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COLLEGE BY-LAWS: RECORD OF CHANGES

November 6, 1990  Initially adopted, College By-Laws for School of Architecture and Graduate School of Planning
March-May 1999  Substantial Revisions Approved, related to large and small academic units
March 2000  Article XI-B 3:
January 2002  Article III B.1, Voting, definition
April 11, 2006  Article IV, Administration, Appendix A, Administrative Responsibilities
All: Bold!Underline!Italic: unrecorded review or vote on revisions
January 12, 2007  Article VIII B 2:
January 17, 2007  Article V:-G 2 and 3:
January 24, 2007  Article IX E: 5, 6, 7, 8 a.
March 21, 2007  Article IX E: 6 d & e, 7 d, 8 e.
April 22, 2009  College By-Laws Amended, Approved and Incorporated
September 9, 2009  Article III. C, D, E: 4-7; Article IV. B: 2 & 4; IV. C, 1, 2, 3; IV. D, 1a, b c, d; 2, 3, 4; IV. E, 1, 2, 3, 4; IV. F; IV. G, 1, 2, 3; V. D; VI A, 1, 2, 4, 5, & 6; VIC & D (Voted and Revisions Approved)
May, 2011  Article IV C2, 3, Db, 2; Article VI B, 1, 3c, Appendix A, 2a, b, Appendix B (voted and revisions Approved)
May 2, 2012  Article IV, VI: Administration, elimination of Appendix A
Article III.4, V.G, VIII.B.2, IX.E.8.b: Voting Eligibility, Procedures
Feb, 2013  Appendix A.3 Dean's Advisory Committee
May 8, 2013  Appendix A.7 College Review Committee For Tenure And Promotion (Nov 15, 2013) Included Revised Article IX-E b

PREAMBLE

These by-laws establish the governance of the College of Architecture and Design at The University of Tennessee, Knoxville. They shall supplement, not supersede, rules and regulations of the Faculty Senate Handbook approved in Spring Term, 2005, the UTK Manual for Faculty Evaluation, and all subsequent modifications. The College of Architecture and Design is a unit of the University of Tennessee, Knoxville. Therefore, the authority, regulations, and governance of the University take precedence over the College. Any University conditions inconsistent with the policies set forth in these by-laws and their accompanying policies and procedures shall be understood to prevail.

ARTICLE I  NAME

The name of the unit shall be "The College of Architecture and Design, The University of Tennessee, Knoxville" hereinafter referred to as the "College".

ARTICLE II  MISSION

II. A  UNIVERSITY MISSION
The mission of the College is consistent with the University's mission as a land-grant institution in support of the general tri-partite goal of teaching, research/creative activity/scholarship, and public service.

II. B  PROFESSIONAL MISSION
As a College of accredited professional programs, this mission is further defined to emphasize the professional preparation students in their respective disciplines as well as the extended development of those disciplines and faculty Comprising the College.

II. C  POWERS
The powers of the College and its academic unit and programs shall provide for and include curriculum decisions, methods of determining requirements for graduation, recommending of degree candidates, developing research, establishing admissions requirements, approving courses of study, and managing other relevant matters for meeting professional standards and statutory requirements.
III. A MEMBERSHIP
The membership of the faculty of the College shall consist of all persons holding appointments in the College at the rank of lecturer, instructor, assistant professor, associate professor, or professor. Adjunct faculty shall consist of visiting faculty of any rank from any other institution, and part-time and full-time non-tenure track faculty employed by the College and working alongside permanent faculty in any of the schools.

III. B VOTING ELIGIBILITY
1. Definition
Voting membership in the College shall consist of all tenured faculty and faculty on tenure-track appointments. Adjunct faculty shall receive faculty voting privileges in the third academic year of consecutive appointment with an annual teaching load of .75 FTE or greater.

2. Professional staff members
Professional staff members of the College who have an annual teaching load of .50 FTE are eligible to vote.

3. Retired faculty
Retired UTK College of Architecture and Design faculty who have a semester teaching load of 0.50 FTE or greater are eligible to vote during the semester in which they are teaching.

4. Opt-in service and voting for faculty on leave:
In the event that a faculty member is on leave for a semester or year, that faculty member is not obligated to serve on committee nor attend meetings, unless otherwise noted in university procedures. A faculty member on leave is not counted in determining the requirements for a quorum. However, a faculty member may elect to continue in service obligations to the college: that person is welcome at meetings, is counted in determining the requirements for a quorum during the semester and at meetings, and has voting privileges. The faculty member must notify his/her unit head at the beginning of the leave regarding service and voting intentions.

III. C FILLING OF OPEN TENURED OR TENURE TRACK FACULTY POSITIONS
The Dean shall review with the appropriate Administrative Officer a final list of candidates for each position to be filled. The list shall be recommended by a search committee, which is appointed in accordance with the College by-laws and which follows the procedures outlined by the College by-laws and the University (Appendix B, page 6). The Dean shall recommend the candidate’s appointment and conditions to the Chancellor’s Office.

III. D FILLING OF OTHER FACULTY POSITIONS
Depending on student enrollment and demand, the Dean shall review with the appropriate Administrative or Academic Officer potential individuals to teach the necessary courses. Faculty input is recommended when appropriate. The Dean shall recommend the appointment and conditions to the Chancellor’s Office.

IV. A PREFACE
Shared Governance: Per section 1.5 of the Faculty Handbook, College faculty members should be active participants in deliberations and decisions on all policy and procedure committees. In addition, the College faculty plays an primary role in determining curriculum, educational policy, standards for evaluating teaching and scholarship, selection of new faculty and promotion and tenure.

IV. B COLLEGE STRUCTURE
The College shall consist of the Office of the Dean and its Academic Units as listed below.

1. The Office of the Dean
The Office of the Dean serves as the College Administrative Unit.

2. The School of Architecture
The School of Architecture is responsible for the NAAB accredited programs in architecture, any graduate program(s) in architecture, and research/scholarship and service activities in architecture.
3. The Interior Design Program
The Interior Design Program is responsible for the CIDA accredited programs in interior design, any graduate program(s) in interior design, and research/scholarship and service activities in interior design.

4. The Landscape Architecture Program
The Master of Landscape Architecture Program is responsible for the LAAB accredited programs in landscape architecture, any graduate program(s) in landscape architecture, and research/scholarship and service activities in landscape architecture. The program in landscape architecture is administratively housed in the College of Architecture and is an intercollegiate program of the College of Architecture and the UT College of Agricultural Sciences and Natural Resources.

IV. C COLLEGE OPERATION

1. Administrative Structure
Within the College and each Academic Unit, the administrative structure will vary, depending on size, personnel, program needs, and budget constraints. In meeting the mission of the College, the Dean may create administrative appointments, or assign additional administrative responsibilities to faculty and staff, discussed in advance with the faculty. All appointments must be made in conformance with University policies and procedures, with appropriate input from the faculty. The faculty has the opportunity to submit nominations, to be involved in the selection process, to learn more about the candidates, and to submit feedback. Written descriptions of all positions and responsibilities must be issued each year.

2. Policies and Procedures of the College
A compilation of policies and procedures for the orderly management of the College is the responsibility and authority of the Dean, in conjunction with the administrative and professional staff. This document must identify all positions and responsibilities as well as College policies and procedures. The dean must issue this annually for the faculty, and seek the advice of the faculty and appropriate standing committees when changes are deemed necessary.

3. Dean’s Annual Report to the College
At the beginning of each academic year, the dean must discuss and provide a written report to the faculty, regarding the College’s current and future goals, related to the College strategic plan.

The Dean’s Annual Report to the College will include:
- summary of recent accomplishments and progress in meeting the strategic plan,
- basic resource allocations and future goals and priorities in alignment with the strategic plan,
- administrative structure and faculty load,
- a proportional summary of .fte, comparing administrative, and faculty .fte, so that the academic mission is not eroded by growth in administration.
- an annual update of the College Policies and Procedures as described in IV-C.2 above,

Significant changes, eliminated positions, and new positions must be discussed in advance with the faculty.

IV. D ADMINISTRATIVE OFFICERS AND APPOINTMENTS
Officers of the College of Architecture and Design shall perform those duties prescribed by these by-laws and the accompanying policies and procedures as consistent with the by-laws, policies, and procedures of the University of Tennessee.

1. Dean
The Dean of the College of Architecture and Design shall be the chief academic and budget officer of the College and shall be responsible to the Provost, the Chancellor, the President, and the Board of Trustees. The Dean shall organize, be responsible for, and have authority for the policies, procedures and management of the College, administrative office, as well as all areas so designated in these by-laws and the University Faculty Handbook.

Term: The Dean serves at the will of the Chief Academic Officer of the University. The position of the Dean is a 12-month appointment, and is normally for a five-year term that may be renewed.

Evaluation/Annual Review: The Dean shall be reviewed as determined by the Office of the University's Chief Academic Officer and as set forth in the Faculty Handbook. The Dean's assistant shall maintain a copy of the most current version of the review of the Dean by the Chief Academic Officer and that of the College Faculty, available for review upon request by the College faculty and staff.
ACADEMIC OFFICERS FOR ACADEMIC UNITS
The School of Architecture's Programs, the Interior Design Program, and the Landscape Architecture Program shall each be administered by an Academic Officer who is responsible to the Dean in representing the Academic Unit and its Faculty.

1. Academic Officers
   a. Director, School of Architecture
      The Director of the School of Architecture is the chief academic officer of the School of Architecture and serves as chair of the School's undergraduate program. The Director is responsible for academic leadership and coordination of all undergraduate and graduate architecture programs in the School. It is the Director's responsibility to provide initiative, effective leadership, and build consensus among the School's faculty on academic matters. The Director of the School of Architecture shall be responsible to the Dean of the College and may be assigned other duties and responsibilities by the Dean.

   b. Chair, Graduate Architecture Program
      The Chair is responsible for coordination of the curriculum of all graduate programs in the School of Architecture and is charged with coordination of the program's needs and requirements. The Chair fulfills the duties of the Director of Graduate Studies for the Program as defined by the Graduate School, except where assigned to another individual. The Chair is responsible to the Director of the School of Architecture, and may be assigned other duties and responsibilities by the Director.

   c. Chair, Interior Design Program
      The Chair of the Interior Design Program is the chief academic officer of the Interior Design Program and is responsible for all aspects of the Interior Design Program's undergraduate programs. It is the Chair's responsibility to provide initiative, effective leadership and build consensus among the Interior Design Program faculty on academic matters. The Chair is responsible to the Dean of the College of Architecture and Design, and may be assigned other duties and responsibilities by the Dean.

   d. Chair, Landscape Architecture Program
      The Chair of the Landscape Architecture Program is the chief academic officer of the Landscape Architecture Program and is responsible for all aspects of the program's academic programs. It is the Chair's responsibility to provide initiative, effective leadership and build consensus among the program faculty on academic matters. The Chair fulfills the duties of the Director of Graduate Studies for the Program as defined by the Graduate School, except where assigned to another individual. The Chair shall be responsible to the Dean of the College of Architecture and Design, and may be assigned other duties and responsibilities by the Dean.

2. Term
   All Academic Officers serve at the will of the Dean, with advice from the faculty. The term of each position is normally for a three year to five year term that may be extended. Limited teaching responsibilities, summer responsibilities, and compensation are negotiable.

3. Within each Academic Unit, each Chief Academic Officer shall be responsible to:
   a. Maintain student records and a system for academic standards and advising;
   b. Make recommendations with the Dean to the Provost for filling faculty vacancies;
   c. Make recommendations on faculty retention, tenure, and promotion;
   d. Hold annual reviews with faculty for performance and teaching evaluation;
   e. Make recommendations on salary increases, following university guidelines and including factors such as merit, equity, rank, time in rank, salary in comparison with peers, and annual review;
   f. Maintain the academic unit operating budget;
   g. Establish teaching assignments.

SELECTION, EVALUATION, AND REAPPOINTMENT OF ADMINISTRATIVE AND ACADEMIC OFFICERS

1. Selection of Administration and Academic Officers
   The conduct of any new search for either Administrative or Academic Officers shall follow the procedures as defined in the Faculty Handbook.
ARTICLE IV-F  ADMINISTRATION

2. Selection of Professional Staff
In the case where a professional staff position has a direct bearing on issues of program curriculum, and/or faculty development, the faculty shall have an opportunity to be included in the selection process for such appointments: Such positions may relate to technology, student services, the construction shop, media services, grant writers, and similar positions involving professional staff.

3. Annual Evaluation of Administrative and Academic Officers
College and/or departmental faculty members provide annual objective and systematic evaluation of the academic officers and faculty with administrative appointments, following procedures stated in the College Policies and Procedures that are consistent with university policy. The dean meets with the individuals annually to discuss job performance. This discussion is based on the review of the faculty and the evaluation of the dean. The dean provides a summary assessment, including goals established for the coming year, which is available for inspection by departmental faculty.

4. Reappointment Review
Reappointment decisions of the all Administrative or Academic Officers of the College (as noted in IV. E above) involve a 3-5-year review based on annual reviews by the faculty of the respective officer’s Academic Unit and written annual evaluations by the Dean. The department head terms (academic officers) are five years as outlined in the Faculty Handbook, as is the reappointment process. Other administrative reappointments involving faculty should follow a similar process outlined in the Faculty Handbook, with a reappointment based on input from relevant constituencies.

5. Annual Evaluation of Administrative and Professional Staff
The Dean oversees, and/or delegates, the employment, supervision, and annual evaluation of each member of the Administrative and Professional Staff, based on University procedures, with the specific process described in the College’s Policies and Procedures. Annual reviews are an objective and systematic annual performance evaluation by the relevant supervisors, including clear expectations, an annual report by the individual, input from others, a personal discussion, and a written summary assessment, including goals established for the coming year.

IV. G  TEMPORARY APPOINTMENTS DUE TO VACANCY
Should a vacancy occur in one of the College offices, an acting Dean, Associate Dean, Director, Program Chair, or other appointment will be named by the Dean and/or the Chief Academic Officer of the University. All acting appointments must follow University procedures and policies. Procedures for a permanent replacement will be initiated, as outlined in Article IV.E 1 above.

ARTICLE V  MEETINGS

V. A  REGULAR MEETINGS OF COLLEGE
A minimum of one regular meeting of the College faculty will be held each academic semester (fall and spring) for the purpose of providing the faculty with a report from the Dean regarding the status and conditions of the College.

V. B  SPECIAL MEETINGS OF COLLEGE
Special meetings may be called as needed by the Dean or through the Dean’s office by the request of the academic administrative officers or by a petition to the Dean signed by five faculty members eligible to vote.

V. C  ACADEMIC UNIT MEETINGS
A faculty meeting in each academic unit will be held at least once per semester. Additional meetings may be called as needed, by the head of the academic unit or by signed petition to the head of the academic unit.

V. D  PRESIDING OFFICER
The Chief Academic Officer for each academic unit shall conduct the academic unit meetings, and the Dean shall conduct the College faculty meetings. In the case of absence, the presiding officer may delegate his or her responsibility to another College faculty member. The presiding officer may annually appoint a person to serve as the recorder of the meetings, responsible for the compilation and distribution of minutes.
ARTICLE V -E  MEETINGS
V. E  NOTIFICATION
Notification of faculty meetings shall be distributed at least seven days in advance, and the agenda for each meeting shall be distributed by the presiding officer at least three work days in advance of the meeting.

V. F  AGENDA
Items can be placed on the agenda by submitting them in writing to the presiding officer. In addition, the faculty, by action from the floor, may add agenda items, normally provided that no substantive matter may be voted on during the same meeting, except that a simple majority of all faculty may agree specifically to vote on such items. Items on the agenda shall be noted as being for information, for discussion, or for discussion and action.

V. G  VOTING PROCEDURES AND QUORUM
1. Quorum
No business shall be conducted without a quorum. A quorum of an academic unit shall consist of over fifty percent of the voting faculty. Members of the quorum are present in person, or by conference call, or by other forms of telecommunication that allow real-time participation for listening and discussion.

2. Voting Procedures
Voting faculty vote on all matters related to the business of the college, with the exception of faculty personnel issues that include tenure, promotion, emeritus status, termination, and reappointment, which are votes by the tenured faculty in compliance with university procedures. See Article IX. Voting eligibility is outlined in Article III: Faculty.

Unless otherwise noted in the by-laws, a simple majority of the votes cast by voting members present, as defined above (V.G.1), is required for passage.

When a secret ballot is used, those participating by forms of telecommunication must reveal their vote after the discussion to at least one person physically present who can submit a secret ballot.

Digital ballots may be used when issues are generally well understood. A quorum of the voting faculty shall submit ballots, in order for the vote to be valid.

If a majority vote is not reached on the first ballot when more than two alternatives or candidates are on the ballot, a second balloting of the alternatives or candidates receiving the two highest numbers of votes shall be held.

ARTICLE VI  COMMITTEES
VI. A  GENERAL STRUCTURE
Committees within the College and its Academic Units are a primary aspect of faculty governance. All Academic Units shall have committees to address issues of faculty governance and concern within the Unit. College-level Standing Committees shall address issues of concern to the whole of the College (See Appendix B: College Committees)

1. Committee Membership and Appointment
College committee membership and responsibilities are described per committee in Appendix A. Where designated in the by-laws, faculty shall elect committee members. Appointments to College committees shall be made by the Dean. These appointments should be made to assure balanced representation of all College constituencies. Whether elected or appointed, all College committees shall provide equal representation from each of the Academic Units of the College. Committee members must be able to serve for the entire year or the period in which the committee does the bulk of its work.

When necessary (e.g., at committee formation or when making replacements), terms of appointments and elections should be modified to insure balanced staggered terms, thus assuring smooth continuity and transition within the committee.
Prior to the fall semester, the Dean, the Director of the School of Architecture, and other Academic Officers shall be responsible for publishing the membership and terms of all standing committees for the ensuing academic year.

**ARTICLE VI-A COMMITTEES**

In addition to committee memberships previously cited, the Dean of the College shall serve ex-officio on all College standing committees as a non-voting member. The Director of the School of Architecture shall serve ex-officio on all standing committees of the School as a non-voting member. The Chief Academic Officer of each Academic Unit shall serve ex-officio on all committees of the Unit.

In special cases, and at the discretion of each respective committee, additional appointments to the committee may be made.

2. Committee Chairs
   Except as noted in the appendix, the Dean, the Director of the School of Architecture, or the Academic Officer of an Academic Unit is responsible for designating committee chairs. The chairperson of each committee shall report to the voting faculty through the Dean or Director at least once each year, placing a copy of the report on file in the Dean's or the Director's office.

3. Committee Agenda
   The faculty should be generally aware of issues being discussed in committees, so that interested faculty have an appropriate opportunity to provide input. Each committee shall communicate with the faculty, identifying issues addressed, as well as deliberations and recommendations on all non-confidential matters. Committees should coordinate with related committees, when necessary.

4. Special, or Ad-hoc Committees
   Special or Ad-hoc College committees may be established to address particular issues for a specified period of time. Their establishment shall be by the Dean of the College, by the Director of the School, or by a vote of the faculty membership of the College.

5. Meetings
   Committee meetings shall be held as required to perform the duties of the committee but no less than once each semester. Meetings shall be called by the Chair or by two or more members of the committee.

6. Information Flow and Committee Hierarchy
   In general, proposals flow to Academic Unit committees, and when approved, flow in sequence to Academic Unit Faculties, College Committees, College Faculty and then to the appropriate University authority. In cases of issues that affect only one Academic Unit, the process stops with the Faculty in that unit. Issues that originate at the College level may be referred to Academic Units or resolved at the College level if appropriate.

**VI. B STANDING COLLEGE COMMITTEES**

1. Digital Technologies
2. Dean's Advisory
3. Dean's Student Advisory
4. Lectures and Exhibitions
5. Library and Archives
6. Tenure and Promotion
7. Undergraduate Studies
8. Graduate Studies
9. By-laws

**VI. C COMMITTEES IN THE SCHOOL OF ARCHITECTURE**

1. Admissions and Academic Standards
2. Undergraduate Curriculum
3. Design Coordinators
4. Director's Advisory
5. Faculty Search
6. Honors, Awards, and Scholarships
7. Graduate Program
VI. D COMMITTEES IN SMALLER ACADEMIC PROGRAMS
In smaller academic units the faculty may serve as a committee of the whole to address program issues. Alternatively, the Administrative Officer may appoint faculty to address special issues. The Administrative Officer shall serve as committee chair, unless another chair is designated.

ARTICLE VI COMMITTEES:

1. In small academic programs faculty governance should follow these principles:
   a. Faculty should be consulted regarding issues related to admission.
   b. Faculty should be consulted regarding issues related to academic standards.
   c. The student's faculty advisor and the Administrative Officer must review all academic petitions before submitting them to the Dean for final review.
   d. Faculty representatives and the Administrative Officer must be involved in student awards and scholarship selections.
   e. The faculty as a whole must vote on all curricular decisions.
   f. Accurate records of major decisions and faculty actions should be kept.
   g. Student input is valued.

2. Faculty Search Committee
   All needs for faculty search should be discussed in a College faculty meeting. In academic units less than 10 full-time tenured or tenure track lines, the faculty search committee should be composed in the following way:
   a. 2 elected by academic unit;
   b. 1 appointed by Administrative Officer;
   c. 1 elected by College;
   d. 1 appointed by Dean;
   e. 1 student representative, appointed by Administrative Officer.
   f. In special cases, and at the committee's discretion, additional appointments to the committee may be made. All searches must follow University policies and involve faculty in the process. The chair shall be elected by the committee.

ARTICLE VII BOARD OF ADVISORS

VII. A MEMBERSHIP
The College shall be advised on professional concerns and programs of development by means of a Board of Advisors. The members shall be appointed jointly by the Chief Academic Officer of each academic unit and the Dean of the College, after consultations with faculty and alumni representatives. At the request of the Chief Academic Officer of any unit, the Board of Advisors representing that academic unit may meet together as a Unit Board of Advisors.

VII. B SIZE
The maximum size of the board shall be determined at the College level, based on Article VII A. above, but shall not exceed forty members.

VII. C OPERATION
The Board shall establish its own organization and procedures in support of the College and its academic units and as consistent with College and University regulations.

VII. D MEETINGS
The boards shall meet at least twice per year.

ARTICLE VIII GOVERNANCE

VIII. A PARLIAMENTARY AUTHORITY
Rules contained in the current edition of Roberts Rules of Order Newly Revised shall govern the College in all cases to which they are applicable and in which they are not inconsistent with these by-laws, the University by-laws, the Faculty Handbook, or any special rules of order the College may adopt.

VIII. B AMENDMENT OF BY-LAWS
The by-laws of the College may be amended in the following way:

1. Notice
All amendments to the by-laws of the College shall be presented in writing to the faculty at least one week prior to their introduction and read to the faculty in its meeting.
ARTICLE VIII  GOVERNANCE:  continued

2. Vote
   A motion to change the by-laws of the College, including material in the Appendix, requires the approval of a simple majority.

3. Time of Vote
   A vote on a motion to amend the by-laws shall be taken in the meeting following that at which the proposed change is introduced and discussed.

4. Effect
   Amendments shall take effect immediately unless otherwise expressly indicated in the amendment.

ARTICLE IX  EVALUATION OF ADMINISTRATION AND FACULTY

IX. A  PROCEDURES FOR ANNUAL EVALUATION OF FACULTY AND PROFESSIONAL STAFF

   1. Annual Report
      All faculty and professional staff must complete an annual report for review by the Administrative Officer of each academic unit. The written annual report must be completed, typically by February 1 of each year, for the previous calendar year. The annual report must follow the standard format in the Appendix, developed by the College or the University.

   2. Faculty Member's Responsibility
      All faculty members are responsible for keeping the appropriate Administrative Officer advised of their teaching and professional activities. This shall be accomplished by completing the Annual Faculty Report Form, included in the Appendix of the College by-laws, at the end of each calendar year. In addition, copies of papers and other recognition of achievement should be submitted for review and kept on record by the faculty member.

   3. Administrative Officer Responsibility
      In accordance with the deadlines established in the annual promotion and tenure schedule set by the Office of the Provost, the College Administrative Officers shall review and evaluate each faculty member who has been in the School for at least six months. The review should be summarized in writing, dated, and signed. The Administrative Officer shall discuss this evaluation with the respective faculty member.

      In large academic units, the review will be conducted by the Director. In small academic units, the review will be conducted by the Dean, by the Administrative Officer and/or by the tenured faculty in the academic unit.

      Each faculty member shall be allowed to submit additional statements to be attached to the annual review.

      It shall be the Dean and Administrative Officers' responsibility, in consultation with the faculty, to develop, periodically review, and update uniform evaluation methods and forms. Current approved evaluation procedures and forms shall be included in the by-laws Appendix.

IX. B  PROCEDURES FOR ANNUAL EVALUATION OF ADMINISTRATORS
   See Article IV, Administration

IX. C  PROCEDURES FOR ANNUAL AND CUMULATIVE REVIEW OF TENURED FACULTY
   The College will adhere to procedures developed as outlined in the Faculty Handbook and described in Article XI, Post Tenure Review of the College By-Laws.

IX. D  PROCEDURES FOR CONSIDERING PROMOTION
   Unless required as a condition of achieving tenure, it is the faculty member’s decision as to when to apply for promotion. Candidates for promotion are obligated to demonstrate that they have met the criteria set forth in the Faculty Handbook and in the College by-laws. The timetable for presentation of material and deliberation by the faculty is outlined annually in a letter from the Provost's office. The responsibilities of the various parties and the procedures for faculty deliberation and voting follow those given in Section IX. E, Procedures for Considering Tenure.
Only those faculty at the desired promotion rank and higher may participate in the review process. Additional tenured faculty shall be appointed so that the committee has at least four members. Appointments are made by the Dean, in consultation with the Administrative Officer.

Written summaries and recommendations for promotion are given to the Dean by the Review Committee, by the Administrative Officer, and by the College Promotion and Tenure Committee. All information is forwarded to the Provost and the Chancellor.

IX. E  PROCEDURES FOR CONSIDERING TENURE

According to a schedule established by the Provost's Office each year, faculty members eligible for consideration for tenure shall be presented by the Dean or Director to the tenured faculty for consideration. Written recommendations for tenure are made by the committees and the Academic Officers as outlined below and forwarded to the Dean.

1. Eligibility and Probationary Status

Tenure signifies the attainment of academic excellence and evidence of a collegial working relationship with the faculty, administration, students and staff of the College. Tenure is also a determination of permanent fit between qualifications, interests and long term needs of the program. Candidates should show promise of fulfilling standards and criteria for tenure before being placed on the tenure track. The length of service in a probationary status should be consistent with the period of time required for eligibility for the rank of Associate Professor or, in the case of faculty brought in at the rank of Associate Professor or above, should be for a period not to exceed three years after appointment to the faculty.

2. Probationary Period

The period following appointment to the tenure track and the time at which a candidate shall be considered for tenure is considered a probationary period. At the beginning of this period, the Administrative Officer will notify the candidate and the tenured faculty in writing of the candidate's status and will provide the candidate with copies of criteria and procedures for granting tenure.

3. Criteria: See Article X

Criteria for tenure are set forth in the Faculty Handbook and in the College by-laws. Candidates for promotion are obligated to demonstrate that they have met the criteria as set forth.

4. Candidate Submission, Addressing Criteria

Candidates for tenure are obligated to demonstrate that they have met the criteria set forth in the Faculty Handbook and further elaborated in these by-laws. Candidates should assemble a package for review by College colleagues, a concise summary for outside referees, and the necessary information required by the Provost, following appropriate deadlines.

5. Voting Procedures for Tenure and Promotion

a) Unit Review Committee

In each academic unit, all tenured faculty at or above the rank the candidate seeks comprise a committee of-who for the Tenure and/or Promotion Committee. All members are eligible to vote. In units with fewer than three tenured faculty above the rank of the candidate, additional members will be added to the committee by the unit's Administrative Officer (Coordinator/Director/Head) in consultation with the committee members and the Dean. However, since the Administrative Officer of the unit must write an independent review, he/she shall not participate in the discussion except to clarify issues and assure that proper procedure is followed.

Initial peer review at the department level will focus on criteria for promotion and/or tenure within the discipline as set forth in Unit and collegiate bylaws and the UTK Faculty Handbook and The Manual for Faculty Evaluation. The Review Committee will solicit a minimum of five referees from outside the university at/or above the rank of the candidate. The candidate may recommend two referees for the committee's consideration. Prior to voting, the candidate retains the right to meet directly with the Review Committee.

A representative of the Unit review committee, selected by a simple majority vote of the committee, shall summarize the faculty discussion and present a written recommendation and vote to the department. Members of the committee may suggest alterations to the summary in writing within no more than 3 business days of its publication to the members.
ARTICLE IX-E  EVALUATION OF ADMINISTRATION AND FACULTY: continued

The final version of the summary must be made available to the candidate and to the Unit review committee so that they may (if they wish) prepare a dissenting statement. This recommendation, the vote, and any dissenting statements become part of the dossier. (On the organization and contents of the tenure and promotion dossier, see Part IV of The UTK Manual for Faculty Evaluation.)

The Report of the Review Committee is advisory to the College Review Committee and the unit's Administrative Officer.

b The College Review Committee

A College Review Committee is elected by procedures outlined in Appendix B, and follows procedures outlined in the UTK Manual for Faculty Evaluation.

The Report of the College Review Committee is advisory to the Dean.

6. Timetable

The timetable for presentation of material and deliberation by the faculty holding the rank to which promotion is sought is outlined annually in a letter from the Provost's Office. Approximate deadlines are listed below.

a. Submission by candidate of materials for academic unit review
b. Submission by candidate of materials for referee review
c. Selection of external referees
d. Unit Review Committee
e. Recommendation by Administrative Officer
f. Review by College Review Committee
g. Recommendation of Dean submitted to Provost

Sept. 15
Oct. 1
Oct. 1
Jan. 1
Jan. 15
Feb. 1
Feb. 15

7. Responsibilities of Various Parties Within College

a. Responsibilities of Tenure Candidate

Upon notification of eligibility for consideration for tenure in the coming year, the nominee is responsible for gathering evidence (in written and/or graphic form) of meeting criteria as set forth in these by-laws. This submission should include a verifiable curriculum vitae, student evaluations of the faculty member's teaching, examples of student work done under his/her direction, peer evaluations, examples of the candidate's work, and evaluations by the Director of his/her abilities in relation to criteria established in the Appendix to these by-laws, and the University's Faculty Handbook. The faculty member is free to submit evidence of any kind, which is relevant to the tenure criteria of the College and the University.

b Responsibilities of Tenured Faculty

The tenured faculty, in both the candidate's academic unit and in the College Promotion and Tenure Committee are responsible for a careful review and consideration of the candidate's material and general efforts to support the academic mission of the College.

c. Responsibilities of Administrative Officer

The Administrative Officer in each academic unit shall notify tenure candidates of their eligibility for tenure consideration in the upcoming year and shall inform candidates of their responsibilities in preparation for consideration. The Administrative Officer shall schedule appropriate teaching evaluations and oversee the deliberations of the tenured faculty within the academic unit in the case of each candidate as set forth below.

d. Responsibilities of the Dean

The Dean shall oversee the review process of the College Promotion and Tenure Committee.
ARTICLE IX-E  EVALUATION OF ADMINISTRATION AND FACULTY: continued

8. Deliberation by Unit Review Committee
   a. Review of Documents
      In accordance with the deadlines established in the annual promotion and tenure schedule set by the Office of the Provost, the Administrative Officer shall call a meeting of the Unit Review Committee of the Academic Unit-(see Articles IX.E.5 & IX.E.6) for the purpose of deliberating on candidate’s eligibility for tenure. The Administrative Officer shall see that all documentation as described above will be available to the tenured faculty at least three weeks prior to the meeting. The tenured faculty shall review the documentation prior to the meeting.
   b. Meeting Quorum
      A quorum of the Unit Review Committee shall consist of a minimum of 75% of the tenured faculty. Faculty members must be present in person to participate. In cases of promotion at least four members shall deliberate.
   c. Meeting Format
      The meeting will consist of discussion of the candidate's qualifications in relation to the criteria as set forth in the Faculty Handbook, The UTK Manual for Faculty Evaluation, and these by-laws. The candidate should be available for questions or clarification of information during the meeting. The candidate may elect to appear before the faculty to make a brief statement and/or to answer questions. Minutes of the tenured faculty meeting will be kept without identification of individual speakers.
   d. Definition of Positive Recommendation
      A favorable recommendation to tenure and/or promote the candidate requires a two-thirds (2/3) affirmative vote of the group participating (including abstentions and denials). Votes will not be accepted by proxy or by later individual polling of those absent.
   e. Ballots
      Following discussion of each candidate in turn, voting will take place by secret ballot, the votes will be tallied, and the results will be announced to the group.
   f. Distinctions in Voting Between Tenure and Promotion
      The tenure vote is typically a vote also for promotion from the rank of assistant professor to associate professor. For faculty holding associate rank but not tenured, a tenure vote typically is for tenure and an affirmation of the associate rank. In special cases where an associate professor is seeking both tenure and a promotion to full professor, the tenure review committee shall determine if separate votes are needed; one to determine tenure, the other for promotion.

IX. F  PROCEDURES FOR CONSIDERING RETENTION AND REAPPOINTMENT

1. Retention of Tenure Track Faculty
   The Administrative Officer and Dean are responsible for presenting tenure track faculty for retention review by the tenured faculty according to the timetable established by the University.

2. Reappointment of Non Tenure-Track Faculty
   The Administrative Officer is responsible for presenting non tenure-track faculty for review by the tenured faculty according to the timetable established by the University in reference to reappointment for the following academic year. In lieu of a University timetable, the timetable shall be discussed with the tenured faculty. Non tenure-track faculty are responsible for presenting current resumes and other supportive data to the Administrative Officer for this review. The candidate may elect to appear before the faculty to make a brief statement and/or to answer questions.

3. Vote by Tenured Faculty
   After a presentation by the Administrative Officer of data on non-tenured faculty to the tenured faculty, and discussion of each case by the faculty, an advisory vote will be taken. A favorable recommendation for retention of tenure track faculty or continue appointment of non-tenure track faculty requires a simple majority affirmative vote.

IX. G  PROCEDURES FOR CONSIDERING APPOINTMENT AS PROFESSOR EMERITUS

In order to be designated with Professor Emeritus status, a faculty member must be retired. He or she must be nominated by the Dean and approved by the Chancellor in order to receive emeritus status. The tenured faculty of the academic unit shall have an opportunity to discuss and vote on the nomination. The vote shall be reported, as part of the nomination package, to the Chancellor. Criteria for emeritus status and privileges
are outlined in the Faculty Handbook.
ARTICLE X  CRITERIA FOR REAPPOINTMENT, RETENTION, TENURE, & PROMOTION  ARTICLE X

X. A- CRITERIA FOR REAPPOINTMENT, RETENTION, TENURE, AND PROMOTION

Faculty shall be evaluated on the basis of teaching, creative activity, research, scholarship, service, professional development, and professionalism. Reappointment and promotion criteria recognize past academic performance and professional accomplishments. The general criteria listed below are to be used as a guide in evaluating an individual's level of achievement in each category. Consideration need not be limited to these criteria, nor should an individual necessarily be expected to excel in all the criteria listed for each category.

Promotions are based on merit and are earned by high levels of achievement as evidenced by contributions to the overall missions of the College, University, and the profession. For successively higher levels of faculty rank, higher levels of achievement should be expected. Tenure requires quality performance in those areas indicated as required for Associate Professor. Tenure track faculty are expected to show, on an annual basis, that they are making progress towards achieving standards set forth for receiving tenure. Non tenure-track faculty, as a minimum, are expected to demonstrate good performance of their teaching responsibilities as a condition for reappointment. All faculty are expected to meet criteria related to professionalism.

CRITERIA FOR REAPPOINTMENT, RETENTION, TENURE, AND PROMOTION

<table>
<thead>
<tr>
<th>CRITERIA FOR REAPPOINTMENT, RETENTION, TENURE, AND PROMOTION</th>
<th>X = Required</th>
<th>D = Desired</th>
<th>* = Aspire to</th>
</tr>
</thead>
<tbody>
<tr>
<td>COLLEGE OF ARCHITECTURE AND DESIGN</td>
<td></td>
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</table>

1. TEACHING

Achievement of criteria in this category will be verified through student evaluations, peer reviews, and other appropriate means.

<table>
<thead>
<tr>
<th>CRITERIA: FACULTY ARE EXPECTED</th>
<th>ASST, INST, LEC.</th>
<th>ASSOC.</th>
<th>PROF</th>
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</thead>
<tbody>
<tr>
<td>a. To demonstrate the ability to communicate effectively.</td>
<td>X X X</td>
<td></td>
<td></td>
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<tr>
<td>b. To identify educational objectives clearly and effectively organize courses.</td>
<td>X X X</td>
<td></td>
<td></td>
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<tr>
<td>c. To effectively advise students.</td>
<td>X X X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>d. To pursue continued growth and competence in their subject area.</td>
<td>X X X</td>
<td></td>
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<tr>
<td>e. To encourage students to think purposely, creatively, critically, and rigorously.</td>
<td>X X X</td>
<td></td>
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<tr>
<td>f. To construct effective procedures to evaluate student performance.</td>
<td>X X X</td>
<td></td>
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<tr>
<td>g. To promote and maintain rigorous academic standards.</td>
<td>X X X</td>
<td></td>
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<tr>
<td>h. To have synthesized insights to students beyond readily available information.</td>
<td>* X X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>i. To have gained student respect, inspire confidence and enthusiasm.</td>
<td>* X X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>j. To have demonstrated effective teaching.</td>
<td>* X X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>k. To have taken the initiative in promoting educational programs within the College.</td>
<td>* X X</td>
<td></td>
<td></td>
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<tr>
<td>l. To be good teachers.</td>
<td>* X X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>m. To be accomplished teachers.</td>
<td>* * X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>n. To serve as source of specialized information and general knowledge of the field.</td>
<td>* * X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>o. To demonstrate continued teaching excellence.</td>
<td>* * X</td>
<td></td>
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</tbody>
</table>

2. SERVICE

This category includes service to the College, University, the profession, and society. Achievement of criteria in this category will be evidenced through a documented record.

<table>
<thead>
<tr>
<th>CRITERIA: FACULTY ARE EXPECTED</th>
<th>ASST</th>
<th>ASSOC.</th>
<th>PROF</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. To mentor students effectively.</td>
<td>X X X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. To participate effectively in faculty governance, committee work, etc.</td>
<td>X X X</td>
<td></td>
<td></td>
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<tr>
<td>c. To participate effectively in general College events.</td>
<td>X X X</td>
<td></td>
<td></td>
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<tr>
<td>d. To have supported and promoted the College and University mission.</td>
<td>* X X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>e. To have contributed to the community service mission of the College.</td>
<td>D X X</td>
<td></td>
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<tr>
<td>f. To have contributed to the University through service on Academic Unit / College / University committees.</td>
<td>* D X</td>
<td></td>
<td></td>
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<tr>
<td>g. To have maintained an active involvement in the programs of professional societies.</td>
<td>D D</td>
<td></td>
<td></td>
</tr>
<tr>
<td>h. To have participated significantly in the professional work of the discipline, in ways other than teaching and research.</td>
<td>* D X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>i. To have participated actively in public service affairs, related to one's profession.</td>
<td>D D D</td>
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</tbody>
</table>
ARTICLE X  CRITERIA FOR REAPPOINTMENT, TENURE, AND PROMOTION

CRITERIA FOR REAPPOINTMENT, TENURE, AND PROMOTION  
COLLEGE OF ARCHITECTURE AND DESIGN  

X = Required  
D = Desired  
* = Aspire to  

CRITERIA: 3.  CREATIVE ACTIVITY, RESEARCH, SCHOLARSHIP  
This category includes scholarship, research, professional work, and other creative endeavors related to the academic mission of the College. Achievement of criteria in this category will be demonstrated through visible documentation or tangible products, publications, reports, presentations, buildings, drawings, and the like, and recognized by peers outside the University. "Peer recognition" acknowledges concrete accomplishments of outstanding quality and may be in the form of publication, refereed publications, awards, juried exhibits, selection for paper presentation, invitations for exhibits, invitations for lectures, and the like. The relative quality of this recognition should be acknowledged.

FACULTY ARE EXPECTED:

<table>
<thead>
<tr>
<th>FACULTY ARE EXPECTED:</th>
<th>ASST.</th>
<th>ASSOC.</th>
<th>PROF</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. To demonstrate evident engagement in creative work / research, such as professional practice, writing, research, exhibition, and design work.</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>b. To demonstrate a capacity for independent thought and intellectual curiosity.</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>c. To exhibit creativity and quality in professional work.</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>d. To have developed &amp; maintained an understanding of a particular area of expertise.</td>
<td>*</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>e. To have exhibited the ability to solve abstract and complex intellectual problems.</td>
<td>*</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>f. To have made a practice of clear, thorough documentation &amp; presentation of work.</td>
<td>*</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>g. To provide evidence of completed creative work / research of outstanding quality.</td>
<td>*</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>h. To demonstrate a potential for continued creative work / research / scholarship of outstanding quality.</td>
<td>*</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>i. To have achieved peer recognition of completed creative work / research beyond the University.</td>
<td>*</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>j. To have achieved a nationally recognized scholarly or creative professional record.</td>
<td>*</td>
<td>*</td>
<td>X</td>
</tr>
<tr>
<td>k. To consult in his/her field, especially on complex problems requiring depth of perception, breadth of knowledge, sound professional judgment and creative solutions deserving of public and/or professional notice.</td>
<td>D</td>
<td>D</td>
<td>D</td>
</tr>
<tr>
<td>l. To exhibit the ability to conduct rigorous research, analyze &amp; communicate results.</td>
<td>D</td>
<td>D</td>
<td>D</td>
</tr>
<tr>
<td>m. To exhibit the ability to train students in research.</td>
<td>D</td>
<td>D</td>
<td>D</td>
</tr>
<tr>
<td>o. To enter design competitions.</td>
<td>D</td>
<td>D</td>
<td>D</td>
</tr>
<tr>
<td>p. To participate actively in the allied arts or engage in the process of scientific discovery.</td>
<td>D</td>
<td>D</td>
<td>D</td>
</tr>
</tbody>
</table>

4. PROFESSIONAL DEVELOPMENT  
Achievement of criteria in this category will be evidenced through a documented record.

CRITERIA: FACULTY ARE EXPECTED  

<table>
<thead>
<tr>
<th>CRITERIA: FACULTY ARE EXPECTED</th>
<th>ASST.</th>
<th>ASSOC.</th>
<th>PROF</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. To hold educational qualifications: terminal degree or its equivalent.</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>b. To have obtained professional registration.</td>
<td>D</td>
<td>D</td>
<td>D</td>
</tr>
<tr>
<td>c. To have pursued professional development and growth actively.</td>
<td>D</td>
<td>X</td>
<td>X</td>
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</table>

5. PROFESSIONALISM  

CRITERIA: FACULTY ARE EXPECTED  

<table>
<thead>
<tr>
<th>CRITERIA: FACULTY ARE EXPECTED</th>
<th>ASST.</th>
<th>INST. LEC</th>
<th>ASSOC.</th>
<th>PROF</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. To possess those qualities of mind and spirit which merit emulation by the students and faculty: fairness, open-mindedness, objectivity, tolerance, patience, enthusiasm, and a fascination with and commitment to the field.</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>b. To contribute willingly to the common life of the academic unit and University.</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
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<tr>
<td>c. To exemplify a professional attitude.</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>d. To show evidence one can work well with colleagues and students.</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>e. To have demonstrated clearly that one can work well with colleagues and students.</td>
<td>*</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>f.</td>
<td>To have shown beyond doubt that one can work will with colleagues and students.</td>
<td></td>
<td></td>
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ARTICLE XI
POST TENURE REVIEW: ANNUAL AND CUMULATIVE

ARTICLE XI
POST TENURE REVIEW: ANNUAL

1. Annual Review
Annual Review of all tenured faculty shall follow procedures outlined in IX, Part A.

2. Annual Evaluation of Tenured Faculty
All tenured faculty shall be evaluated annually, by the Dean or by the Academic Unit Officer, as outlined in College By-Laws, Article IX, Part A. In addition, as recommended by the Faculty Senate and as mandated by the Faculty Handbook, a summary recommendation for each individual shall be indicated in one of the following four categories listed below:
- exceeds expectations for rank
- meets expectations for rank
- needs improvement
- unsatisfactory

Criteria for annual expectations of professors and associate professors in each of these categories are listed in Article XI.D and E.

In the case where faculty meet or exceed expectations for rank, the Faculty Handbook recommends that these individual be eligible for merit salary. In the case where faculty are deemed to need improvement or to be unsatisfactory in their performance, the Faculty Handbook outlines procedures to address those situations. The Dean and Administrative Officer may consider assigning a faculty mentor to work with these individuals to improve the situation.

XI. B
POST TENURE REVIEWS: CUMULATIVE

The deliberations for procedures and criteria of post tenure review should be conducted by and voted on by the tenured and tenure track faculty.

General procedures for Cumulative Post Tenure Reviews are outlined in the Faculty Handbook.

1. Eligibility
Tenure signifies the attainment of academic excellence and evidence of a collegial working relationship with the faculty, administration, students and staff of the College. Tenure is also a determination of permanent fit between qualifications, interests and long term needs of the program. Once tenure and/or promotion is achieved, faculty are expected to continue to meet the expectation of one’s respective rank.

Faculty with tenure will have a cumulative review as specified in the Faculty Handbook. Typically, the review will take place every five years, although the option for a one or two year extension may be possible as noted in the Faculty Handbook. In addition and with the agreement of the Dean, the Administrative Officer and the faculty member, reviews may be postponed due to extenuating circumstances such as a need to balance the number of reviews in a given year, a leave of absence, medical reasons, anticipated retirement, or other personal reasons.

2. Criteria: See Article X and Article XI, Part D and Part E
Criteria for faculty performance are set forth in the Faculty Handbook and in the College by-laws.

3. Tenured Faculty Submission, Addressing Criteria (Revised March 2000)
Those faculty who are scheduled for a cumulative post tenure review are obligated to demonstrate that they have met the criteria set forth in the Faculty Handbook and further elaborated in these by-laws.

The review will be based on the following information, typically from the previous five years:
- An updated curriculum vitae, submitted by the faculty member.
- Previous Annual Reports submitted by the faculty member.
- Course syllabi from courses taught in the previous five years, submitted by the faculty member.
- Course evaluations conducted by the University, supplied by the Academic Unit Office.
- Previous Annual Evaluations by the Administrative Officer and/or Dean.
Unlike promotion and tenure, outside referees are not normally solicited in a post tenure cumulative review.

4. Post Tenure Review Committee: Tenured Faculty
Cumulative reviews in the College will be conducted by the entire tenured faculty, at rank or above the rank of the candidate being reviewed and excluding the individuals being reviewed during that period. At least one member must be appointed from outside of the College; the person selected may have an area of expertise related to the person being reviewed.

The Committee Chair will be elected by the committee, with responsibilities as listed in XI, B, 6.c below.

In general, the Post Tenure Review Committee will not solicit referees.
In the case where a faculty member’s review is triggered by a series of unsatisfactory annual reviews, the review mandated by the Faculty Handbook will be initiated.

5. Timetable
The timetable for presentation of material and deliberation by the Post Tenure Review Committee may vary each year. However, approximate deadlines are listed below.

- Dean issues five-year schedule for upcoming post tenure reviews. April
- Confirmation from dean with individual faculty that review is set for the following academic year. June 1
- Last date for faculty to request an extension. Aug 15
- Submission by faculty member of materials for collegial review. September 15
- Post Tenure Review Committee is established and meets. September 15
- Deliberations of Post Tenure Review Committee commence. January 15
- Completion of Review/Report by Post Tenure Review Committee. March 1
- Recommendation by Administrative Officer. April 1
- Recommendation of Dean submitted to Provost. April 15

6. Responsibilities of Various Parties Within College
- Responsibilities of Faculty member.
  The faculty member is responsible the submission as outlined in part 3 above.
- Responsibilities of College Post Tenure Review Committee
  The Post Tenure Review Committee members are responsible for a careful review and consideration of the material and general efforts to support the academic mission of the College. Referees are not normally consulted.
- Responsibilities of Chair of Post Tenure Review Committee
  - follow the time table.
  - call all meetings
  - oversee deliberations of committee.
  - communicate with the committee, the reviewees, the Administrative Officer and the Dean.
  - issue a final report for each reviewee, although this may be delegated to one of the committee members early in the review process.
- Responsibilities of Administrative Officer and Dean
  The Administrative Officer and Dean are responsible for communicating the schedule of post tenure reviews for all tenured faculty. They are also responsible for overseeing the process.

Post tenure reviews will be based on volunteers first; after that the review sequence will be established by a lottery.

XI. C
CUMULATIVE EVALUATION IN POST TENURE REVIEWS
The committee will review material submitted by the faculty member, the Administrative Officer and Dean. The faculty member being reviewed should be available for questions or clarification of materials. The faculty member may elect to appear before the committee to make a brief statement and/or to answer questions.

1. Evaluation Report
Based on its review, the Post Tenure Review Committee must submit an evaluation report for each faculty member reviewed. The report should identify strengths, weaknesses, and recommendations in the areas of teaching, research/creative activity, scholarship, service, and professionalism. Individual members of the
review committee may submit individual assessments.
ARTICLE XI-C POST TENURE REVIEW:

2. Summary Recommendation:
   In addition, a summary recommendation for each individual shall be indicated in one of the four categories, listed below. Each faculty member will cast a vote in one of the following categories. A numerical tabulation will determine an overall evaluation. All votes will be reported.
   - exceeds expectations for rank
   - meets expectations for rank
   - needs improvement
   - unsatisfactory

XI. D CRITERIA FOR ANNUAL EXPECTATIONS OF TENURED FULL PROFESSORS
Faculty shall be evaluated on the basis of teaching, creative activity, research, scholarship, service, professional development, and professionalism. Annual evaluations assess current efforts in academic performance and professional accomplishments. The general criteria listed below are to be used as a guide in evaluating an individual's level of achievement in each category. Consideration need not be limited to these criteria. Faculty should continue to address all criteria annually.

1. Teaching
   Continues to meet all criteria for assistant, associate, and full professors. (see Article X)

2. Creative Activity, Research, Scholarship
   Continues to meet all criteria for assistant, associate, and full professors. (see Article X)

3. Service
   Continues to meet all criteria for assistant, associate, and full professors. (see Article X)

4. Professionalism and Professional Development
   Continues to meet all criteria for assistant, associate, and full professors. (see Article X)

XI. E CRITERIA FOR ANNUAL EXPECTATIONS OF TENURED ASSOCIATE PROFESSORS
Faculty shall be evaluated on the basis of teaching, creative activity, research, scholarship, service, professional development, and professionalism. Annual evaluations assess current efforts in academic performance and professional accomplishments. The general criteria listed below are to be used as a guide in evaluating an individual's level of achievement in each category. Consideration need not be limited to these criteria. Faculty should continue to address all criteria annually.

1. Teaching
   Continues to meet all criteria for assistant and associate professors. (see Article X)

2. Creative Activity, Research, Scholarship
   Continues to meet all criteria for assistant and associate professors. (see Article X)

3. Service
   Continues to meet all criteria for assistant and associate professors. (see Article X)

4. Professionalism and Professional Development
   Continues to meet all criteria for assistant and associate professors. (see Article X)

RECORD OF CHANGES

January 23, 2002
Voting membership in the College shall consist of all tenured faculty and faculty on tenure-track appointments. In addition, voting membership shall include adjunct faculty with an annual teaching load of .75 FTE or greater, for a period of at least two consecutive years immediately prior to the academic year in which voting privileges are given. Faculty working on degrees offered by The University of Tennessee shall abstain...
APPENDIX A STANDING COLLEGE COMMITTEES

APPENDIX A

1. COLLEGE DIGITAL TECHNOLOGIES COMMITTEE

a. Purpose To advise the Dean and to communicate with faculty regarding the formulation of plans for computer integration into all aspects of the architecture and design programs, i.e., teaching, research and faculty and staff activities.

b. Membership At least four faculty, student, Coordinator of Computing. Annual appointments, no limitation on reappointment. Appointments should represent different constituent users of technology. The chair shall be the Coordinator of Computing or appointed by the Dean.

c. Meetings Meetings shall be held as required but no less than once each semester. Agenda items may be submitted to the chairperson by any faculty or staff.

d. Responsibilities To advise the Dean regarding computer equipment, staffing, and space. To provide curricular coordination relating to computer issues. To communicate with the faculty regarding computing issues. To advise on policies regarding computing issues. To prepare an annual summary report for the faculty.

2. DEAN’S ADVISORY COMMITTEE

a. Purpose To enhance and facilitate dialogue between college faculty members and the Dean of the College of Architecture and Design.

b. Membership Eight elected faculty members from across the college will be distributed as follows in staggered terms:

- Architecture [2]
- Interior Design [2]
- Landscape Architecture [2]
- College At-Large [2]

C. Meetings Meetings shall occur at least once per semester between the Dean and the committee. Meeting agendas are prepared jointly by the Dean and the Committee Chair. Additional meetings with invited guests may also be scheduled.

d. Responsibilities To have an open dialogue with the Dean regarding significant College issues related to:

- strategic planning;
- academic policies;
- the interrelationship of the academic programs and College;
- the interrelationship of the College, the University, and the community;
- new college and university initiatives;
- faculty research grants;
- honorary degrees;
- budget priorities;
- personnel policies and procedures;
- equipment policies and procedures; and
- alumni affairs and development goals.

To augment and maintain communication within the College.
3. DEAN'S STUDENT ADVISORY COMMITTEE

   a. Purpose
      To advise the Dean on issues related to student concerns in the College.
      To communicate with students regarding College issues.

   b. Membership
      The Dean's Student Advisory Committee shall consist of student representatives of the various constituent groups in the College.
      Students shall determine optimal selection process.
      Student officers should be elected by their peers.

   c. Meetings
      Students meet monthly, inviting the Dean and others when appropriate.
      Student leaders meet at least once each semester with the Dean.

   d. Responsibilities
      To maintain good communication among students, faculty, and administration.
      To discuss issues affecting students in the College.
      To coordinate student efforts with other student organizations.
      To promote student involvement in the College activities.
      To advise the Dean and Academic Unit Officers regarding student representatives for College and School committees.

5. LECTURES AND EXHIBITION COMMITTEE

   a. Purpose
      To organize a program of extra-curricular activities (e.g., speakers, forums, seminars, film showings, exhibits etc.).
      To coordinate the Robert B. Church III Memorial Program and Series.
      To coordinate special exhibits in the School, in both the Ewing Gallery and in the Reading Room.

   b. Membership
      At least four (4) faculty, appointed annually by the Dean.
      Student member.
      The chair shall be appointed, by the Dean.
      Appointments may be renewed.

   c. Meetings
      Meetings shall be held as required.

   d. Responsibilities
      To solicit ideas from students and faculty, and consult with the Dean and Academic Unit Officers.
      To work within budgetary guidelines.
      To coordinate the schedule of the program with all special guest programming in the school, including TAAST and other student organized events.
      To coordinate the program with events sponsored by other committees.
      To coordinate with the Art Department.
      To communicate the program to faculty, students and the public.
      To coordinate arrangements for publicity, guest accommodations, travel and booking of venues with the College staff.
      To coordinate contract and payment procedures with the College staff.
      To coordinate venue and AV equipment requirements with the College staff.
      To coordinate special exhibits from within the College, such as the exhibit of student work for program accreditation visits.
      To advise faculty and students who wish to organize special exhibits.
      To coordinate with the Gallery Director on architectural or related exhibits from outside the College.
      To coordinate hosting of visitors and maximizing their involvement with the College.

6. LIBRARY AND ARCHIVE COMMITTEE

   a. Purpose
      To oversee the development of the collection of books, slides, and periodicals housed in the University Library and the College resource facility.
      To give advice to the Dean and Academic Unit concerning the development of these collections.
      To report to the faculty and advise the Dean on the management of the collections in the building and policies controlling its functions.

   b. Membership
      Four faculty, appointed by the Dean, for two-year terms, staggered.
      Library Representative, appointed annually by the Dean, with a minimum term of three years. See Appendix E
      The Library Representative shall serve as Chair.

   c. Meetings
      Meetings shall be held as required, but no less than once each semester.
      Meetings shall be called by the Chair, in consultations with the staff and the Dean.

   d. Responsibilities—See Appendix D
7. **COLLEGE REVIEW COMMITTEE FOR TENURE AND PROMOTION**

a. **Purpose**
   To advise the Dean on promotion and tenure considerations for all tenure track faculty members as forwarded by the individual academic units for recommendation to the Provost and Chancellor (as required by the Manual for Faculty Evaluation and University rules and procedures).

b. **Membership**
   Six tenured faculty members, elected, three year terms, staggered.
   - Two (2) voted by the School of Architecture, three year term.
   - Two (2) voted by the Interior Design Program, three year term.
   - Two (2) voted by the Landscape Architecture Program, three year term.

   The chair shall be elected by the committee.

   In the event that two faculty are unavailable in any of the academic units, the program chair shall determine an election process.

   In the case of a full professor promotion review when not all six of the college committee members are full professors, the respective academic units must vote for full professors in the place of any associate professors, for the promotion review only.

c. **Meetings**
   All meetings should ensure that the review process meets the University timetable.

d. **Responsibilities**
   Functions and operations of the College Review Committee are described in the Manual for Faculty Evaluation. The Committee must follow all procedures and policies outlined by the University, the Manual for Faculty Evaluation, and the College.

   No faculty member can vote twice on a particular recommendation for Tenure and Promotion. As such, College Review Committee members from the applicant’s academic unit must recuse themselves from voting at the college level.

   A representative of the College Review Committee, selected by a simple majority vote of the committee, shall summarize the faculty discussion and present a written recommendation to the Dean.

   The College Review Committee shall prepare a summary of its recommendation for each candidate along with a record of the committee vote and submit these documents to the dean. The committee summary and vote become part of the dossier.

7. **UNDERGRADUATE STUDIES COMMITTEE**

a. **Purpose**
   Coordinate undergraduate programs and communicate with the College faculty.

b. **Membership**
   - Chief Academic Administrators for all undergraduate programs
   - 1 faculty member elected from each undergraduate program in the college
   - 1 faculty member appointed by the chief academic officer of each undergraduate program
   - 1 student from each undergraduate program appointed by its chair
   - The Chair shall be elected by the Committee
   - The Associate Dean shall be an ex officio non-voting member

c. **Meetings**
   Called by the Chair, or at least two committee members, periodically during each semester.
   At least once per semester the Undergraduate Studies Committee will meet jointly with the Graduate Studies Committee.

d. **Responsibilities**
   To advise the Office of the Dean regarding undergraduate studies issues.
   To act on undergraduate curriculum proposals
   To coordinate and facilitate collaboration between undergraduate programs
   To serve as a forum for discussion of interdisciplinary proposals
   To review and administer all foreign-study programs (faculty proposals and student applications).
8. GRADUATE STUDIES COMMITTEE

a. Purpose
   Coordinate graduate programs and communicate with the College faculty.

b. Membership
   All Graduate Program Chairs
   1 faculty member elected from each of the graduate programs in the college:
   1 faculty member appointed by the chief academic officer of each graduate program
   1 student from each graduate program appointed by its chair
   The Chair shall be elected by the Committee
   The Associate Dean shall be an ex officio non-voting member

c. Meetings
   Called by the Chair, or at least two committee members, periodically during each semester.
   At least once per semester the Graduate Studies Committee will meet jointly with the Undergraduate Studies Committee.

d. Responsibilities
   To advise the Office of the Dean regarding graduate studies issues.
   To develop and maintain the Graduate Student Handbook, covering policies and procedures relevant to graduate students in each program.
   To act on graduate curriculum proposals
   To coordinate and facilitate collaboration between graduate programs
   To serve as a forum for discussion of interdisciplinary proposals

9. BY LAWS COMMITTEE

a. Purpose
   To administer and/or to propose changes to the By-laws to the College Faculty for action, as required.

b. Membership
   One member of the voting faculty from each academic unit elected for staggered three-year terms. Up to an additional two (2) members may be appointed by the Dean for purposes of balance.
   The Chair shall be elected by the committee.
   The Dean shall serve as a non-voting, ex-officio member of the committee.

c. Meetings
   Meetings shall be called by the Chair, and shall be held as required, but no less than once each semester. Agenda items may be submitted to the chairperson by any faculty or staff.

d. Responsibilities
   To periodically review the College By-laws in light of changes with regard to College structure and governance, the UTK Faculty Handbook, and the UTK Manual for Faculty Evaluation.
   To advise the College faculty and administration regarding potential opportunities and/or conflicts with the College By-Laws relative to proposed actions.
   To develop proposed changes to the College By-Laws based on formal requests from the faculty.
   To bring forward any proposed changes to the College By-Laws to the full College Faculty for consideration.
APPENDIX B  COMMITTEES IN THE SCHOOL OF ARCHITECTURE  APPENDIX B

1. UNDERGRADUATE ADMISSIONS AND ACADEMIC STANDARDS COMMITTEE

<table>
<thead>
<tr>
<th>a. Purpose</th>
<th>To interpret academic policy and to advise the Director and faculty about academic issues which merit wider faculty attention.</th>
</tr>
</thead>
<tbody>
<tr>
<td>b. Membership</td>
<td>Four faculty, staggered with two year terms, appointed by the Director. Director of the School and the member of administrative staff with primary responsibility for undergraduate admissions. The Chair of the committee shall be elected by the Committee.</td>
</tr>
<tr>
<td>c. Meetings</td>
<td>Meetings shall be held monthly or as additionally required to review student petitions or address special problems. Meetings for admissions will be called by the Director of Student Services during the spring semester as required.</td>
</tr>
<tr>
<td>d. Responsibilities</td>
<td>To review student academic petitions, substitutions, and transfer credit. To review incoming applications for admission to school, including transfers. To help identify the best possible pool of students for admission into the School. To review progression standards. To consult with appropriate faculty, when necessary. To inform students of all decisions. All actions are subject to final review by the Director and Dean. Any special problems related to requests that suggest revisions in curriculum will be forwarded to the Undergraduate Curriculum Committee for further consideration.</td>
</tr>
</tbody>
</table>

2. UNDERGRADUATE CURRICULUM COMMITTEE

<table>
<thead>
<tr>
<th>a. Purpose</th>
<th>To prepare recommendations to the faculty regarding changes in the curriculum of the school, including supplemental course descriptions.</th>
</tr>
</thead>
<tbody>
<tr>
<td>b. Membership</td>
<td>Six faculty, four elected and two appointed, three-year terms, staggered. Student member, non-voting on curricular issues. The Chair shall be elected by the Committee.</td>
</tr>
<tr>
<td>c. Meetings</td>
<td>The committee shall meet as business requires. The committee shall also meet with other committees, as needed. Meetings shall be open to all interested faculty and minutes from each meeting shall be distributed to the faculty.</td>
</tr>
<tr>
<td>d. Responsibilities</td>
<td>Proposals for changes in the curriculum including supplemental course descriptions may be initiated by the faculty or the committee. The committee shall respond to all proposals and present the proposals to the faculty in a timely fashion; generally in the same semester the proposal was initiated. All changes shall go through a first reading prior to final passage by the faculty. If significant changes are made as a result of the first reading, the material must go through a subsequent reading prior to final vote. The committee shall expedite curriculum changes through proper University channels.</td>
</tr>
</tbody>
</table>

3. UNDERGRADUATE DESIGN COORDINATORS COMMITTEE

<table>
<thead>
<tr>
<th>a. Purpose</th>
<th>To serve as the forum for the review of the design program mission, content, standards, and development. To provide a platform for faculty discussion and communication of design issues. To facilitate review of the design program between year levels as well as within each year level.</th>
</tr>
</thead>
<tbody>
<tr>
<td>b. Membership</td>
<td>The Design Coordinators Committee is comprised of at least five members of the faculty: one to represent each year of the design program. Members of the group are named by the Director. The term of membership for each member is no more than five years. Terms begin with the fall semester and end with the spring semester. The committee shall be chaired by the Director or by his/her appointment.</td>
</tr>
<tr>
<td>c. Meetings</td>
<td>Regular meetings shall be held at least twice during the fall and spring semesters, one at the beginning and one at the end of each term. Special meetings may be called by the Chair or the Director.</td>
</tr>
<tr>
<td>d. Responsibilities</td>
<td>The Design Coordinators Committee serves as the mechanism to maintain program consistency and to achieve its best evaluation and thoughtful development. Principle responsibilities are the following: To advise the Director and to communicate with faculty and students regarding issues related to the design program. To develop relationships between the design program and other programs of the School. To ensure that what is taught in design studios is consistent the the design supplemental course descriptions.</td>
</tr>
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<td></td>
<td></td>
</tr>
</tbody>
</table>
e. Responsibilities of the Design Coordinators

Within each year level, the Design Coordinators have the following responsibilities:

- To meet before the beginning of the term with design faculty teaching at that level to review projects, assignments, and schedules for the upcoming term.
- To meet regularly with the design faculty teaching at that level.
- To exchange relevant course information within each year for all required courses at that level.
- To coordinate major due dates, exams, assignments, grading standards, and activities within each year level.
- To ensure that what is taught in design studios is consistent with the design supplemental course descriptions.

4. DIRECTOR’S ADVISORY COMMITTEE

a. Purpose

To advise the Director and communicate with the faculty.

b. Membership

Five Faculty, three year terms, staggered.
Three elected, two appointed.
The Chair shall be appointed.

c. Meetings

Called by Chair, Director, or at least two committee members, periodically during each semester.

d. Responsibilities

To advise the Director regarding significant School issues related to:
- academic policies;
- the interrelationship of the School with the College, University, and profession;
- budget priorities;
- personnel policies and procedures;
- School facility policies and procedures;
- faculty development and workload.

To augment and maintain communication within the School of Architecture.

To prepare an annual summary report for the faculty.

5. FACULTY SEARCH COMMITTEE(S)

a. Purpose

To assist the Director in identifying potential candidates for vacant faculty positions.

b. Membership

Five faculty (three elected, two appointed), one student, one year term.
In special cases, and with the Committee’s concurrence, additional appointments may be made.
The Chair shall be elected by committee.

c. Meetings

Meetings are held on an as-needed basis.
The initial meeting in the fall semester will formulate notice of vacancy, advertisements, and review affirmative action procedures.
Additional meetings during the fall semester will be held to organize the committee’s operation and begin telephone contacts.
Early during the spring semester, the committee will meet to compare collected information, review candidate qualifications for compliance towards finalizing the candidate pool.
Prepare and coordinate candidate’s material, establish short list and coordinate visits.

d. Responsibilities

To participate in the preparation of the notice of vacancy and position advertisement. They will ensure compliance with the University’s affirmative action plan, policies and procedures towards aggressively pursuing qualified minority and female candidates.

To establish a short list of candidates to be interviewed. Once the candidates on the short list have been interviewed by the School and the Search Committee, the Search Committee will offer each School member adequate opportunity to be interviewed privately by the Committee regarding the candidates. The Committee will especially seek input from faculty in sub-disciplines for which a vacancy is seeking candidates.

To give faculty members the opportunity to rate the final candidates anonymously and the results of those ratings will be conveyed separately to the Search Committee, faculty, and to the Director. Rating categories will be “very highly recommended,” “strongly recommended,” “recommended,” and “unacceptable.”

To review all applications for conformity with criteria, as well as toward making a recommendation to the Director.

To evaluate the strengths and weaknesses of the candidates and convey their judgment to the Director who will make the final selection and identify the offer to be forwarded to the Dean and the Provost’s office.
6. GRADUATE PROGRAM COMMITTEE

a. Purpose
To advise the Director and Head of the Graduate Program on the general administration of the program.

b. Membership
At least three tenured faculty selected by the Director in consultation with the Head of the Graduate Program.
One student member.
The Committee will be chaired by Head of the Graduate Program.

c. Meetings
Meetings held on an as-needed basis to carry out the responsibilities.
During the spring semester, regular meetings to review applicants for admission.

d. Responsibilities
To advise the Head of the Graduate Program on the general administration of the program.
To serve as the admissions committee in reviewing applications and identifying candidates for admission.
To review admitted candidate’s records for compliance to admission requirements and to determine awards of advance standing in the program.
To review and determine compliance with conditions of retention, progression and admission to candidacy by students in the program.
To review the design program mission.
To recommend to the faculty changes in curriculum in the program.
To prepare an annual report to the faculty on the program.

7. HONORS, AWARDS, AND SCHOLARSHIP COMMITTEE

a. Purpose
The committee disseminates information regarding awards, honors, and scholarships to the students and faculty, solicits input from all appropriate constituencies, collects applications and screens applicants, identifies awardees, arranges for the announcement and distribution of awards, honors and scholarships, and informs the Director and Dean.

b. Membership
Four faculty, two appointed by Director, two elected, three year terms, staggered.
Chair appointed by the Director.
The Director or other School staff member serves as Committee Secretary, in charge of all records and communications.

c. Meetings
Meetings may be called by either the chair, the Committee Secretary, or the Director.

d. Responsibilities
To notify students, parents, and faculty of awards, honors, and scholarships.
To collect applications and input from appropriate constituencies.
To review application material and to select student award winners.
To arrange for the announcement and distribution of awards.
To prepare necessary information for the Office of Financial Aid.
To organize awards ceremony.
To prepare an annual report to faculty.
APPENDIX C   COMMITTEES IN THE OTHER COLLEGE UNITS   APPENDIX C

General

In small academic units with less than 10 fte tenured / tenure track faculty lines, the faculty may serve as a committee of the whole to address program issues. See VI.D

1. FACULTY SEARCH COMMITTEE

a. Purpose

To assist the Administrative Officer in identifying potential candidates for vacant faculty positions.

b. Membership

Two faculty elected by academic unit.
One faculty appointed by Administrative Officer of academic unit.
One faculty elected by College.
One faculty appointed by Dean.
One student representative.
The Chair shall be elected by the Committee.

c. Meetings

Meetings are held on an as needed basis.
All needs for faculty search should be discussed in a College faculty meeting.
The initial meeting in the fall semester will formulate notice of vacancy, advertisements, and review affirmative action procedures.
Additional meetings during the fall semester will be held to organize the committee’s operation and begin telephone contacts.
Early during the spring semester, the committee will meet to compare collected information, review candidate qualifications for compliance towards finalizing the candidate pool.

. Prepare and coordinate candidate’s material, establish short list and coordinate visits.

d. Responsibilities

To participate in the preparation of the notice of vacancy and position advertisement. Ensure compliance with the University’s affirmative action plan, policies and procedures towards aggressively pursuing qualified minority and female candidates.
To establish a short list of candidates to be interviewed. Once the candidates on the short list have been interviewed by the academic unit and the Search Committee, the Search Committee will offer each faculty member adequate opportunity to be interviewed privately by the Committee regarding the candidates. The Committee will especially seek input from faculty in sub-disciplines for which a vacancy is seeking candidates.
To give faculty members the opportunity to rate the final candidates anonymously and the results of those ratings will be conveyed separately to the Search Committee, faculty, and to the Program Coordinator. Rating categories will be “very highly recommended,” “strongly recommended,” “recommended,” and “unacceptable.”
To review all applications for conformity with criteria, as well as toward making a recommendation to the Academic Unit Officer.
To evaluate the strengths and weaknesses of the candidates and convey their judgment to the Academic Unit Officer who will make the final selection and identify the offer to be forwarded to the Dean and the Provost’s office.
1. COLLEGE REPRESENTATIVES

a. Library Representative
   One member of the faculty shall be designated by the Dean to serve as the College’s representative to the University Library, to advise in the selection of books. This person will serve as chair of the College and Library and Archives Committee. A minimum term is three years. See College Library and Archives Committee, Appendix B.

b. Faculty Senators
   The faculty shall elect Faculty Senators to represent the College in the UT Faculty Senate. The number of positions is determined by the Faculty Senate. Senators shall be chosen from among the voting members of the faculty and will serve a three-year term.

c. Undergraduate Council Representative
   One member of the faculty shall be elected to serve as the College’s representative to the University Undergraduate Council. The representative shall be chosen from among the voting members of the faculty and will serve a three-year term.

d. Graduate Council Representative
   The Head of the Graduate Program in the School of Architecture shall serve as the Graduate Council Representative.

2. SCHOOL OF ARCHITECTURE REPRESENTATIVES

a. ACSA Councilor:
   The faculty shall elect a Faculty Councilor to the Association of Collegiate Schools of Architecture (ACSA) for a two-year term. The Councilor shall be chosen from among tenured, tenure-track and continuing part-time (70% minimum) faculty.

b. Responsibilities
   • To distribute ACSA information to the faculty.
   • To coordinate ACSA national elections.
   • To send new information to the ACSA News.
   • To represent the School at ACSA Meetings, when necessary.
APPENDIX E FACULTY ANNUAL REPORT FORM, ANNUAL EVALUATION FORM

FACULTY MEMBER’S ANNUAL REPORT FORM

A.  TEACHING / ADVISING
1.  List all courses taught:
   Semester  Course Title  Course Number  Credit Hours  Number of Students

2.  In advising, list number of students and description of effort.
3  Indicate progress in teaching activity, significant events, and comments.

B.  CREATIVE ACTIVITY, SCHOLARSHIP, AND/OR RESEARCH
1.  List work that has achieved peer recognition
2.  List completed work
3.  List work in progress.

C  SERVICE
1.  List service to the Academic Unit and College
2.  List service to the University
3.  List service to the profession
4.  List service to the community

D.  EFFORTS IN PROFESSIONAL DEVELOPMENT

E.  EXPECTED ACTIVITIES FOR THE COMING YEAR

F..  EXPECTED ACTIVITIES FOR THE COMING FIVE YEARS

Signature and Date
Submit to the Administrative Officer by February 1

ANNUAL FACULTY EVALUATION FORM

TEACHING & ADVISING

CREATIVE ACTIVITY, SCHOLARSHIP, AND/OR RESEARCH

SERVICE

STRENGTHS AND/OR WEAKNESSES
Demonstration of competency, initiative, personal growth, cooperativeness, adaptability, dependability, effectiveness of communication.

RECOMMENDATIONS AND/OR COMMENTS ON INTERMEDIATE AND LONG-RANGE PLAN

Signed:  Date:

Signed/Received:  Date: