SECTION III

POLICIES AND PROCEDURES

The College of Architecture, Planning and Landscape Architecture

Adopted January 25, 2011

I. POLICIES AND PROCEDURES FOR FACULTY

A. ACADEMIC APPOINTMENT, PROMOTION, AND TENURE OF FACULTY

1. Faculty Titles and Definitions. The College is comprised of the following faculty titles with corresponding qualifications:

a. Nontenure-Eligible Faculty. The following nontenured, nontenure-eligible appointments are recognized in the College (in compliance with UHAP 3.13.01 Rev. 2/2011):

i. Adjunct Lecturer. Qualifications include appropriate professional or relevant degree; appropriate experience, teaching and service.

ii. Lecturer. Qualifications include a proven record as an Adjunct Lecturer during which Lecturer abilities were in evidence, plus leadership in service, curricular development or studio coordination, investment in the cultural life of the School, demonstrated and widely recognized collegiality.

iii. Senior Lecturer. Qualifications include a proven record as Lecturer during which Senior Lecturer abilities were in evidence, plus initiative in improving the pedagogy, culture, and collegiality of the School.

b. Tenure-Eligible Faculty

i. Assistant Professor

Qualifications. Appointment or promotion to tenure-eligible assistant professor will be recommended largely on evidence of promise, adequate training, depth of knowledge in a particular specialty, and capacity to undertake high quality teaching, research, or service. Assistant professors shall have the terminal degree or equivalent professional experience. The rank of assistant professor is not a tenurable rank (UHAP 3.12.04).
ii. Associate Professor

Qualifications. Associate professors with tenure shall have achieved excellence as a teacher and made substantial contributions to the discipline as a teacher and scholar, the latter being evidenced by significant external peer validated design accomplishments, research, and/or academic publication, or activities on the regional level with demonstrated capacity for a national level of recognition. Associate professors shall have made significant contributions to the discipline, profession, university, and community through service and/or outreach activities.

iii. Professor

Qualifications. There is no rank above that of professor with tenure in the academic community; promotion to this rank must be made with greatest care and consideration. The rank is not a designation of long service, but is recognition of superior achievement with every expectation of continuing contributions to the University (UHAP 3.11.01, 3.12.04, 3.12.06, and 3.12.07). The faculty member shall have established a reputation of excellence as a teacher or a national or international scholar, planner, or designer, and show promise of continuing productivity and service.

2. Successive Renewal, Nonrenewal and Promotion of Nontenure-Eligible Faculty Members

a. Decisions on Renewals. Decisions not to renew a nontenure-eligible faculty member shall be made by the school director. The decision may be appealed by filing a written request with the dean or Provost, as appropriate, within 15 days of receiving the decision. The subsequent decision by the dean or Provost shall be final in all cases and not subject to further administrative review (UHAP 3.13.06).

b. Notification of Nonrenewal. In the case of nonrenewal of a nontenure-eligible faculty member, notice must be given to the faculty member at least 90 days prior to his or her renewal date (UHAP 3.13.07).

c. Resignations. Faculty members who intend to resign at the expiration of their appointments shall notify the department head in writing of their intention as early as possible (UHAP 3.14).

d. Lecturer/Senior Lecturer/Adjunct or Visiting Lecturer.

(in compliance with UHAP 3.13.01 Rev. 2/2011):

i. Adjunct Lecturer.

term: 1-2 semesters, full- or part-time service, with reappointment possible contingent on satisfactory performance and availability of funds.

process and review: Director reviews for appointment/re-appointment.
i. **Lecturer.**
   - **term:** 1-3 years, rolling reappointment, full- or part-time service, with reappointment possible contingent on satisfactory performance and availability of funds.
   - **process and review:** Director reviews and recommends to the Dean. The Dean shall approve or deny appointment/reappointment (with Provost’s approval when necessary).

ii. **Senior Lecturer.**
   - **term:** 1-3 years, rolling reappointment, full- or part-time service, with reappointment possible contingent on satisfactory performance and availability of funds.
   - **process:** Nomination - candidate shall be nominated by the school Director.
   - **submittal:** Candidate is responsible for the preparation and submittal of a digital dossier, to include contents required by the respective school’s Annual Performance Review covering at least the most recent five years.
   - **review:** Based on examination of the candidate’s dossier, the FSC and Director shall separately and autonomously review and recommend to the Dean either for or against appointment to Senior Lecturer. Based on the director’s and FSC’s recommendation, the Dean shall approve or deny the appointment/reappointment (with Provost’s approval when necessary).

d. **Professor in Practice**

   **Definition.** A Professor in Practice is a special designation for a person who has distinguished himself/herself as a professional with a specific expertise in the disciplines represented in the college. The assistant professor, associate professor, or professor in practice will be expected to work in the service of the interests of their school, college, and the University of Arizona in all of their professional travels. The position of Professor in Practice is nontenure-eligible.

   i. **Term and Review.** **Professor in Practice is appointed for a maximum of three years.** A review for appointment renewal may be considered at the conclusion of the initial appointment period. This appointment may be renewed for an additional two terms subject to satisfactory annual performance evaluations. Review procedures for professor in practice faculty will parallel those set out for academic appointments. Decisions not to renew a nontenure-eligible faculty shall be made by the [school director]. The decision may be appealed by filing a written appeal with the Dean within 15 days of receiving the decision. The subsequent decision by the dean shall be final in all cases and not subject to further administrative review.

   ii. **Promotion.** Promotions within the ranks of nontenured professor in practice will be rare. Guidelines for appointment and, in rare situations, promotion to each faculty rank are:

      - To Assistant Professor in Practice. The rank of assistant professor in practice will be recommended largely on evidence of promise, adequate training, depth of
knowledge in a particular specialty, and the capacity to advance the profession in the future.

- To Associate Professor in Practice. The rank of associate professor in practice will be recommended largely on evidence of an established and productive professional career in addition to the qualifications required of a nontenure-eligible assistant professor in practice. Such a person should contribute to the school/department program in a significant fashion.

- To Professor in Practice. Promotion to Professor in Practice is possible after a minimum of three years of service in rank and shall be based on the following criteria:

  Teaching: Proven effectiveness as a teacher in and out of the classroom as evidenced by peer and student evaluation; invitations to deliver short courses, seminars, or lectures to external audiences; or special honors or recognition for teaching excellence or innovation.

  Expertise: Advancement as a practitioner, as evidenced by national or international recognition, for significant projects in the area of expertise. Such an individual must have achieved national or international recognition in the profession and should bring distinction to the school program.

3. Successive Renewal, Nonrenewal, Promotion, and Tenure of Tenure-Eligible and Tenured Faculty Members

   a. Mandatory Review. A faculty member/academic professional cannot waive the right to tenure or renewal review. There must be a review, even in the absence of a Promotion and Tenure packet, unless the faculty member/academic professional submits a letter of resignation in which he/she (a) waives his/her right to a review and (b) resigns as of the end of what would be the terminal year.

   b. Limitation of Tenure-Eligible Service. A tenure-eligible appointment is for one year and, except for leave of absence without pay or parental delay, shall not be renewed as a tenure-eligible appointment more than six successive times, i.e., for a maximum of seven (or eight, in the case of a parental delay) academic or fiscal years of service, regardless of faculty rank or ranks held during the years of tenure-eligible service (UHAP 3.12.01).

   **Parental Delay of Tenure Clock.** While holding a tenure-eligible appointment at the University, an individual may request a one-year “parental delay” of the tenure clock such that the third-year and tenure-status reviews will take place one year later than would have occurred without such a delay. Such a delay or connected set of delays will be granted up to twice during the individual’s tenure-eligible appointment period, if the appointee becomes a parent by the birth or adoption of a child while holding such a tenure-eligible appointment, and if certain eligibility requirements are met, as described in the paragraph which follows. An individual granted a parental delay shall not be subject to additional scholarship or service requirements, above and beyond those normally required, in order to qualify for retention or tenure. If both spouses hold tenure-eligible appointments at the University, and are otherwise eligible, then both shall be granted a parental delay upon request.