

School of Architecture : College of Design : University of Kentucky
Guidelines for Faculty Appointment, Reappointment and Promotion
29 July 2022

LECTURER TITLE SERIES

The School of Architecture – committed to excellence in instruction, scholarship, creative activity, and service – values both versatility and collegiality in its Faculty. Impacting Lexington, the Commonwealth, the nation, and the world, our Faculty leverage coherent and robust research programs, carry out careful evaluation and dissemination of scholarly and creative work to reach audiences in the profession, in academia and in the community.

Members of the tenured Faculty in the School of Architecture regularly review evidence from the teaching, creative activities and service of any Lecturer according to the percentages assigned by the Director of the School on the annual distribution of effort (DOE) form.

The Tenured and Tenure-Track Faculty in the School of Architecture have determined that the maximum number of Lecturer Series Faculty in the School of Architecture must be no more than 25% of the total number of tenured and Tenure-Track Faculty.

The evaluation procedures for appointment, reappointment and promotion follow university regulations (AR 2.9, AR 2.1-1, including Appendices I, II, III) and the School of Architecture's standard practices. Essential to all these evaluations is performance in teaching, research, creative activities, and/or service.

The process for appointment begins once the Dean of the College of Design and the Provost approve a search for Faculty in a Lecturer Title position.

Following approval, the Director of the School of Architecture will appoint a Search Committee composed of tenured, Tenure-Track and Lecturer Faculty in the School of Architecture. In relevant cases, the Director may decide to include Faculty from other units on the committee, but at least 75% of the committee should consist of Faculty from the School of Architecture. In addition, at least 75% of the Faculty from the School of Architecture should be Tenured or Tenure-Track Faculty.

The committee will write the description of the position for advertisement and evaluate the applicants. As part of the search process, the committee must consult with all tenured and untenured Full and Associate Professors, all Assistant Professors and all Full-Time Tenure-Ineligible Faculty in Architecture (including Lecturers and Senior Lecturers) at or above the rank at which the Lecturer Title Faculty will be appointed. The AR requires these Faculty to submit written judgments to the Search Committee and Director of the School of Architecture. The Director will then recommend a candidate to the Dean of the College of Design. After receiving the recommendation, the AR states that "[t]he dean shall obtain, as appropriate, the written recommendation from the college's advisory committee [The CoD APT committee] and then act upon the recommendation from the educational unit administrator." If there is a discrepancy in the

recommendations, the Dean will include both recommendations in the dossier, which will then be forwarded to the Provost for approval. (See AR 2.1-1, VIII.3. and Appendices I and III.)

Evaluation for reappointment occurs through the annual performance review process. It is led by the Director of the School of Architecture, who, with the help of the Architecture Status of Faculty Committee, consults with the tenured and Tenure-Track Faculty in Architecture. Letters from the Faculty are not required. The Director submits the unit's decision to the Dean of the College of Design, who makes the final decision concerning reappointment. (See AR 2.1-1 Appendices I and III.)

In cases of terminal appointments and decisions not to reappoint:

- the Director must obtain written judgments from all Tenured and Tenure-Track Faculty. (See AR 2.1-1 Appendix I.)

- the Dean must consult with the College APT Committee and obtain its written recommendation. (See AR 2.1-1, VIII.B.2.)

The Dean makes the final decision in cases of terminal reappointments or decisions not to reappoint. In the event of any disagreement on reappointment between the Dean and the Director and Faculty of the School of Architecture, the Dean should make the reasons for the final decision clear to the Director and the Faculty of the School of Architecture. Lecturers are entitled to file an appeal with the Provost.

In the event of any disagreement on appointment, reappointment or promotion between the Director of the School of Architecture and the Faculty of the School of Architecture, AR 2.1-1, VII.H: Recommendation of the Educational Unit Administrator to the College Dean offers the following procedure for resolution:

"The educational unit administrator shall add to the dossier all written judgments received from the unit Faculty, and his or her written recommendation, and forward that completed dossier to the dean. Where disagreement occurs between the educational unit administrator and the consulted educational unit Faculty concerning a recommendation, the educational unit administrator shall report this difference with adequate documentation to the dean and also notify the consulted unit Faculty regarding such action."

After five years of continuous service a Lecturer may be considered for a promotion to Senior Lecturer upon the recommendation of the Director.

The procedures for evaluation for promotion to the Senior Lecturer position follows the regulations in AR 2.1-1, Appendices I and III: Each tenured, Tenure-Track and Senior Lecturer Faculty in Architecture must submit a letter to the Director of the School of Architecture evaluating the Faculty member under consideration. The Director then submits a letter of evaluation to the Dean of the College of Design, who obtains a letter from the College APT committee. The Dean then writes a letter of evaluation and submits it to the Provost, who makes the final decision concerning the promotion. Review by an Area Committee is not required.

For promotion to the Senior Lecturer position, the Faculty member is required to submit a dossier that includes the following: a CV, DOEs, APRs, and a portfolio that includes teaching, research and service. (See AR 2.1-1 Appendix II - Dossier Contents for a full list.)

The School values candidates for contract renewal and promotion who embrace:

Versatility

1. all Faculty should contribute to the school beyond their own particular area of expertise to make contributions to the curriculum as a whole
2. all Faculty must show evidence of being able to balance teaching, creative activities and service activities

Coherence

3. Faculty must establish a rationale to underpin approaches to creative activities, teaching, and service
4. in approaches with depth, Faculty pursue focused and specialized creative activities, teaching, and service, eventually providing an evidence of a strong pattern of focus in a particular area
5. rather than the pursuit of a specialized area, Faculty can pursue work of synthesis that demonstrates a breadth of knowledge and expertise to bridge various aspects of design

Collegiality

6. co-operative interaction with members of the university community, other universities, as well as with departmental colleagues and professionals outside the department
7. willingness to take on organizational efforts for coordination of critiques, lectures, presentations, committee work, teaching college-level courses, coordinate/participate in field trips, develop new course(s), network with professionals and members of the community outside the department, and professional service to the community or profession

The following statement, approved by the AAUP in November 1999 indicates that Faculty should not independently assess collegiality as a distinct capacity but rather embrace the successful execution of teaching, scholarship, and service as integrated practice. www.aaup.org/AAUP/pubsres/policydocs/contents/collegiality.htm

When weighing cases for contract renewal and promotion to Senior Lecturer, candidates may be assessed on the following:

TEACHING

Course + curriculum balance

Teaching in an area of expertise but also teaching more broadly

Continuing course refinement as it links to curriculum issues (continued on next page)

Evidence of advancing the curriculum
Meeting with prospective students and assisting with recruiting
Planning field trips and education abroad opportunities
Advising student organizations
Providing both lecture courses as well as studio courses
Collaborating with others

Evaluations + reviews

Evidence of teaching excellence, as demonstrated by formal teaching evaluations, peer reviews, evidence of student work or achievement of learning outcomes, or other measures of teaching effectiveness.

Consistent growth

Evidence of advancement in the classroom
Evidence of research informing the teaching enterprise
Involvement of activities that increase understanding of discipline
Keep current understanding of discipline in classroom

CREATIVE WORK

Scope

Consistent evidence of productivity
Intellectual contributions to the field
Balancing collaborative and individual efforts
Scholarship to address teaching and learning about design

Review + Dissemination

Peer reviewed work in the public domain (journal articles, essays, books, or book chapters)
Presentations to colleagues at conferences (regional, national, international) are weighed more highly than presentations to community groups
Research communicated through invited exhibits, competitions and awards that acknowledge candidate's work are highly valued

SERVICE

Sustained level of service over the review period
Actively contributing to growth of the academy and profession
Service that supports research and teaching