

**BYLAWS OF THE ARCHITECTURE PROGRAM**

**Ratified by the Department of Architecture 3 April 1978**

**With Revisions through May 2002**

**Revised for the Architecture Program 12 December 2006**

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APPENDIX

1 I. AUTHORITY

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3 In accordance with the Bylaws of the Board of Regents of the University of Nebraska, the Bylaws of the University  
4 of Nebraska-Lincoln, and the Bylaws of the College of Architecture, the structure contained herein is established for  
5 the Architecture Program which administers undergraduate, professional and graduate programs.  
6

7  
8 II. NAME

9  
10 The name of the organization shall be the Architecture Program, University of Nebraska-Lincoln (herein referred to  
11 as the Program.  
12

13  
14 III. POWERS

15  
16 The powers of the Architecture Program shall provide for the immediate governance of the Program by its own  
17 Faculty and include the determining of requirements for academic standards, including faculty performance, in  
18 conformance to statutory requirements.  
19

20  
21 IV. FACULTY

22  
23 Section 1. General

24 The faculty will do everything within their abilities to encourage a dialogue between faculty, to be respectful of each  
25 point of view, to listen intently to each other's point of view, to create a culture where one can express a point of  
26 view without fear, and to take responsibility for the discussion and its quality. Furthermore, each of the faculty will  
27 actively work toward achieving these ideals in faculty interaction, and will refrain from supporting or condoning any  
28 activity that thwarts the faculty from achieving this principle.  
29

30 Section 2. Voting Membership

31 A. Tenured or tenure track faculty, holding full or joint appointments of more than half time in the  
32 Architecture Program, shall constitute the voting members of the Program Faculty.  
33

34 B. Faculty working on degrees offered by the University of Nebraska shall abstain from voting on matters  
35 which directly affect the completion of their degree requirements.  
36

37 Section 3. Method of Initial Full Time Faculty Appointment

38 The Faculty Affairs Committee (FAC) in consultation with the Program Director shall form a search committee,  
39 search for, and present candidates for initial tenure or tenure-track faculty appointments to the Faculty. The  
40 Program Faculty shall be given the opportunity to collectively interview candidates and assess their qualifications  
41 before recommendations are forwarded to the Program Director and Dean. The Program Director and the Chair of  
42 the Search Committee shall set an appropriate time for a meeting of the qualified faculty to allow each to express  
43 their assessment verbally or in writing of the candidate and vote to recommend or not recommend the candidate.  
44 All evaluation and hiring procedures shall conform to current University rules and statutory requirements.  
45

46 Section 4. Responsibilities and Obligations

47 Responsibilities and obligations of the Faculty shall include:

48 a.) Determining educational policies and procedures.

49 b.) Establishing rules for the conduct of its business and approving or disapproving proposals for changes in the  
50 Bylaws.

51 c.) Establishing committees for the conduct of Faculty business and assigning functions and responsibilities to  
52 them.

53 d.) Setting entrance requirements to the Program and requirements for degrees; establishing procedures for  
54 substitutions and various appeals; approving or disapproving the establishment of programs and of courses to be

1 offered for credit in the Program; determining scholastic standards to be met by students in the Program;  
2 establishing procedures for probation, suspension, reinstatement, and other measures related to the maintenance of  
3 academic standards; and establishing other rules concerning curricula, instructional programs, and grading  
4 regulations

5 e.) Advising assigned students in an effective, detailed manner. Advising includes monitoring: the student's  
6 completion of required courses; selection of electives; construction of a realistic work load; and pursuit of  
7 opportunities, services, and goals. Faculty shall consult the University Catalogue and Program Office for required  
8 forms, requirements and processes.

9 f.) Recommending budget priorities for Program development and review of Program budget.

10 g.) Evaluating the Director of the Program as per the College Bylaws..

11 h.) Recommending the acceptance or rejection of nominations for the position of Director to the Dean.

12 i.) Approval of any additional officers.

13 j.) Considering other business brought before it by the Program Director, Standing Faculty Committees, the  
14 Program Faculty, or other authorized persons according to procedures outlined in these Bylaws.

15 k.) Considering other items of broad interest to the welfare of the Program Faculty and student body. The Faculty  
16 as a whole must contribute to the University's mission of excellence in teaching, service to the State, and research.  
17 Faculty members involved in classroom teaching are expected to maintain high academic and professional standards  
18 and maintain competence in their fields through scholarly/creative activities. Faculty members involved in  
19 education and service to the State are expected to keep current in their fields. Faculty members involved in research  
20 or creative activities are expected to assemble the results of their research in publishable or exhibitable form.

## 23 V. ADMINISTRATION OF THE ARCHITECTURE PROGRAM

### 25 Section 1. General

26 The administration of the Program shall be implemented in accordance with Article V – Academic Programs, of the  
27 College Bylaws.

### 29 Section 2. Presiding Officers

30 The principal administrative officer of the Program shall be the Director. The Director is appointed by the Dean,  
31 after appropriate consultation with the Program Faculty, and serves at the pleasure of the Faculty, Dean, and the  
32 Board of Regents.

34 In addition, the Program's officers may include an Assistant Director appointed at the discretion of the Director.

### 36 Section 3. Responsibilities of the Officers

#### 37 A. Responsibilities of the Program Director

38 The responsibilities and obligations of the Program Director are defined in Article V. Section 2.a. of the College  
39 Bylaws.

41 The Director of the Program is the administrative link between the faculty, the Dean, and other programs and  
42 departments within the College and University. The Program Director is expected to provide leadership by  
43 recommending policies and initiatives to the Program Faculty, and to administer and manage the daily affairs of the  
44 Program. Before making major recommendations to the Dean, the Program Director shall consult with the Faculty.  
45 If recommendations of the Faculty differ from the Director's recommendations, the Director shall so inform the  
46 Dean in writing, providing a copy to each member of the faculty.

#### 48 B. Responsibilities of the Assistant Director

49 The responsibilities and obligations of the Assistant Director shall be determined and delegated by the Program  
50 Director, and the Assistant Director shall report directly to the Director.

### 52 Section 4. Term of Office

#### 53 A. Program Director

54 The normal term of office is five years, but may be extended at the pleasure of the Faculty, Dean of the College, and

1 Board of Regents.  
2

3 During the first semester of the fourth year of each term, the Faculty Affairs Committee (FAC) will ask the Program  
4 Director if he/she is willing to serve another term. If the answer is affirmative, a meeting will be scheduled for  
5 Faculty recommendation vote to the Dean. The meeting will be chaired by the FAC chair. The vote will be  
6 confidential. The incumbent will not participate in the meeting and will not vote. The FAC shall report to the  
7 Faculty and the Dean the voting results.  
8

9 B. Assistant Director

10 The Assistant Director serves at the pleasure of the Faculty and the Program Director.  
11  
12

## 13 VI. REAPPOINTMENT, PROMOTION, TENURE AND MERIT 14

### 15 Section 1. General

16 Criteria for Reappointment, Promotion, Tenure, and Merit are included in the Appendix to these Bylaws and shall  
17 serve as the basis for judging a faculty member's eligibility.  
18

19 Each year the Program Director shall evaluate each member of the faculty and on this basis determine who is  
20 eligible for reappointment advancement in rank, tenure and meritorious performance. All faculty members have the  
21 right to recommend individuals for reappointment, promotion, tenure and meritorious performance to the Director.  
22

### 23 Section 2. Procedures

#### 24 A. Faculty Member's Responsibility

25 All faculty members are responsible for keeping the Director advised of their activities. This shall be accomplished  
26 by providing the Director a report of the previous academic year's activities and achievements including the  
27 following summer by October first of each year. In addition, copies of papers, journal articles, books, publication of  
28 creative activity, design awards and other recognitions of achievement should be given to the Director for inclusion  
29 in the individual's departmental file.  
30

#### 31 B. Program Director's Responsibilities

##### 32 1. Evaluation of the Faculty

33 After October first of each year, the Program Director shall complete a standard evaluation form on each faculty  
34 member who has been in the department for at least six months. The faculty member shall have the opportunity to  
35 make an appointment with the Director to discuss this evaluation prior to December first of each year. Tenure-track  
36 Faculty are required to meet with the Director each year to discuss their evaluation.  
37

38 After meeting with the Director, each faculty member shall be allowed to submit additional statements to be  
39 attached to the form, and shall be advised in writing of what must be done to meet the requirements for  
40 reappointment, promotion to the next rank, the granting of tenure, and meritorious performance.  
41

42 Completed evaluations shall be forwarded to the Dean, and carry the signature of the faculty member. After  
43 meeting with the Director, faculty member may request a review of [his/her] status by the Dean.  
44

##### 45 2. Development of Uniform Evaluation Methods

46 It shall be the Program Director's responsibility, in consultation with the Faculty Affairs Committee, to develop,  
47 periodically review, and update uniform evaluation methods and forms. Current approved evaluation methods and  
48 forms shall be included in the Appendix to these Bylaws.  
49

### 50 Section 3. Nominations for Promotion and Tenure

51 By December first of each year, faculty members deemed worthy of promotion and/or tenure shall be recommended  
52 to the Program Director by the FAC or any faculty member. The Director may add [his/her] nominations and is  
53 responsible for notifying faculty members who have been nominated.  
54

1 Evidence of meeting criteria for promotion and tenure should be gathered from all available sources by the nominee  
2 according to the procedures detailed in the Appendix and in accordance with the policies and procedures provided  
3 by the office of the Senior Vice Chancellor of Academic Affairs. These nominations and supporting documentation  
4 shall be presented to the appropriate faculty group as defined by the College Bylaws for consideration. The  
5 recommendations of the appropriate faculty group shall be recorded by the Secretary of the Faculty and presented to  
6 the Director. Normally this will be the tenured faculty with the appropriate rank in the Program.  
7

8 Recommendations for promotion and/or tenure made by the appropriate faculty groups shall be forwarded to the  
9 Dean by the Program Director. The Director shall include an independent written statement of concurrence or lack  
10 of concurrence with each recommendation for promotion or tenure. Faculty members whose nominations for  
11 promotion and/or tenure are not forwarded to the Dean shall be advised in writing by the appropriate faculty group  
12 of what must be done to meet the requirements for promotion or tenure.  
13

#### 14 Section 4. Reappointment of Non-Tenured Faculty

15 The Program Director and Dean shall have sole discretion for the hiring of full and part time adjunct faculty.  
16 Faculty are free to provide the Director input relative to the fitness of those adjunct faculty they have taught with  
17 over the previous academic year for his or her consideration in the rehiring process.  
18

19 The Program Director is responsible for notifying the faculty of the candidates for reappointment for review at the  
20 appropriate time.  
21

22 Candidates are responsible for presenting current resumes and other supportive data in the current format [required]  
23 for tenure review required by the University to the Program Director for review by the faculty.  
24

25 Faculty recommendations for reappointment or non-reappointment shall be prepared by the Secretary of the Faculty  
26 and forwarded to the Dean by the Program Director. The Program Director shall include a written statement of  
27 concurrence or lack of concurrence with each recommendation.  
28

29 Recommendations for non-reappointment must include reasons for the decision.  
30

#### 31 Section 5. Mechanism for Appeals

32 Grievances shall be carried directly to the College's Promotion and Tenure Liaison Committee.  
33  
34

## 35 VII. FACULTY MEETINGS

36

### 37 Section 1. Number and Time of Meetings

38 There shall be a minimum of two Faculty meetings each semester during the academic year.  
39

### 40 Section 2. Presiding Officer

41 The Director of the Program of Architecture shall preside at the meetings of the Faculty. In the absence of the  
42 Director, the Assistant Director shall preside, and in the absence of both, the Faculty shall elect a presiding officer  
43 pro tem.  
44

### 45 Section 3. Secretary of the Faculty

46 The Secretary of the Faculty will be responsible for reviewing the meeting minutes, compiled and submitted by the  
47 Program Assistant. The Program Assistant will distribute the minutes and agenda one week prior to the next  
48 meeting. The Faculty shall elect a Secretary of the Faculty from the full professors on the faculty. The Secretary of  
49 the Faculty will also record the minutes of tenure and reappointment meetings.  
50

### 51 Section 4. Call for Meetings

52 A meeting may be called by any of the following persons or groups:

- 53 a.) Director, Assistant Director, and Secretary of the Faculty or any officer of the College or University
- 54 b.) any Program Standing Committee

1 c.) a group of five members of the Faculty, by submitting a written request to the Secretary of the Faculty.

2  
3 Section 5. Notifications

4 Notifications of the meetings shall be distributed to the Faculty at least seven (7) days in advance; the agendas for  
5 said meetings shall be distributed at least seven (7) days in advance. The Program Director shall be responsible for  
6 assembling and distributing the agenda for each meeting. A meeting may be called in an emergency situation. If the  
7 Faculty votes to suspend rules of notification for said meeting, business may proceed.

8  
9 Section 6. Agenda

10 Items can be placed on the agenda by submitting them in writing to the Program Director. The following persons or  
11 groups may do so:

- 12 a.) the Program Director
- 13 b.) any Program Standing Committee
- 14 c.) any member of the Faculty
- 15 d.) five or more students.

16  
17 In addition, the Faculty, by action from the floor may add items, provided that no substantive matter may be voted  
18 on during the same meeting. Items on the Agenda shall be noted as being:

- 19 a.) for information
- 20 b.) for discussion
- 21 c.) for discussion and action.

22  
23 Section 7. Quorum

24 A quorum shall consist of over one-half of the all faculty members eligible to vote. No business shall be conducted  
25 without a quorum.

26  
27 Section 8 Voting Privileges

28 All eligible faculty members shall have one vote.

- 29 a.) A voice vote may be taken on all matters. However, any division of the house will require a tallied vote.
- 30 b.) Voting shall be by display of hands unless a ballot is requested by a faculty member.
- 31 c.) Faculty members on leave retain their right to vote.
- 32 d.) Proxy votes will be accepted if they are turned in to the Secretary of the Faculty in advance of the vote.
- 33 e.) It is the Faculty member's responsibility to exercise their voting privilege.

34  
35 Section 9. Voting Plurality Requirements

36 The following plurality rules are established:

- 37 a.) A simple majority of those casting a vote will carry a motion, unless otherwise specified. If a majority is not  
38 reached on the first ballot when more than two alternatives or candidates are on the ballot, a second balloting of the  
39 alternatives or candidates receiving the two highest numbers of votes shall be held.

40  
41 Section 10. Student Participation

42 A notice and the Agenda of each meeting of the Faculty shall be posted outside the Program Office and e-mailed to  
43 organization leaders and other elected architecture members of the Student Advisory Board. All students may  
44 participate in meetings without voting privileges. All students can be dismissed from the meeting at the request of  
45 the presiding officer.

46  
47  
48 VIII. STANDING COMMITTEES

49  
50 Section 1. Procedures

51 All Standing Committees shall be established, modified, or terminated, as needed, by vote of the Faculty. The  
52 Faculty shall prescribe the responsibilities and method of selection of such committees. The Chairperson of each  
53 Standing Committee shall report to the Faculty at the end of each academic year, placing a copy of the report on file  
54 in the Program Office. The Chairperson of each Standing Committee shall also maintain a collection of all meeting

1 minutes, to be filed in the Program Office.

2  
3 Section 2. Descriptions

4 Current descriptions of all Standing Committees, including the methods of selection and responsibilities of such  
5 committees, as approved by the Faculty shall be included in the Appendix to these Bylaws.

6  
7 Section 3. Term of Service

8 Except as noted in Section 5, terms of committee service shall start two weeks after the first day of classes of the  
9 academic year. Committee members shall be elected or appointed during the fall semester that begins their term of  
10 service.

11  
12 Section 4. Membership

13 Prior to the completion of the first two weeks of classes of the academic year, the Program Director shall be  
14 responsible for publishing the membership and terms of all Standing Committees for the academic year.

15  
16 Section 5. Vacancies

17 Committee vacancies shall be filled for the unexpired portion of the term as follows:

18 a.) The Faculty shall fill elected position vacancies, after nominations have been requested and received by the  
19 Program Director.

20 b.) The [Program Director shall fill appointed position vacancies by appointment.

21 c.) Student organizations with representation shall determine who shall fill all student vacancies.

22  
23  
24 IX. AD HOC COMMITTEES

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26 Ad Hoc Committees may be established by either the Program Director or the Faculty. Responsibilities of an Ad  
27 Hoc Committee shall be prescribed by its establisher and comply with these Bylaws. The Chairperson of each Ad  
28 Hoc Committee shall report to the Faculty at the conclusion of the Committee's work, or at the end of each academic  
29 year if the work of the Committee lasts more than one year, placing a copy of the report on file in the Program  
30 Office. The Chairperson of each Ad Hoc Committee shall maintain a collection of all meeting minutes to be filed in  
31 the Program Office.

32  
33  
34 X. PARLIMENTARY AUTHORITY

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36 Except where otherwise provided in these Bylaws, all procedures shall be in accordance with *Roberts Rules of*  
37 *Order*, latest revised edition.

38  
39  
40 XI. AMENDMENTS OF THE BYLAWS

41  
42 Section 1. Vote

43 A motion to change the Bylaws including all Appendices of the Program requires the approval of two-thirds of the  
44 members voting.

45  
46 Section 2. Time of Vote

47 A vote on a motion to amend the Bylaws of the Architecture Program and/or its Appendix shall be taken at the next  
48 Faculty meeting following the one in which it was introduced.

49  
50 Section 3. Presented in Writing

51 All amendments to the Bylaws of the Program and/or its Appendix shall be presented to the Faculty in writing at  
52 least one week prior to its introduction.

53  
54 Section 4. Consideration of Amendments and Revisions to the Bylaws

1 Consideration of amendments and revisions to the Bylaws shall be scheduled for and limited to the last faculty  
2 meeting of each academic year unless a two-thirds majority of the voting members of the Faculty requests a special  
3 meeting at some other time or in addition to this scheduled meeting.  
4

5  
6 XII. RELATIONS TO OTHER BYLAWS AND RULES  
7

8 If any conflicts occur between these Bylaws *of the Architecture* Program and other bylaws and rules, the *Program*  
9 Bylaws shall take precedence over bylaws or rules of sub-units of the *Program*, and yield to bylaws or rules of the  
10 College of Architecture, the University of Nebraska-Lincoln, and the Board of Regents of the University of  
11 Nebraska.



**APPENDIX TO THE  
BYLAWS OF THE ARCHITECTURE PROGRAM  
Ratified by the Department of Architecture 3 April 1978  
With Later Revisions Through May 2002  
Revised by the Program of Architecture (April 30, 2007).**

- I. STANDING COMMITTEES
  - A. Faculty Affairs Committee (FAC)
  - B. Student Affairs Committee (SAC)
  - C. Professional Program Committee (PPC)
  - D. Graduate Committee
- II. CRITERIA FOR REAPPOINTMENT, PROMOTION, TENURE AND MERIT
- III. RULES, PROCEDURES AND STANDARDS FOR THE REVIEW OF ACADEMIC APPEALS CASES
- IV. PROCEDURE FOR ADMINISTRATION OF STUDENT EVALUATION FORMS
- V. INTERNATIONAL PROGRAM POLICIES
- VI. FACULTY SABBATICALS
- VII. ACSA FACULTY COUNSELOR
- VIII. FACULTY MENTORS
- IX. TEACHING ASSIGNMENTS
- X. PROFESSIONAL DEVELOPMENT FUNDS

## **I. STANDING COMMITTEES**

### **A. FACULTY AFFAIRS COMMITTEE (FAC)**

#### **Section 1. Membership**

The Faculty Affairs Committee (FAC) shall be composed of one professor, one associate professor, and one assistant professor, all members having equal voting privileges.

#### **Section 2. Selection**

Membership on the FAC shall be limited to full-time faculty elected to that position by fellow faculty members of the same rank.

If a member of the FAC leaves the Program or becomes ineligible for any reason, that member shall be replaced for the unexpired portion of the term by means of a special election consistent with the policy described above.

#### **Section 3. Term of Membership**

Members of the FAC shall be elected at a caucus of the membership of the rank in question during finals week in the spring semester and subsequently serve three-year staggered terms.

#### **Section 4. Chairperson, Meetings and Agenda**

The faculty member with the longest current term of service on the FAC will convene the first meeting and serve as chair of the committee. Meetings may be called by the FAC Chairperson or the Program Director and shall be held as necessary. Agenda items may be submitted to the FAC Chairperson by any member of the FAC or the Program Director. Minutes of all FAC meetings shall be kept on record in the Office.

#### **Section 5. Responsibilities**

The FAC shall serve six purposes:

- a.) advise the Program Director on critical matters of Program policy;
- b.) monitor faculty tenure, reappointment and promotion issues;
- c.) search for new faculty;
- d.) adjudicate and hear appeals and grievances against student peers, faculty or administration;
- e.) administrate faculty awards, fellowships, distinctions, sabbaticals, etc.;
- f.) review Bylaws.
- g.) formation of sub-committees

#### **Part A. Advise Program Director**

The FAC shall advise the Program Director on Program affairs when it is not feasible to consult with the entire faculty. Any decisions made in such consultations should be reported to the full faculty, unless they are of a confidential nature.

#### **Part B. Tenure, Reappointment and Promotion**

The FAC shall conduct activities and issues related to reappointment, tenure and promotion of faculty. The appropriate protocol consists of:

- 1) the Program Director submits a schedule to the FAC
- 2) the chair of the FAC convenes the appropriate tenured faculty for review of the candidate and presides over the meetings.
- 3) the Faculty Secretary submits recommendations to the Program Director.
- 4) the Chair of the FAC meets with the Program Director to discuss the report provided by the faculty Secretary.
- 5) the Chair of the FAC meets with the candidates to inform them of the content and result of the faculty discussion.

#### **Part C. Faculty Search**

The FAC will prepare a position description and announcement in consultation with the Program Director for approval of the Faculty. When a new faculty appointment is required, the FAC will create a Faculty Search Committee to conduct the search. The Program Director, in consultation with the FAC, will prepare a position description, job announcement, and form a search committee when a new faculty appointment is required.

The Search Committee duties include:

- 1.) aggressively seek and search for the most qualified people for the position,
- 2.) actively support the Affirmative Action/Equal Employment Opportunity requirements of the University,
- 3.) follow and abide by the employment guidelines and regulations of the University,
- 4.) receive, process, evaluate and respond to all position applications in a timely and confidential manner,
- 5.) recommend a short list of candidates to the Program Director for Faculty consideration.
- 6) Submit the short list for University review as required
- 7) Serve as the host for campus visits during the on-campus interview phase of the search.
- 8) At the end of the interview phase, the search committee shall call a meeting of the faculty to secure a positive or negative recommendation for each finalist and report the recommendations and views of the faculty to the Program Director.
- 9) Should the Program Director disagree with the faculty recommendation he or she will report both the recommendation of the faculty and his or her position in writing to both the faculty and the Dean for a final decision by the Dean.
- 10) After the successful conclusion of negotiations with the candidate, the Program Director will report to the faculty the terms of the agreement relative to the tenure period.

The Program Director meets with the committee at their initial meeting to instruct them in the research goals and policies. After that, the Program Director withdraws from the search process and awaits the Committee report.

#### Part D. Appeals and Grievances

The FAC is charged with investigating appeals from students who feel they have received prejudiced or capricious treatment and recommending appropriate action to the Program Director. The rules, procedures and standards for the review of academic appeals cases are contained in the Appendix Chapter III of the Program Bylaws.

#### Part E. Administrative Faculty Awards

The FAC shall organize and coordinate Faculty and Program, College and University awards, honors or other distinctions. This includes notifying the faculty of available awards, selection criteria and nominating procedures; soliciting faculty input regarding appropriate candidates; and recommending nominations to the full faculty for approval.

#### Part F. Faculty Development Leave

The FAC shall review and make recommendations on Faculty Development Leave to the Program Director according to the procedures established in the Appendix of these Bylaws, Section VI. Faculty Development Leave.

#### Part G. Review Bylaws

The FAC shall periodically review the Program Bylaws, keeping them consistent and current with changes in governance at the University, College and Program levels. The FAC shall make recommendations to the Faculty for changes to the Bylaws.

### B. STUDENT AFFAIRS COMMITTEE (SAC)

Section 1. Membership

The Student Affairs Committee (SAC) shall consist of three faculty from the Architecture Program, as voting members, and the Program Director (or designee) as a non-voting member.

Section 2. Appointment to the Committee

Membership to the committee is to be appointed by the Program Director.

Section 3. Term of Membership

Faculty members shall serve three-year staggered terms.

Section 4. Chairperson, Meetings and Agenda

A committee chairperson shall be elected by the membership at the first meeting of each academic year. The faculty member with the longest current term of service on the Committee will serve as the Chair of the Committee. The committee chairperson shall be responsible for coordinating committee activities and establishing a committee calendar in conjunction with the Program Director.

Agenda items may be submitted to the SAC Chairperson by any member of the SAC or the Program Director. Minutes of all SAC meetings and sub-committee meetings shall be kept on record in the Program Office.

Section 5. Responsibilities

The SAC shall serve five purposes:

- a) review and admit students into the Program and administered by the College,
- b) administer scholarship, awards and honors to students,
- c) administer the selection of Teaching Assistants and Research Assistants,
- d) Recruitment and Retention
  1. Strategize, orchestrate, and execute a recruitment plan for increasing the number of applicants seeking admission into the First-Year BS in Design curriculum.
  2. Strategize, orchestrate, and execute a recruitment plan for increasing the number applicants seeking admission into the Fifth Year M.Arch. curriculum.
  3. Recruitment efforts may include but should not be limited to: working with the Program's publications course for generating printed degree-specific recruiting material, attending off-campus recruiting events of promising yield, working with the appropriate College contact to modernize and update the Program web-pages, and assisting the Program Director with the coordination and execution of university Red Letter Days.
  4. Retention efforts shall be directed towards 4<sup>th</sup> Year students through the awarding of 5<sup>th</sup> Year student Teaching Assistantships and Program Scholarships in the Spring semester of each year. Beginning no earlier than the day after M. Arch applications are due, the SAC shall provide an expeditious review of the Teaching Assistant applications and determine the recipients of various Program Scholarships on or before March 15<sup>th</sup> of each Spring semester. Students awarded either a TA position or scholarship shall receive written notification of such awards on or before April 1<sup>st</sup>.
- e). Recommend for faculty approval policies and procedures for academic standards and monitor their application.
- f). Formation of subcommittees.

Sub-committees shall be formed by the SAC consistent with the guidelines for membership described below.

Part A. Admissions Responsibilities

1. Admission to the College in pre-architecture or pre-interior design
  - a. Advise the Associate Dean and Program Director on behalf of the faculty and monitor the undergraduate admissions into the College.
2. Admission into the third year of the architecture program
  - a. Review student applications for admittance into the architecture program.

b. Recommend to the Program Director a ranking of qualified applicants and those unacceptable. The Program Director will notify each individual in writing of their status.

c. The committee shall periodically review admission requirements and make recommendations to the faculty for consideration. The review of admission requirements shall coordinate College and Program policy, the pedagogical direction of the curriculum, teaching resources, and space availability. Admission criteria shall be made public for all students to review.

This function shall be performed by a sub-committee of the SAC consisting of three faculty from the architecture program, one faculty from the interior program and the Associate Dean as a non-voting member

### 3. Admission into the fifth year of the architecture program

a. Review and select the most qualified students from student applications for admittance into the fifth year Master of Architecture program. Report to the faculty on the admission process after selections are made.

b. Recommend to the Program Director of the selected applicants, those on a waiting list and those not accepted. The Program Director will notify each individual in writing of their status.

c. The committee shall periodically review admission requirements and make recommendations to the faculty for consideration. The review of admission requirements shall coordinate College and Program policy, the pedagogical direction of the curriculum, teaching resources, and space availability. Admission criteria shall be made public for all students to review.

d. This function shall be performed by a sub-committee of the SAC consisting of the two remaining faculty from the architecture program on the SAC.

## Part B. Scholarship and Awards Responsibilities

1. Maintain a list of all awards and scholarships that are available for students in the Architecture Program. Coordinate this list with the office of the Dean, the Program Director and the Foundation.

2. When appropriate solicit applications for specific awards and scholarships from students, faculty or peer professionals. When necessary review the student body for candidates for scholarships and awards. Review applications, rank and make recommendations to the faculty for approval. After faculty approval, notify students and all appropriate University offices.

3. This function shall be performed by a sub-committee of the SAC consisting of one faculty member from each of the programs involved.

## Part C. Teaching and Research Assistant Selection

1. Solicit and obtain applications for teaching and research assistants, solicit faculty input from those assigned an assistant for the semester in question, review applications and make recommendations for appointment to the Program Director.

2. Periodically review the procedures and selection criteria for Teaching and Research Assistants. Changes to the process should be made to the faculty for approval prior to implementation.

3. This function shall be performed by a sub-committee of the SAC consisting of one faculty from each of the programs affected by assistant assignments.

4. The SAC needs to coordinate the selection of TAs and RAs with the Graduate Committee.

## Part D. Recruitment and Retention

1. Committee will work with the Program Director and admissions coordinator in recruiting activities.

## C. PROFESSIONAL PROGRAM COMMITTEE

### Section 1. Membership

The Professional Program Committee shall consist of three faculty from the architecture program, the Program Director (or designee) as ex officio representing the pre-arch and professional programs, as voting members. In addition, provision shall be made for one undergraduate student and one graduate student representative.

Section 2. Appointment to the Committee

Faculty membership to the committee is to be made by Program Director. The Program Director shall solicit the student organizations for nominations of the student representatives to the committee.

Section 3. Term of Membership

Faculty members shall serve for one year terms, with a maximum of three years continuous service on the committee. Faculty members shall serve three year staggered terms.

The student members shall serve for one academic year and are appointed by the Program Director.

Section 4. Chairperson, Meetings and Agenda

The faculty member with the longest current term of service on the Committee will serve as the Chair of the Committee.

Meetings may be called by the PPC Chairperson or the Program Director.

Agenda items may be submitted to the PPC Chairperson by any member of the PPCA Committee a week prior to the scheduled meeting. Minutes of all PPCA meetings shall be kept on record in the Program Office.

Section 5. Responsibilities

The Committee shall serve the following purposes:

- a) review curricula within the Architecture program,
- b) review and approve course substitutions, and
- c) maintain and curate archival information on all architecture courses offered by the Program for accreditation purposes.
- d) coordinate the set-up of the accreditation exhibit
- e) coordinate the review of Design Thesis

Part C. Archival Activities

1. Maintain a file of course syllabi for every class offered by the Program in coordination with the Program Director. This file shall be maintained in the Program office.
2. Register and archive material from every class in the architecture curriculum. Course materials shall be updated as they are superseded by new student work. Archival material shall maintain examples of high pass and low pass work for all architecture classes.
3. Organize a faculty discussion about the nature of studio work and teaching techniques used at all levels of the curriculum occurs at the end of each semester.
4. The Committee shall serve the following purposes:
  - a) review curricula within the Architecture program,
  - b) review and approve course substitutions,
  - c) maintain and curate archival information on all architecture courses offered by the Program for accreditation purposes,
  - d) coordinate the set-up of the accreditation exhibit, and
  - e) coordinate the review of Design Thesis Projects.

D. POST-PROFESSIONAL ARCHITECTURE GRADUATE COMMITTEE

Section 1. Membership

The Graduate Committee shall consist of four faculty two from the Architecture Program, one from the Interior Design Program and one from the Landscape Architecture Program, who are members of the graduate faculty; and the Program Director (ex officio) member. Members of the Committee should be actively teaching graduate courses. All committee members shall have equal voting privileges.

Section 2. Appointment to the Committee

Committee membership shall be elected by the Graduate Faculty.

Section 3. Term of Membership  
Faculty members shall serve three-year staggered terms.

Section 4. Chairperson, Meetings and Agenda  
A member of the committee shall be appointed annually as Chairperson by the Dean of Graduate Studies after receiving a recommendation from the Program Director. This recommendation will be based on the longest term of current service on the committee.  
Meetings may be called by the Graduate Committee Chairperson or the Program Director.  
Agenda items may be submitted to the Chairperson by any member of the Committee. Minutes of all Committee meetings shall be kept on record in the Program Office.

Section 5. Responsibilities  
The Graduate Committee shall serve four purposes:  
a) review and admit students into the M.S. & PhD. Architecture degree programs of study,  
b) serve as a link with the University College of Graduate Studies,  
c) monitor graduate curricular and course changes, and  
d) recommend faculty membership and fellowship on the graduate faculty.

Part A. Admissions  
1. Review all applications to the M.S. & PhD. Architecture programs.  
2. Make recommendations to the Dean of Graduate College for admittance of qualified applicants.

Part B. Link to Graduate College  
1. Seek, receive and administrate policies established by the Program Faculty in concert with the UNL College of Graduate Studies.  
2. Make recommendations to the Graduate College relative to the award of assistantships and fellowships awarded by the graduate College to students in the MS and PhD. Programs.  
3. Administer and evaluate applicable examinations, memorandums, etc. consistent with Graduate College policies.

Part C. Graduate Curriculum  
1. Review and process graduate curricular and course changes.  
2. Review and act on all substitutions proposed by the graduate students.

Part D. Graduate Faculty Membership  
1. Receive and initiate recommendations for non-tenured or tenure track faculty for membership, on the graduate faculty.  
2. Receive and initiate nominations for Graduate Fellowships for the review and approval of the Graduate Fellows Plenum.

## II. GUIDELINES FOR THE EVALUATION OF FACULTY FOR REAPPOINTMENT, PROMOTION, TENURE AND MERIT

A. Introduction  
This documents sets forth the guidelines to be used in the Program in Architecture in the performance evaluation of faculty for reappointment to non-tenured positions, promotion, tenure (continuous appointment), and merit (salary adjustment). All guidelines shall be in accordance with the Bylaws of the College, the Bylaws of the University of Nebraska-Lincoln, and the Bylaws of the University of Nebraska Board of Regents.

Performance evaluation is an essential part of the process by which faculty members are promoted in academic rank and receive tenure. Properly conceived and conducted, evaluation should also provide feedback on how one's activities relate to the goals of the program, College and University, and should

contribute significantly to one's personal and professional development. The purpose of these evaluation guidelines are multi-fold:

1. To stimulate superior performance by faculty members.
2. To assist faculty members in setting individual goals.
3. To relate the earning of promotion and/or continuous appointment to the Mission Statement of the University.
4. To identify the types of faculty performances which are considered to be important for promotion and/or continuous appointment.
5. To identify types of evidence which may be submitted to administrative authorities responsible for making promotion and/or continuous appointment decisions thereby making it possible for recommendations to be well documented.

The annual evaluation process provides an opportunity to judge the progress of a faculty member's performance during the past year and, more importantly, to develop goals and objectives of achievement for the future. The intent being that the annual evaluation process helps develop the best match between the faculty member's expertise and the institutional mission.

#### B. General Criteria

Faculty members will be evaluated on the basis of their (1) teaching, (2) research\* and (3) service. In keeping with the philosophy and goals of the Program in Architecture, those persons to be advanced must show evidence of performance in all three of the missions of the University: teaching, research, and service. This does not mean that one is expected to excel in all of these areas, but rather that a faculty member should be advanced only if performance in at least two of these areas demonstrates high levels of achievement.

The general criteria elaborated below are to be used as a guide in evaluating an individual's level of performance in each category. Listed criteria should not be interpreted as prescriptive or exhaustive in their scope but merely suggestive of potential areas of focus. In addition, it must be emphasized that examples of evidence shown below are for illustration purposes.

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\*The term "research", as used in this document, includes both basic and applied research and equivalent professional, scholarly, or creative activity appropriate to architecture or related discipline.

#### 1. Teaching

A record of effective teaching is essential for a positive decision on reappointment, promotion, tenure and merit. Teaching activities involve both on-and-off campus instruction, formal and informal learning situations, and classroom and individual instruction. They include the preparation of instructional materials such as course syllabi, bibliographies, case studies, and exams. They also include the effective conduct of classes and leadership of student groups, the direction of individual research projects, master theses and academic counseling.

Criteria for the evaluation of the candidate's teaching performance include both qualitative and quantitative elements. Among the qualitative elements are the candidate's command of the subject, the organization and effectiveness of course materials relative to course objectives, the ability to simplify and incorporate recent research results into the teaching mainstream, and the ability to communicate the subject, and to stimulate and hold student interest.

There is no single immediately and easily measurable indicator of teaching growth and competence of the Program's graduates. However, apart from such a comprehensive but unattainable measure, the following criteria will be used to evaluate a candidate's teaching effectiveness:

- a. Preparation of Instructional Materials
  - \*Effectively identifies educational objectives and organizes courses to accomplish them.
  - \*Demonstrates individual motivation in the area of competence.
  - \*Skillfully and accurately assesses student performance.
- b. Delivery of Instructional Materials



- \*Effectively conducts classes to create an environment which maximizes learning.
- \*Leads students to think purposefully, critically and creatively.
- \*Presents material with logic and conviction such that essential knowledge and skills are imparted to students.
- \*Is able to arouse curiosity in beginning students and stimulate advanced students to creative work.
- \*Ability to make students aware of the relationship of the subject area to other fields of knowledge.
- c. Participation in Other Teaching Related Activities
  - \*Provision of advising or counseling to students beyond the regular advisement program involved with registration.
  - \*Direction of individual research projects, masters theses and dissertations.
  - \*Participation in Program, College and University Committees as well as activities external to the University that support the teaching mission.
- d. Maintaining the Academic Environment
  - \*Engages in planned activities to improve teaching effectiveness.
  - \*Maintains a thorough knowledge in the subject area of the curriculum for which (s)he is responsible.
  - \*Demonstrates ability to incorporate recent research results into teaching.
  - \*Exhibits leadership in teaching innovations.
  - \*Imparts a professional attitude to students.
  - \*Maintains sound academic standards.

To be considered for reappointment, promotion, tenure or merit, a candidate's promotion materials must include a detailed evaluation of his or her teaching performance, supported by concrete evidence. Such evidence must include student input in some form. Examples of evidence in support of teaching performance include:

- a. Courses Taught and Evaluation (List course number, name of course, semester taught, credit hours, number enrolled, the percent of the course attributed to you and overall student evaluation of instructor in each course)
- b. Student Advising (Number of graduate and undergraduate students for which you served as assigned advisor)
- c. Students Completing Written or Design Theses (Number of candidates, degrees, theses titles and dates these completed under your direction)
- d. Advising Student Clubs and Groups (Name of clubs and your role)
- e. Publications Related to Teaching (Authors, title, name of journal or publication, volume, pages and date in the categories shown)
  - \*Journal Articles
  - \*Quarterly
  - \*Journal Abstract
  - \*Symposium or Proceedings
  - \*Books
  - \*Chapters in Books
  - \*Miscellaneous
- f. Editing Publications Related to Teaching (Name of journal or publication which you edited - use the same categories as above)
- g. Grants Related to Teaching (title of proposal, name of grantor, amount and purpose of grant, date received and staff members involved)
- h. Other Teaching Accomplishments (Lectures, computer programs developed, seminars, visiting scholar, informal teaching, etc.)
- i. Professional Improvement Activities related to maintaining currency in the field (Society meetings, offices held, workshops, leaves, etc.)
- j. Significant Contribution and Accomplishments in Job-Related Teaching Activities (Fellowship, prizes, honors, awards, letters of commendation, etc.)
- k. Other (Committees, boards, professional bodies, etc.)

## 2. Research / Creative Activity

The unique composition of faculty in the Program in Architecture dictates the need for a broad perspective on the nature of research activity. For some faculty, research will indeed be carried out in the classical mode involving hypotheses-testing and theory-building. For others, however, research will be of an entirely different sort--for example, developing ways to improve professional practice, experimenting with new materials or media, creating innovative designs or works of art, analyzing the past for forecasting the future, or developing improved methods for the communication of design concepts (to students, the general public, etc.). Therefore, research in this context must be interpreted to mean traditional research, as well as scholarly/creative activities and creative professional activity. Research, as broadly defined above, will be evaluated when it produces work of an original nature, reflecting new or advanced concepts, ideas, theories, or methods.

Research is but one element in the broader realm of scholarship. One's responsibilities as a scholar include ongoing processes of self-improvement and intellectual growth. Keeping current with the literature in one's field, participating in seminars and conferences, travel to sites of professional interest, maintaining contacts with scholars at other institutions--these and other activities are essential if one is to remain up-to-date with the ever-changing body of knowledge, methodology, and technology which characterizes each of our disciplines. All faculty members are expected to manifest scholarship in the sense described here. This will not, however, be an independent basis for promotion. Scholarship represents the input to one's role as a University faculty member; promotion is dependent on the output, that is, on what one does with the intellectual capital.

Research can be evaluated on its quantity, quality and form of dissemination. The form of dissemination is significant for two equal and independent reasons: first, particular forms of dissemination in the academic and professional realm such as refereed articles or design awards can be taken as *prima facie* evidence of the quality of work and its recognition by experts in the field. Non-refereed work in this realm of scholarship may be of similar quality, but requires additional confirmation. Second, the quality and magnitude of its dissemination determines the candidate's contribution to the field and the recognition that the University, College, Program and the candidate receives from the contribution. Work without dissemination does not advance knowledge in the field.

While research quality is impossible to measure in any precise form, several indicators can be used, such as the significance or originality of the work, the soundness of the research methods employed, the candidate's knowledge of previous research, the effectiveness with which the findings are communicated and the acceptance and impact of the work. The following examples of criteria will be used to evaluate the quality of a candidate's research:

- a. Scholarly/Creative Activity
  - \*Demonstrates a capacity for independent thought.
  - \*Exhibits mastery and continued scholarly/creative growth in his/her area of specialty.
  - \*Produces a significant body of high quality scholarly/creative work.
  - \*Maintains a high level of scholarly/creative performance in the area of specialization.
  - \*Is recognized as an authority in the area of specialty.
  - \*Is commissioned or funded by internal or external sources. External sources are more significant than internal sources and the larger the amount the more significant the achievement.
- b. Creative Professional Development
  - \*Develops a professional competence in the practice of architecture or related field.
  - \*Exhibits creativity and involvement in professional work.
  - \*Maintains an active involvement in the programs of professional societies.
  - \*Consults in his/her field, especially on complex problems requiring a depth of understanding.
  - \*Produces a significant body of high quality creative professional work.
  - \*Maintains a high level of creative professional work.
  - \*Gains recognition as a practicing professional.
  - \* Seeks peer knowledge for its quality.
- c. Research

- \*Is able to formulate research questions, plan and implement questions, plan and implement effective procedures for testing and objectively evaluate the results.
- \*Demonstrates the ability to direct assistants, operate within a planned budget and present the result of the research in published form.
- \*Produces a significant body of high quality research.
- \*Maintains a high level of substantive research activity.
- \*Is recognized as an authority in the area of research.
- \*Pursues funding from both internal and external sources.

As is the case with teaching, materials recommending a faculty member's promotion must include a detailed evaluation of his or her research, scholarly/creative activities and/or creative professional development, supported by concrete evidence. Examples of such evidence include:

- a. Scholarly/Creative, Professional or Research Projects (Title, project number, date started, expiration date and nature of your, his or her role in the project)
- b. Active Grants or Contracts Related to Scholarly/Creative, Professional or Research Projects (Title of proposal, name of grantor/contractor, amount and purpose of grant/contract, date received and staff members involved)
- c. Publications Related to Scholarly/Creative, Professional or Research (Authors, title, name of journal or publication, volume, pages and date in the categories shown)
 

*Journal Articles (Refereed or Non-refereed)	*Journal publications of creative work
*Quarterly	*Journal Abstracts
*Research Bulletins	*Book Reviews
*Monographs & Reports	*Books
*Department Publications	*Chapters in Books
*Symposium or Proceedings	*Inventions
- d. Editing Publications Related to Scholarly/Creative, Professional Research (Name of journal or publication which you edited - use the same categories as above)
- e. Major Invited Presentations (International, national, regional, another state or Nebraska-Title of presentation and name of group addressed)
- f. Contributed Presentations of Papers (Title of presentation and name of group addressed)
- g. Other Scholarly/Creative, Professional or Research Accomplishments (Computer programs developed, lectures, seminars, visiting scholar, etc.)
- h. Professional Improvement Activities (Society meetings, offices held, workshops, leaves, travel, etc.)
- i. Significant Contributions and Accomplishments in Job-Related Scholarly/Creative, Professional or Research Activities (Fellowship, prizes, honors, awards, letters of commendation, etc.)
- j. Other (Committees, boards, professional bodies, etc.)

### 3. Service

Each faculty member shall engage in internal Service for both the Architecture Program and College of Architecture, and at the discretion of the individual, may also engage in service to the larger University of Nebraska. The activity, however, to be considered must be related to the academic focus of the Faculty member. Each faculty member will normally be an active participant in, and provide service to community (broadly defined as “the world outside or internal to the University”). The range, extent, and apportionment of both internal and external service will vary, from individual to individual.

One may also voluntarily provide service to the larger public realm, outside and external to the University, as long as it relates to the academic focus of the faculty member. Consultation, whether paid or unpaid, is one form of external service. Consultation is defined as work that does not result in some form of authorship in the professional realm. Consultation that both commissions work and leads to authorship shall hereby be understood as “Research / Creative Activity.” In general, however, such outside work will not be a factor in promotion, unless it involves activities which (1) are so significant or innovative as to

draw widespread attention to the individual and the University, and (2) contribute significantly to specific courses which one offers. (The general statement that "consulting makes me a better teacher" may well be true, but there are significant trade-offs and ambiguities here to suggest that one should never base a quest for promotion heavily on his or her consulting activities). This policy is by no means intended to discourage consulting of a routine nature; the major rewards from such an activity, however, should realistically be viewed as financial rather than academic.

Service to the University will typically consist of participation on committees (Program, College and University) that support and extend the service mission, though may involve other types of activities as well. Service to one's profession includes the holding of offices, serving on committees, organizing conferences or meetings, and other related activities. Service to the community occurs in countless ways. The criteria to be utilized in evaluating a candidate's service activities are threefold:

- a. Effectively participates in the development of and administration of the policies of the University relating to its service mission.
- b. Actively participates in public service related to his/her professional field other than those activities that relate to the teaching and research activities described above.
- c. Contributes to the service mission of the College and the University.

Faculty using service for promotion will develop yearly service plans of work which demonstrates creativity and a high degree of acceptance by clientele. These plans will be developed in association with the Program Director and the Dean of the College will be asked to review and comment. Promotion and tenure will be based on the faculty's judgment of the quality and quantity of the work done according to the service plans of work.

A service plan of work can be developed using the following service activities. A plan of work may not include all of the activities listed nor should it be limited to the activities mentioned. In addition, a service plan should describe goals and objectives for the next year and how they will be achieved.

- a. Technical Assistance to Business, Industry, Government Agencies, Community Groups or Individuals (Number assisted and nature of assistance)
  - b. Programs Conducted (Conferences, workshops, field days, field trips, TV or radio, contests, continuing education, etc.)
  - c. Educational Aids and Materials Developed (Video cassettes, slide sets, computer programs, posters, booths, displays, media releases, etc.)
  - d. Contributed Presentations, Papers, or Displays (Title of presentation and name of group it was prepared for)
  - e. Publications Related to Service Activities (Authors, title, name of journal or publication, volume, pages and date in the categories shown)
 

*Journal Articles	*Symposium or Proceedings
*Books	*Brochures or Fact Sheets
*Chapters in Books	*Journal Abstracts
*Bulletins	*Newsletters
*Circulars	*Manuals
*Magazine Articles	*Miscellaneous
  - f. Publication Activities Related to Service (Edited publications, membership on editorial boards, etc.)
  - g. Grants Related to Service Activities (Title of proposal, name of grantor, amount and purpose of grant, date received and staff members involved)
  - h. Other Service Accomplishments (Tours, etc.)
  - i. Significant contributions and Accomplishments in Job Related Service Activities (Fellowships, prizes, honors, awards, letters of commendations, etc.)
  - j. Other (Committees, boards, professional bodies, etc.)
- C. Specific Criteria for Reappointment, Promotion, Tenure and Merit

#### 1. Criteria for Promotion by Academic Rank

In accordance with Article VII of the College Bylaws, promotions are based on merit and are earned by high levels of achievement as evidenced by contribution to the overall missions of the Program.

For successively higher levels of faculty rank, higher levels of achievement should be expected. In general, promotion to Associate Professor will reflect substantial tangible achievements in teaching and research or

service and promotion to Professor will be based on major achievements in research or service and continue excellence in teaching.

In evaluating the candidate's qualifications, reasonable flexibility shall be exercised. The Program as a whole must excel in all three mission categories stated below but individual faculty members may be more proficient in some than others. In general, promotion to the rank of Associate Professor and above should be based on high levels of achievement in at least two of the categories listed below. Promotion in rare instances may be made in recognition solely of outstanding teaching, superior research, creative activity, professional achievements or service. Criteria for evaluating candidates for promotion by academic rank follow:

Assistant Professor. Individuals being recommended for promotion to this rank should have completed the terminal degree and/or certification(s) that are standard prerequisites for an academic appointment in architecture or related discipline. Exceptions to this requirement will be limited to those cases where documented professional accomplishments are sufficient to merit waiver of the standard. Additionally, the candidate must show promise in the areas of teaching, research, and service. For promotion to this rank a candidate should have:

- a. A background of professional education and experience which gives clear evidence that he/she has the potential qualities to make a contribution to the overall academic program:
- b. The terminal degree in his/her field.

Associate Professor. To be promoted to this rank an individual must display a sustained record of academic accomplishment in two of the three areas of academic endeavor (teaching, research, and service). This record of accomplishment must document an emerging reputation of regional or national scope in the candidate's field. For promotion to this rank a candidate should have:

- a. Demonstrated that he/she is an effective teacher and is so recognized by his/her academic peers and students;
- b. Taken initiative in developing and improving the educational programs within the Architecture Program.
- c. Cooperated with his/her colleagues in the affairs of the Program and the College, demonstrating strong academic responsibility;
- d. Demonstrated accomplishments which are recognized at the local or state level in at least one of the following: research, scholarship/creative activity, creative professional development or public service.
- e. Professional Registration for Architecture Program Faculty.

Professor. To attain the rank of professor, most phases of a candidate's work should be judged excellent. The rank of professor is reserved for those faculty members whose achievements are sufficient to merit widespread recognition as distinguished authorities in their field, evidencing a level of sustained creativity. Such creativity is of the sort that would merit national or international recognition. For promotion to this rank a candidate should have:

- a. Shown continued growth in the areas enumerated under the Associate Professor category; acquiring recognition in national or international academic or professional circles.
- b. Demonstrated continued teaching excellence.
- c. Achieved recognition by his/her academic or professional peers as an authority in his/her field of specialization;
- d. Made important contributions in a least one of the following: research, scholarship, creative activity, public or professional services.

## 2. Criteria for Tenure

In accordance with Article VIII VII of the College Bylaws, tenure is a privilege accorded to a faculty member after he/she has demonstrated the professional and personal qualifications required for acceptance as a permanent member of the faculty. The award of tenure (continuous appointment) is a long term commitment by the Program to the candidate, and therefore, requires a rigorous, in-depth evaluation of the faculty member's accumulated accomplishments and a determination of whether the performance is likely to meet expectations for the indefinite future. The award of tenure requires the candidate to demonstrate that such a commitment is justified. The tenure decision ultimately is based on a prediction of a faculty

member's future performance, a prediction grounded on the quality and quantity of work accomplished during the probationary period.

3. Criteria for Merit Raises in Salary

Salary adjustments for meritorious performance shall be based upon the judicious annual evaluation of the candidate in terms of the General Criteria listed in Section IIB and the specific criteria for academic rank shown in Section IIC.

4. Criteria for Reappointment

In accordance with Article IX VII of the College Bylaws, annual reappointment shall be awarded to non-tenured faculty demonstrating:

- a. A willingness to perform for the betterment of the goals and objectives
- b. Teaching competence and growth
- c. Progress in professional development.

The tenure review will conform to the following time-line:

- a) Annual faculty review of continuing appointments in the 2nd, 3rd, 4th and fifth year. No faculty review will take place in the first year of a specific term appointment.
- b) A mid-term review (at the beginning of the 4th year) by tenured faculty of the candidate's performance, based upon a complete evidence report (see current procedures) reflecting the activity up to the mid-term period, and an external peer-review of submitted evidence.
- c) A yearly follow-up by the chairperson and the faculty mentor; and
- d) A final departmental review by tenured faculty (see current procedure).

### III. RULES, PROCEDURES AND STANDARDS FOR THE REVIEW OF ACADEMIC APPEALS CASES

The Faculty determines the character of courses which includes content, instructional, and grading procedures. Students should be informed of these matters in writing at the beginning of each course. Each student has the right to a course grade based upon an unbiased evaluation of his/her performance and the specified grading procedure. A student has the right to ask for clarification of the basis for his/her grade.

Appeal of grades in undergraduate and graduate level courses shall be made through the published appeals process for the University of Nebraska-Lincoln. Students who believe their evaluation in a course has been prejudiced or capricious must first attempt to resolve the matter with the course instructor and then with the program through which the course was offered.

After attempting to resolve the disagreement with the faculty member in all cases, appeals will be made in writing to the Program Director. The appeal must specifically outline the grounds for the appeal. Appeals can only be based on prejudice or caprice. The Program Director will forward this to the Chair of the Faculty Affairs Committee for their deliberation.

The faculty member shall have the right to be informed, in writing, of the specific allegations of improper grading procedure. The burden of evidence lies with the individual appealing the evaluation. The faculty member shall have sufficient time to regard these allegations and to prepare a written statement in response. Copies of both the complaint and the response shall be filed with the Program Director.

The Faculty Affairs Committee shall convene a hearing to consider the appeal. Both the student and the faculty member shall have an opportunity to present evidence on their behalf. The student shall have the right to appear with an advisor of his/her choice. The Committee shall respect the right of the faculty to be protected from capricious and uninformed judgments, as the student shall be based upon respect for privacy of the individual: student and faculty alike. Information from these proceedings shall not be made available to unauthorized persons on campus or to any person off campus without the consent of the parties involved, except under legal compulsion.

The Faculty Affairs Committee may, upon finding evidence of prejudiced or capricious evaluation, recommend for changing the student's evaluation.

If the matter is not resolved, an undergraduate student may file an appeal in writing through the Grading Appeals Committee of the College of Architecture; a graduate student may file an appeal in writing through the Curriculum and Academic Committee to the UN-L Dean of Graduate Studies who shall inform the student of the grade appeal procedures approved by the Graduate Faculty or by their duly appointed representative Graduate Council and shall forward the appeal to the student-faculty committee or council which is designated to hear graduate-level course grade appeals on that campus. Since awarding grades in courses occurs at the individual campus level, the decision of the UN-L campus committee designated to hear the case on behalf of the Graduate Faculty shall be final and not subject to further appeal.

#### IV. PROCEDURE FOR ADMINISTRATION OF STUDENT EVALUATION FORMS

During the eighth week of class, a member of the staff will place the appropriate number of student evaluation forms for each class in an envelope. The envelopes will then be placed in the faculty mailboxes for administration to the students sometime between the eighth and twelfth week. The instructors are to distribute their own student evaluation forms. Each instructor should select a student to be responsible for these forms. The instructor should then leave the room. The student will gather the forms when completed and return them to the department office in the envelope provided.

Upon receipt, the program office will send the forms to the Teaching and Learning Center for summary of the responses. The evaluation of forms and two summaries will be returned to the program office where a member of the staff will distribute them: one summary and the evaluation forms to the faculty member; and the second summary to the Program Director.

#### V. INTERNATIONAL PROGRAM POLICIES

##### Section 1. Scope

Recognizing the necessity of a global perspective in architecture and interior design, the College of Architecture for many years has actively encouraged students to take advantage of the opportunity to study in a foreign country. The first experience of this type was a semester in London, England which emphasized architectural design and studies in an urban setting. Because of the popularity and success of the London program, similar studies have been developed in other countries. As the demand for cross-cultural experience continues, the scope and number of international programs continues to grow and evolve to meet the needs for awareness and understanding of different cultures.

##### Section 2. Goals/Opportunities/Expectations

The Architecture Foreign Programs are designed to accommodate a generous cultural experience in a foreign setting. Each program has a uniqueness based upon the location and length of stay and post-program travel. Each host school makes every effort to provide a "home" or "base" by helping to identify available and relevant classes and professors, housing, and cross-cultural events and activities. Course work and classes are assigned to meet the needs of the individual student as specified by his/her advisor. Because the academic programs at each foreign institution are different, students may select from a variety of courses which can be used to satisfy UNL requirements.

##### Section 3. Specific Programs and Eligibility

###### A. London, England.

Each spring semester qualified students may elect one semester of resident studies in London, England. The program is offered to fourth-year Interior Design and Landscape Architecture students and fifth-year architecture students. Any slots not filled by one of the disciplines can be filled by the other discipline students at the discretion of the faculty member taking the group. Under the direction of a faculty member from either the Architecture Interior Design, or Landscape Programs, the program is annually

accommodated by a variety of selected professional courses with cooperative assistance from educators and practicing professionals in the greater London area.

#### B. Dublin, Ireland.

During the fall semester students that qualify can spend one semester in Dublin, Ireland studying at the Dublin Institute of Technology. Students are expected to take a variety of undergraduate classes which can be substituted for similar courses in Architecture or Interior Design. The program is offered to fourth-year architecture students only. While in Ireland, a College of Architecture faculty member will also be on location during a faculty exchange for approximately six weeks of the semester.

#### C. Hanover, Germany.

During the spring semester and into the summer, qualified students in Architecture may elect course work in residence at the University of Hanover, Germany. Under the direction of a College of Architecture faculty member, students work directly with German faculty and students in course work that matches their own special needs and interests. The program is open to fourth year Architecture and Landscape Architecture students only.

#### D. Xian, China

The College of Architecture has a formal agreement for an exchange of faculty and students with the Northwest Institute of Architectural Engineering at Xian, People's Republic of China.

#### Section 4. Faculty

Faculty for the London, Dublin and Hanover programs are selected on a rotating basis from Architecture Interior Design, and Landscape Architecture faculty. In order to be selected, all faculty must have a full-time position in the department and be on tenure track.

### VI. FACULTY SABBATICALS (FACULTY DEVELOPMENT FELLOWSHIPS)

#### Section 1. Definition

The Faculty Sabbatical allows a faculty member the opportunity to engage in scholarly research, artistic activity, or study of teaching or professional innovations which will improve the faculty member's ability to contribute to the academic program of UNL.

#### Section 2. Applications

Requests for Faculty Sabbaticals (Faculty Development Fellowships) will be made in the form of a written proposal to the Faculty Affairs Committee (FAC).

#### Section 3. Procedure

Application for the program must be in the form of a written detailed proposal submitted nine months prior to the anticipated starting date of the fellowship. Faculty who have had a Faculty Development Fellowship within the past six-year period or who have not been at UNL for six years are ineligible. Everyone else is eligible.

The FAC shall review each proposal and judge it upon its individual merit. The proposal must provide evidence that the activities contemplated can actually be carried out. Proposals must meet all of the requirements as stated in the University Bylaws in the section on Faculty Development Fellowships. Fellowship awards will be made on a competitive basis under rules determined by the faculty of the department.

The FAC will make a written recommendation to the Program Director of their selection. Upon receiving the written recommendation(s) from the FAC, the Program Director will rank order the candidate(s) and make an appropriate recommendation to the Dean. The Program Director will notify the candidate(s) and faculty of this decision prior to sending this information to the Dean.

### VII. ACSA FACULTY COUNSELOR



### Section 1. Role of the ACSA Faculty Counselor

The ACSA Faculty Counselor is a full-time faculty member selected by each full and candidate member school who serves as the liaison between the ACSA organization and the individual faculty member at each school.

### Section 2. Responsibilities

#### A. National Level

On the national level the responsibilities of the ACSA Faculty Counselor include:

1. Serve as the liaison between the ACSA national office and member school, as well as its individual faculty members.
2. Act as both liaison for and generator of activities which will enhance the goals of ACSA's member schools.
3. Encourage faculty participation in ACSA programs.
4. Determine the vote of the member school on official ACSA business transacted by mail ballot.
5. Serve as the conduit for items of general interest on school activities for publication in ACSA News.
6. Distribute to full-time faculty ACSA News, JAE, competition posters and program books, and other publications and announcements regarding ACSA activities and issues from the national office.

#### B. Regional Level

On the regional level the responsibilities of the ACSA Faculty Counselor include:

1. Represent the school at regional caucuses at the regional and national meetings.
2. Cooperate with other members of the regional council and regional director in organizing a variety of programs.
3. Advise the regional director of issues and opportunities which ACSA should address.
4. Nominate faculty for position of regional director and determine the vote of the member school on official ACSA business transacted by ballot.
5. Serve as organizer and host for a regional meeting if held at UNL, in coordination with the regional director.

### Section 3. Qualifications and Selection

- A. The Faculty Counselor should be elected by the faculty and approved by the Program Director.
- B. The Faculty Counselor should be tenured or tenure track.
- C. The Faculty Counselor should serve a minimum of three years.
- D. The Faculty Counselor should not be a full-time administrator.

## VIII. FACULTY MENTORS

### Section 1. Definition

Each tenure-leading faculty member shall have the option to select a faculty mentor. Mentors are available for advice and guidance in issues of research, teaching and service. Mentors are also available to assist in formulating plans of action, providing interpretations of University, College and Program requirements and recommending opportunities both within and outside of the University. Additionally, the mentor will perform as a representative of the non-tenured faculty for purposes requiring confidentiality of procedures.

### Section 2. Selection

After the first semester in the Program, each tenure-leading faculty member is requested to select an academic mentor from the group of tenured faculty members. The selection must be based on mutual agreement and with the coordination of the Program Director. The agreement may be dissolved at the request of either party.

## IX. TEACHING ASSIGNMENTS

The Program Director will plan and schedule all classes for each academic year. This includes fall and spring semesters and summer sessions. Each spring semester the Program Director will provide the faculty with the proposed class schedule for the next academic year. This will also include a suggested professional elective rotation for the next year for review by faculty. In developing class schedules and teaching assignments, the following criteria are considered:

1. All full-time faculty in the Architecture Program will teach a load consistent with their appointment.
2. No faculty member owns a course. In case of multiple requests for a single course, a principle of rotation will be invoked.
3. Faculty members are expected to take their turn at courses that must be offered if there are insufficient volunteers to staff required courses.
4. A reduced teaching load (one course per semester) should be provided to the Program Director for administrative reasons. The Assistant Director load should be adjusted consistent with their appointment.
5. When scheduling courses, the Program Director will discuss assignment options with all faculty members at their annual review. To the extent possible, while offering a balanced curriculum, preventing undue repetition, and covering required courses, faculty preferences will be honored.

## X. PROFESSIONAL DEVELOPMENT FUNDS

Each faculty member can request development funds for use toward travel, conferences, subscriptions, books, software, etc. Anything bought with this money becomes property of the University. Money once allocated must be used for that purpose and that purpose alone.

In an effort to be as equitable as possible with the funds for travel, the following priority list is applied to the distribution process:

1. individuals giving papers at conferences
2. individuals participating in the conference as mediators
3. individuals attending conferences or meetings with professional organizations where our representation is important to the educational mission of the Program.

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