (usually the director).

Faculty undergoing a 3rd-year review must submit an electronic portfolio using PantherFolio documenting evidence of achievement in instructional responsibilities (Teaching), intellectual contributions (Research), and professional service (Service) over the three-year period (including any years of credit granted to the faculty).

Portfolio Due Date

In prior years, the due date for submission of the 3rd-year review portfolio has been in the mid-September period of the evaluation year, and this mid-September deadline is expected to persist in future years. (The due date is dictated by the Office of Academic Affairs and cannot be changed by the SOA.) For the precise due date in any given year, please consult your direct supervisor or the Chair of the SOA TPC. Prior to the submission deadline, the faculty should use the PantherFolio system to “submit” the portfolio, after which time its contents will become available for evaluation.

The portfolio will be evaluated separately by these three evaluators within the SOA:

First Evaluator:	Direct Supervisor (usually, the Director)
Second Evaluator:	SOA TPC
Third Evaluator:	SOA Dean

Each evaluator will make judgments regarding the quality of the faculty’s performance in the three areas of instructional responsibilities (Teaching), intellectual contributions (Research), and professional service (Service). For each area, each evaluator will assign one of these ratings:

- Acceptable Progress Toward Tenure
- Marginal Progress Toward Tenure
- Unacceptable Progress Toward Tenure

Subsequent to the end of the evaluation process, the faculty will meet with their direct supervisor to discuss the outcome of the process.

D. Tenure and/or Promotion Review

Mandatory Review for Tenure and Promotion for Tenure-Track Faculty

University policy requires the tenure-track faculty to undergo a mandatory tenure and promotion review typically during the sixth year of their probationary period. (This timetable includes any years of credit granted to a tenure-track faculty; for example, a faculty granted one year of credit would undergo their mandatory review during the fifth year of their probationary period.) A faculty who is unsure of their mandatory tenure and promotion review date should consult their direct supervisor (usually the director).

Application for Promotion to Full Professor for Tenured Faculty (Optional)

Those tenured faculty seeking promotion to full-professor may do so if they meet the minimum requirements stipulated in the University Manual. The faculty should notify their direct supervisor (usually the director) and the SOA Dean of their intent to seek promotion by June 1st.

Portfolio Requirements

Faculty undergoing a mandatory tenure and promotion review or an optional application for promotion to full professor must submit an electronic portfolio using PantherFolio documenting evidence of achievement in: teaching, scholarship and/or creative activity (research), and service over the probationary period (including any years of credit granted to the faculty).

Portfolio Due Dates

In prior years, the due date for submission of the mandatory tenure and promotion portfolio has been September 1 of the evaluation year (unless this date falls on a weekend), and this September first deadline is expected to persist in future years. (The due date is dictated by the Office of Academic Affairs and cannot be changed by the SOA.) For the precise due date in any given year, please consult your direct supervisor or the Chair of the SOA TPC. Prior to the submission deadline, the faculty should use the PantherFolio system to “submit” the portfolio, after which time its contents will become available for evaluation.

The mandatory portfolio will be evaluated separately by these three evaluators within the SOA:

First Evaluator:	Direct Supervisor (Usually, the Director)
Second Evaluator:	SOA TPC
Third Evaluator:	SOA Dean

The portfolio will also be evaluated at the university level by the Executive Committee (President, Provost, and VP of Research). They will have access to all the reviews completed by the SOA TPC, director, and the dean. As part of the review process, the faculty will have 10 minutes to make a verbal presentation to the Executive Committee and SOA Dean.

Each evaluator will assign a rating regarding the quality of the faculty’s performance in each of the three areas of teaching, research, and service. In each area, one of the following ratings will be assigned:

- 5 = Significantly Exceeds Expectations
- 4 = Exceeds Expectations
- 3 = Meets Expectations
- 2 = Partially Meets Expectations
- 1 = Does Not Meet Expectations

These ratings are also used for the annual performance review. **It should be noted that the score of 3 meets expectations only for the annual performance review, but not for consideration of tenure and/or promotion. For consideration of tenure and promotion, the minimum requirement is a score of 4 (Exceeds Expectations) in all three areas of Teaching, Research, and Service, and for consideration of promotion to professor, the minimum requirement is a score of 5 (Significantly Exceeds Expectations) in either Teaching or Research, and a score of 4 (Exceeds Expectations) in the other area and in Service. See the University Manual for more details.**

Subsequent to the end of the evaluation process, the faculty will meet with their direct supervisor to discuss the outcome of the process.

E. SOA Minimum Standards for Promotion and Tenure

Instruction

A faculty member is expected to provide evidence of good and effective instruction during the period of evaluation under consideration. The evaluation of instruction is an assessment of methods, formal evaluations of classroom performance, and outcome measurement to the extent it is applicable and available.

Instruction is understood to include not only classroom performance but other factors, such as preparation for courses, staying current in the discipline, instructional innovation, curriculum improvement and development, use of research and application of technology in instruction, course content and requirements, advising and tutoring, activities directly related to student development, availability to students, and other related aspects.

A faculty portfolio must include documentation to provide evidence of good teaching.

Intellectual Contributions

While excellence in terms of intellectual contribution is desirable, an academically qualified faculty member is expected to provide evidence of a satisfactory level of productivity (regarding intellectual contribution) during the period of evaluation under consideration. Professionally qualified faculty may have a higher teaching load, and consequentially, a lower requirement for intellectual contribution.

As outlined by accrediting and assessment agencies, a broad spectrum of activities is included in the area of intellectual contribution. While a faculty member's contribution in any of these areas will be taken into consideration, the minimum requirements for performance that *exceeds expectations* (see the performance ratings on p. 7) in this area shall include the following:

Tenure and Promotion to the Rank of Associate Professor:

1. Three refereed journal publications
2. Two other published written products (e.g., in proceedings, book chapters)
3. Local and national scholarly work in their field of study

Promotion to the Rank of Professor:

1. Four publications in well-recognized refereed journals
2. Four other published written products (e.g., in proceedings, book chapters)
3. National and international scholarly work in their field of study

Service

A faculty member is expected to provide evidence of satisfactory contributions in the areas of service to the University (to include the Department, SOA, and University levels), profession, and the community during the period of evaluation under consideration.

A faculty member being evaluated must demonstrate and document individual service contributions made to the continued development of the SOA and/or University, service to students, as well as service to the profession or community.

F. Post-Tenure Review

University policy requires the tenured faculty to undergo post-tenure reviews every five years following the award of tenure. Faculty members unsure of their post-tenure review date should consult their direct supervisor (usually their director).

A tenured faculty undergoing a post-tenure review must submit an electronic portfolio using PantherFolio documenting evidence of achievement in teaching, research, and service over the 5-year period.

Portfolio due date: In prior years, the due date for submission of the post-tenure review portfolio has been in the mid-January period of the application year, and this mid-January deadline is expected to persist in future years. (The due date is dictated by the Office of Academic Affairs and cannot be changed by the SOA.) For the precise due date in any given year, please consult your direct supervisor or the Chair of the SOA TPC. Prior to the submission deadline, the faculty should use the PantherFolio system to “submit” the portfolio, after which time its contents will become available for evaluation.

The portfolio will be evaluated separately by these three evaluators within the SOA, except for the Dean who receives both evaluations to support his/her evaluation.

First Evaluator:	Direct Supervisor (usually, the Director)
Second Evaluator:	SOA TPC
Third Evaluator:	SOA Dean

Each evaluator will assign a rating regarding the quality of the faculty’s performance in each of the three areas of teaching, research, and service. The available ratings are: satisfactory, marginal, and unsatisfactory.

- A faculty with a satisfactory rating re-enters the post-evaluation cycle and will be reviewed again in 5 years.
- A faculty with a marginal rating enters a 2-year monitoring period with benchmarks designated by the director with the dean’s guidance and the faculty member’s participation. Failure to achieve the benchmarks within the monitoring period may result in the faculty member’s dismissal from the university.

- A faculty with an unsatisfactory rating enters a 1-year monitoring period with benchmarks designated by the director with the dean's guidance and the faculty member's participation. Failure to achieve the benchmarks within the monitoring period may result in the faculty member's dismissal from the university.

Subsequent to the end of the evaluation process, the faculty will meet with their direct supervisor to discuss the outcome of the process.

If the faculty receives an "unsatisfactory" or "marginal" score in any of the three areas, there will be a recommended "improvement plan" shared with the faculty which will outline the improved outcomes that are desired in the next one year or two years, respectively. If approved by the Provost, the faculty will be asked to sign the improvement plan. Often the provost's office will provide additional funds to the SOA or the faculty to assist with additional training and improvements, whether in teaching, research, or service. The faculty is entitled to an appeal of the "improvement plan" decision via the established PVAMU faculty appeals process. For more details on this, see the University Manual.

G. The Tenure and Promotion Committee (TPC)

The SOA TPC comprises an odd number of tenured SOA faculty. The Chair is elected by the SOA tenured and tenure-track faculty and serves a two-year term. A Chair can be reelected for additional two-year terms. Committee members are appointed by the SOA Dean based on consultation with the director and the concerned faculty.

The responsibilities of the SOA TPC include evaluating tenure-track, tenured, and post-tenure faculty performance and making recommendations to the SOA Dean regarding tenure and promotion.

The SOA TPC evaluation process is deliberative. A faculty's portfolio is discussed at a meeting of the SOA TPC membership, in order to derive appropriate ratings in teaching, research, and service, attempting to reach consensus when possible. After deliberations, each individual member enters evaluation ratings on PantherFolio. In addition, the committee crafts a memorandum, signed by all members, which transmits its evaluation ratings to the SOA Dean.

III. ACADEMIC PROFESSIONAL TRACK (NON-TENURE TRACK) FACULTY

A non-tenure track faculty, normally hired at the rank of Lecturer I, who believes they meet the qualifications (in Teaching, Research, and Service) for a higher NTT faculty rank can apply for promotion to that faculty rank. Prior to the end of the fall semester, the applicant should communicate with their direct supervisor (usually, the Director) regarding their intention to seek promotion.

A. Overview of the Process for Non-tenure Track Faculty to Apply for Promotion

The applicant must submit a portfolio supporting their qualifications for the higher NTT faculty rank prior to the deadline established by the Office of Academic Affairs. (In prior years, this deadline has been February 1).

Within the SOA the portfolio will be evaluated independently by the applicant's direct supervisor; by a SOA faculty committee appointed by the Dean; and finally, by the Dean who would have access to the completed evaluations and recommendations of the previous groups.

After the internal SOA evaluations are complete, the SOA Dean will make recommendations to the Office of Academic Affairs.

B. Non-Tenure Track Faculty Ranks: Qualifications

Lecturer II:

1. A master's degree in teaching or a related area
2. A minimum of five years of full-time teaching experience
3. *Meet Expectations* job performance in teaching and other area(s) of the position description

Lecturer III:

1. A master's degree in teaching or a related area
2. A minimum of three years of service as Lecturer II or a total of eight years of full-time teaching experience
3. *Exceed Expectations* job performance in teaching and other area(s) of the position description
4. A satisfactory record of scholarly publications over the last past five years using the reward system for intellectual contributions in accordance with the annual faculty performance evaluation criteria

Associate Professor of Practice:

1. A master's degree in teaching or a related area at the minimum
2. A minimum of fifteen (15) years of post-graduation full-time professional experience as a practitioner with a master's degree or ten (10) years professional experience with a terminal degree. For promotion from Assistant Professor of Practice, a maximum of ten (10) years of teaching experience may be applied toward the minimum professional experience requirement stated above.
3. Professional certification (if available) in the field of teaching
4. For promotion from Assistant Professor of Practice, a highly satisfactory record of scholarly publications (with at least two peer-reviewed journal articles) over the last five years using the reward system for intellectual contributions in accordance

with the annual faculty performance evaluation criteria; at least one publication should be as a single or lead author. For external candidates, professional experience at upper-management rank may be counted in lieu of some scholarly publications.

5. *Exceed Expectations* job performance in teaching and other area(s) of the position description

Professor of Practice:

1. A master's degree in teaching or a related area at the minimum
2. A minimum of twenty (20) years of post-graduation full-time, professional experience as a practitioner with a master's degree or fifteen (15) years professional experience with a terminal degree. For promotion from Associate Professor of Practice, a maximum of fifteen (15) years of teaching experience may be applied toward the minimum professional experience requirement stated above.
3. Professional certification (if available) in the field of teaching or related professional expertise
4. For promotion from Associate Professor of Practice, a distinguished record of scholarly publications (with at least three peer-reviewed journal articles) over the last five years using the reward system for intellectual contributions in accordance with the annual faculty performance evaluation criteria; at least two publications should be as a single or lead author. For external candidates, professional experience at upper-management rank may be counted in lieu of some scholarly publications.
5. *Significantly Exceed Expectations* job performance in teaching and other area(s) of the position description

IV. ARCHITECTURE REQUIREMENTS FOR TENURE

The following examples of evaluation criteria are meant to serve as guidelines for SOA Architecture faculty on tenure track. Evaluation of each category (Teaching, Research, and Service) shall be in accordance with the following ratings used in the Annual Faculty Performance Evaluations. **It should be noted that the score of 3 meets expectations only for the annual performance review, but not for consideration of tenure and/or promotion (see p. 7 for more details).**

- 5 = Significantly Exceeds Expectations
- 4 = Exceeds Expectations
- 3 = Meets Expectations
- 2 = Partially Meets Expectations
- 1 = Does Not Meet Expectations

A. Teaching

- Selection for a University, College, or professional society outstanding teacher award
- Evidence of courses taught at a rigorous and challenging level, with recognized excellence
- Publication of widely adopted or acclaimed instructional materials
- Outstanding teaching performance as evidenced by outstanding student ratings
- Outstanding peer evaluations or outstanding direction of graduate research
- Development of innovative pedagogical methods and materials
- Publications with teaching focus in refereed journals
- Receipt of significant peer-reviewed external funding for teaching
- Invitation to conduct scholarly work at a domestic or international institution of recognized excellence
- Receipt of awards for research or academic performance by the faculty member's students
- Placement of graduate students or postdoctoral fellows into significant academic, scholarly, or professional positions
- Placement of students into professional internship positions
- Nominations for teaching excellence by the SOA or by a bona fide award organization. Example: PVAMU President's teaching award, TAMUS Chancellor's Teaching award, AIA/ACSA awards
- Development of new courses or major revision of existing courses within the SOA
- Evidence of high quality in class preparation and interaction
- Coordination of multi-section or cross disciplinary courses
- Significant self-development activities leading to enhanced teaching effectiveness
- Receiving on a competitive basis internal funding for teaching
- Participation in the University Honors Program and/or other programs for mentoring the professional development of students

B. Research, Scholarly, and Creative Work

(see the minimum requirements for satisfactory performance in this area on p. 8)

- Publication in leading refereed journals. Peer-reviewed international conference papers can substitute for journal articles if the target conference is highly reputable and internationally recognized among top tier universities.
- Receiving major fellowship or research award or an art or architectural commission
- Frequent citation in publications art or architectural designs
- Publication of scholarly book(s)
- Member of review panel or critic for national or international research or art and architectural organization, exhibition, or competition
- Presentation of invited papers at international and national meetings/conferences
- Receiving significant external peer-reviewed funding for research art or architectural projects
- Significant publication and/or funding resulting from collaborative efforts with researchers in other fields where the faculty member occupies a substantial role in the research
- Evidence of creative professional practice
- Publication in refereed journals

- Publication in internationally recognized conference, major exhibition or art or architectural commission
- Publication of a chapter in a scholarly book
- Editor of scholarly book or chapter of a scholarly book
- Presentation of papers at regional, national, or international meetings/conferences of appropriate disciplines
- Publication in non-refereed but widely recognized journals
- Significant self-development activities, such as a Faculty Development Leave, that leads to increased exhibitions, commissions or research and publication
- Publication in refereed journals or exhibitions, commissions resulting from collaborative efforts with researchers, artists, architects in other fields

C. Service

- Officer in a national or international professional organization
- Serve on a major governmental commission, task force, or board
- Program chair or similar position at a national or international meeting
- Chair of a major standing, appointed, or ad hoc University committee
- Evidence of excellence in professional service to the local community and public at large, including required and/or volunteer committee work
- Committee chair of a regional, state, national, or international professional organization
- Program chair or similar position at a regional or state professional organization meeting
- Service as an active member of the Faculty Senate
- Serve on University, SOA, and ad-hoc committees and task forces
- Serve as an officer in a leadership role, on a major commission, task force, or board appointment
- Serve as a departmental undergraduate or graduate advisor
- Member of graduate student advisory committees
- Advisor to student organizations
- Editor or member of editorial board of a major journal
- Evidence of professional service to the local community and public at large, including required development training or registration. Example: AIA and/or NCARB registration/LEED certification
- Significant self-development activities that lead to enhanced service effectiveness
- Serve as a reviewer for major refereed journals or as an ad hoc reviewer for national or international research organizations or an international conference
- Organize student study abroad activities

V. CONSTRUCTION SCIENCE REQUIREMENTS FOR TENURE

The following examples of evaluation criteria are meant to serve as guidelines for SOA Construction Science faculty on tenure track. Evaluation of each category (Teaching, Research, and Service) shall be in accordance with the following ratings used in the Annual Faculty Performance Evaluations. **It should be noted that the score of 3 meets expectations only for the annual performance review, but not for consideration of tenure and/or promotion (see p. 7 for more details).**

5 = Significantly Exceeds Expectations

4 = Exceeds Expectations

3 = Meets Expectations

2 = Partially Meets Expectations

1 = Does Not Meet Expectations

A. Teaching

- Selection for a University, College, or professional society Outstanding Teacher Award
- Evidence of courses taught at a rigorous and challenging level, with recognized excellence and superior quality of preparation and instruction
- Publication of widely adopted or acclaimed instructional materials
- Outstanding peer evaluations or direction of undergraduate or graduate research
- Obtaining certifications in the PVAMU Quality Matters Program
- Development of continuing education and/or online courses for Construction Science students and/or industry employees (i.e., OSHA Labor & Safety Instruction)
- Publications with teaching focus in refereed journals
- Receipt of significant peer-reviewed external funding for teaching
- Receipt of awards for research or academic performance by the faculty member's students
- Placement of undergraduate students into graduate programs
- Placement of undergraduate students in significant academic, scholarly, or professional positions
- Nominations for teaching excellence by the SOA or by a bona fide award organization [example, PVAMU President's teaching award, TAMUS Chancellor's Teaching award, American Council for Construction Education (ACCE), National Association of Home Builders (NAHB), Association of General Contractors (AGC), Association of Builders and Contractors (ABC), or other such professional construction agency/organization awards]
- Development of new courses or major revision of existing courses that address construction and/or design-build aspects of the construction industry
- Participation in the University Honors Program and/or other programs for mentoring the professional development of students

B. Research, Scholarly, and Creative Work

(see the minimum requirements for satisfactory performance in this area on p. 8)

- Publications in refereed journals
- Receiving major fellowship or research award

- Frequent citation in publications
- Publication of scholarly book(s) related to the Construction Industry
- Editor or member of editorial board of a major construction-based journal
- Member of review panel for regional, national, or international research organization
- Presentation of invited papers or serving as a featured speaker at international and national meetings
- Receiving significant external peer-reviewed funding for research
- Significant publication and/or funding resulting from collaborative efforts with researchers in other allied fields where the faculty member occupies a substantial role in the research [Note: Substantial shall be defined as contributing 33% or more in terms of time and/or production to the research and publications.]
- Evidence of creative professional practice directly related to construction industry
- Receipt of awards for research or academic performance by the faculty member's students
- Service as a reviewer for major refereed journals or as an ad hoc reviewer for a regional, national, or international research organizations
- Publication of a chapter in a scholarly book
- Editor of scholarly book or chapter of a scholarly book
- Presentation of papers at regional, national, or international meetings of appropriate disciplines
- Publications in non-refereed but widely recognized journals
- Significant self-development activities, such as a Faculty Development Leave, that leads to increased research and publication effectiveness

C. Service

- Officer in a regional, national, or international professional organization
- Service on a major governmental commission, task force, or board significant appointment
- Administrative leadership role at the University
- Program chair or similar leadership position at a regional, national, or international organizational meeting or conference
- Officer in the Faculty Senate
- Chair of major standing, appointed, or ad hoc University committee
- Evidence of excellence in professional service to the local community and public at large, including required and/or volunteer committee work
- Committee chair of regional, national, or international professional organization
- Officer in regional or state professional organization
- Service on University, SOA, and ad-hoc committees and task forces
- Advisor to student organizations
- Administrative roles within the department
- Evidence of professional service to the local community and public at large, including the American Council for Construction Education (ACCE), National Association of Home Builders (NAHB), Association of General Contractors (AGC), Association of Builders and Contractors (ABC), American Institute of Architects (AIA), NCARB registration, LEED certification, or other such professional construction agency/organization awards

VI. COMMUNITY DEVELOPMENT REQUIREMENTS FOR TENURE

The following examples of evaluation criteria are meant to serve as guidelines for SOA Community Development faculty on tenure track. Evaluation of each category (Teaching, Research, and Service) shall be in accordance with the following ratings used in the Annual Faculty Performance Evaluations. **It should be noted that the score of 3 meets expectations only for the annual performance review, but not for consideration of tenure and/or promotion (see p. 7 for more details).**

5 = Significantly Exceeds Expectations

4 = Exceeds Expectations

3 = Meets Expectations

2 = Partially Meets Expectations

1 = Does Not Meet Expectations

A. Teaching

- Outstanding student evaluation ratings
- Outstanding peer evaluations or outstanding direction of graduate research
- Nominations for teaching excellence by the College, University, or TAMUS
- Evidence of courses taught at a rigorous and challenging level, with recognized excellence
- Placement of graduate students into significant academic, scholarly, or professional positions
- Evidence of service-learning taught with measurable outcomes
- Invitation to teach at other institutions or college programs
- Coordinate multi-disciplinary teaching between courses and programs
- In addition to meeting the above teaching expectations:
 - Development of new courses or major revision of existing courses
 - Engaging students substantially in service learning that is linked to course content
 - Develop and teach online courses
 - Direction of graduate student thesis or dissertation

B. Research, Scholarly, and Creative Work

(see the minimum requirements for satisfactory performance in this area on p. 8)

- Presenting of papers and research findings at academic and industry specific conferences
- Presentations at faculty research seminars
- Presentations of research in public forums to enhance the knowledge of the discipline to the general public
- Professional Certifications
- Chair positions at meetings of academic organizations
- Roundtable or panel discussion participant
- Participation in professional development workshops
- Reviewer of grant proposal, thesis, dissertation, books, or articles
- Attendance and participation in academic and professional conferences, conventions,

workshops, and seminars

- Publication for local, regional and/or national audiences of professional peers, public hearings and/or presentation to pre-jury audiences to enhance and enrich the knowledge in the faculty member's field of study. Faculty can be the PI or Co-PI.
- Publication of scholarly book(s)
- Publications in leading refereed journals in the community development discipline
- Presentation of invited papers at local, state, national and/or international meetings
- Evidence of creative professional practice
- Research grant(s) awarded (external and internal) as PI
- Publications in refereed journals
- Submission of research grant applications as PI or Co-PI

C. Service

- Officer in an international professional or community-based organization
- Evidence of volunteered professional service to the local community and public at large
- Evidence of public presentations at academic and industry specific conferences
- Member of review panel for national research proposal funding
- Academic proposals for new programs, courses, or degrees
- Board member in a local, regional, state, professional, or community-based organization
- Member of the Faculty Senate or other committees on campus
- Direction of graduate student thesis or dissertation
- Service as departmental graduate advisor
- Service as a consultant for community-based projects

VII. DIGITAL MEDIA ARTS REQUIREMENTS FOR TENURE

The following examples of evaluation criteria are meant to serve as guidelines for SOA Digital Media Arts faculty on tenure track. Evaluation of each category (Teaching, Research, and Service) shall be in accordance with the following ratings used in the Annual Faculty Performance Evaluations. **It should be noted that the score of 3 meets expectations only for the annual performance review, but not for consideration of tenure and/or promotion (see p. 7 for more details).**

5 = Significantly Exceeds Expectations

4 = Exceeds Expectations

3 = Meets Expectations

2 = Partially Meets Expectations

1 = Does Not Meet Expectations

A. Teaching

- Outstanding teaching performance as evidenced by outstanding student ratings
- Outstanding peer evaluations
- Publications with teaching focus in refereed journals
- Presentation with teaching focus at national/international level
- Publication of books used in classes
- Development of innovative pedagogical methods and materials including significant curriculum updates and course revisions
- Receipt of awards for academic/creative performance by the faculty member's students
- Nominations for teaching excellence by the SOA or by a bona fide award organization, i.e., PVAMU President's teaching award, TAMUS Chancellor's Teaching award, Regents Professor Award, TASA, TAEA, etc.
- Receipt of industry internship, fellowship, or research project development by faculty member's students
- Course syllabi and supportive teaching materials
- Current and innovative instructional methods
- Examples of student artwork (*from studio courses*) or research/essay papers (*from lecture courses*)
- Grade distribution statistical summaries
- Continued professional development in teaching which may include attending workshops, seminars, professional meetings, and participation in faculty development activities (*particularly the University's faculty development conference*)

B. Research, Scholarly, and Creative Work

(see the minimum requirements for satisfactory performance in this area on p. 8)

- Retrospective exhibitions
- Publications in leading refereed journals
- National or international invitational exhibitions
- International or national traveling group shows
- Commissions, awards, or grants from national organizations, i.e., National Endowment for the Arts
- Collections & Acquisitions
- Research/Creative articles in art, design, professional, or art history journals
- Research/Creative paper presented at regional, state, national, or international scholarly conference
- Book publication or exhibition catalogues
- One-person exhibition in gallery or museum
- Significant publication and or funding resulting from collaborative efforts with researchers and other fields where the faculty member occupies a substantial role in the research
- Publication of reviews or articles on art, design, or art history in professional or scholarly journals
- Work reviewed or discussed and/or reproduced in off-campus publications
- Commendations related to research/contributions to the field
- Works in progress

- Group exhibition, gallery, or museum
- Curatorial work
- Serve on a Master thesis committee or an outside accreditation or program review committee
- Pro bono art/design service and other work

C. Service

- Facilitate workshops, serve as a judge, or mentor for national competitions
- Editor or member of editorial board of a major journal
- Officer in a regional, state, national, or international professional organization
- Service on a major governmental commission, task force, or board
- Administrative leadership role at the University
- Program chair or similar position at a regional, state, national, or international meeting
- Active member and/or officer in Faculty Senate
- Chair of a major standing, appointed, or ad hoc University committee
- Presentation of papers to community groups (distinct from research papers presented at scholarly conferences)
- Student advising, counseling, and other service to students and/or their organization
- Serve on the SOA/Art Program committees
- Serve on University committees
- Participation in Architecture and Art events, e.g., student recruitment, hosting guests during special programs/art exhibitions, graduation, annual banquet, etc.
- Participation in professional (*community*) organizations, their workshops, competitions, and juries

End of Document