

SCHOOL OF ARCHITECTURE FACULTY/SCHOOL GOVERNANCE 2010

1. Major standing SOA faculty governance units

General Faculty Committee:

All faculty members; voting rights are afforded per University guidelines.

Executive Committee:

The Executive Committee (EC) reviews, discusses, and, with the Dean of the School of Architecture (School), makes recommendations on faculty recruitment, hiring, retention, and promotion, as well as annual performance relevant to compensation adjustment and post-tenure reviews. At the Dean's discretion, the Dean may also bring before the Executive Committee, for its advice, other matters significantly involving the School's budget.

Membership: The EC shall be chaired by the Dean, and is composed of tenured and tenure-track members of the faculty elected by the voting faculty. Each EC member's term of office shall be two academic years, with half of the terms expiring each year. The composition of the EC shall be as follows:

- Full Professors: Eight (made up of four members from Architecture, two members from Community and Regional Planning, one member from Interior Design, and one member from Landscape Architecture).
- Associate Professors: Six (made up of three members from Architecture, one member from Community and Regional Planning, one member from Interior Design, and one member from Landscape Architecture).
- Assistant Professors: Five (made up of two members from Architecture one member from Community and Regional Planning, one member from Interior Design, and one member from Landscape Architecture).

Notes:

- Professors holding joint appointments are eligible to represent their UTSOA area affiliations (Architecture, Community and Regional Planning, Interior Design and Landscape Architecture).
- Dean: One (chair, with tie-breaking vote only). Assistant Dean for Administration: One (staff support; ex officio with no vote).

Elections: An election for the following academic year will be held before the end of the spring semester and employ the Hare system (rank order in each category). A faculty member may be re-elected to the EC to serve indefinite consecutive terms.

Search Committees: Search committees are appointed by the Dean (when required) to conduct national and international searches for new tenured and tenure-track faculty positions

Third Year Review Committee(s): The Dean appoints a Third Year Review Committee for each Assistant Professor to consist of three EC members, of which two members must be tenured. The review is conducted during the Assistant Professor's sixth long semester in residence. A semester in residence is any long semester in which the Assistant Professor is not on an officially approved leave of absence. The purpose of the Third Year Review is to assess overall performance with respect to prospects for future promotion to Associate Professor with tenure. The committee reviews the Assistant Professor and reports on teaching, scholarly activity, and service. The EC then provides an evaluation of either satisfactory or unsatisfactory performance to the Dean. Either evaluation may be accompanied by suggestions for improvement or, in the case of unsatisfactory, a recommendation for subsequent review

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or for termination prior to the normal six-year probationary period. The Dean reports the results of the review to the Assistant Professor.

- Notes: To conduct the review, the committee advises the Assistant Professor to provide all information on teaching, scholarly activity, and service which the Assistant Professor believes relevant to potential promotion. The committee will normally request that the Assistant Professor make a presentation before the EC as practice for the future promotion review.
- The criteria for evaluation and performance may be elaborated in detail in a supplementary document prepared by the EC. If the EC provides such a detail document, it will be available through the office of the Dean.

Compensation Committee: The Compensation Committee evaluates faculty annual reports and self evaluation scoring to make fair and equitable recommendations for merit increases in faculty compensation.

- The committee consists of the Dean and a minimum of two members elected by the EC from the ranks of the EC. At least one member of the committee other than the Dean must be a full professor. Committee members are elected for staggered two-year terms.
- Faculty who fail to submit the faculty annual report and self evaluation scoring by October 15 will not be considered for merit compensation. Under extraordinary or emergency conditions the Dean may authorize a later due date for the faculty annual report and self evaluation scoring.
- Faculty members on leave for two consecutive long semesters are not required to submit an annual report during their leave.
- Based on an in-depth analysis of the strengths and weaknesses of the faculty member's achievements appropriate for the faculty member's field the committee will adjust a faculty member's self-scoring evaluation up or down. The results of the committee's adjustment scoring shall be presented to the EC no later than the first meeting in April or such date prior to the first meeting in April as may be required to adhere to the University's budget schedule. The Dean's Office will notify each faculty member in writing of his or her adjusted score. Faculty members have the right to appeal the results of the adjusted score to the compensation committee and to present evidence of why a further adjustment is appropriate. The committee shall present the final adjusted self-scoring evaluation to the EC for approval no later than the last meeting in April or such date prior to the last meeting in April as may be required to adhere to the University's budget schedule. A simple majority of the EC is required for approval of the final committee report. The report is used by the Dean to make annual salary adjustments consistent with University budget guidelines.

Committee of the Whole: For matters concerning reappointment of all faculty (excluding adjuncts), promotion, and post-tenure review, the EC will serve as a committee of the whole to consider matters informally and to act formally as required.

- Policies concerning reappointment, tenure and promotion in The University of Texas System are set forth in Part One, Chapter III, Section 6 of the Rules and Regulations of the Board of Regents of The University of Texas System. All UTSOA faculty, including Lecturers, are expected to be

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familiar with UT System and institutional policies related to appointment, reappointment, tenure and promotion.

- Assistant Professors facing promotion review pursuant to the end of the six-year probationary period must be formally reviewed according to the following schedule:
 - a. Fall of fifth year: EC determines by secret vote whether to hear the case.
 - b. Spring of fifth year: EC hears the case and determines by secret vote whether to continue the case or, for assistant professors, recommend termination of the appointment.
 - c. Fall of sixth year: EC conducts final review of candidate's complete dossier and determines by secret vote whether to recommend promotion or not recommend promotion.
- The individual faculty member may apply for consideration for promotion and/or tenure when, in the judgment of the faculty member, his or her record merits such consideration. Associate Professors may force formal promotion review after ten years in rank in accordance with University policy. The application for consideration shall follow the same schedule that applies to assistant professor reviews. The EC will determine by secret ballot if it will hear the case. If the committee votes yes, the review will proceed according to schedule. If the committee votes no, the candidate's application is rejected.

Studies Committees: Architecture Graduate Studies Committee (Architecture GSC), Planning Graduate Studies Committee (Planning GSC), Architecture and Interior Design Curricula Committee.

Responsibilities: Each of these three Studies Committees have the following responsibilities:

- a. Curriculum
- b. Graduate Admissions (Undergraduate admissions is the responsibility of the Associate Dean for Undergraduate Studies.)
- c. Consultation with the associate deans on teaching assignments
- d. Nominations for some UT-Austin-wide student awards and scholarships (some are via the graduate advisors)
- e. Consideration of special requests for student coursework.

The GSCs have the following specific responsibilities according to UT-Austin policy (the Graduate School Policy Manual: <http://www.utexas.edu/ogs/gspolicymanual/toc.html>) (Revised July 2, 2002):

- a. The GSC makes recommendations concerning new graduate courses and changes in graduate courses in that area. Each GSC designates its course offerings and instructors for them. Both require approval of the departmental chair (or dean in the case of schools or colleges that have no departments).
- b. The GSC is responsible for recommending admission of students to its program. It has the option of setting admission requirements higher than or supplementary to those of the Graduate School. If the GSC desires to admit a student who does not meet the minimum criteria of the Graduate School, a petition must be submitted to the Vice President and Dean of Graduate Studies.
- c. Each GSC is responsible, with the approval of the Vice President and

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Dean of Graduate Studies, for setting specific requirements for degrees and for publishing those requirements and its list of courses in *The Graduate Catalog*.

- d. In addition to the specific requirements for degrees, each GSC may establish supplementary requirements for continuation in its program.
 - e. Each GSC is responsible for certifying and recommending students for admission to candidacy for all graduate degrees in its academic area. The committee, with the concurrence of the Graduate Adviser, submits to the Vice President and Dean of Graduate Studies the names of persons proposed for appointment as chairs and members of supervising committees.
 - f. Each GSC is responsible for certifying that doctoral students in its academic area are eligible to receive the degree upon receiving satisfactory approval of the dissertation or treatise and its defense from the dissertation committee and upon ascertaining that all assigned work and examinations have been completed.
 - g. It is the responsibility of the GSC to make available to its students a description of its requirements, the procedures which a student is expected to follow in achieving a degree, and the standards demanded for continuation in the program.
- Membership of These Committees:
- The Architecture GSC is composed of the faculty teaching graduate architecture courses.
 - The Planning GSC is composed of the community and regional planning faculty.
 - The Architecture and Interior Design Curricula Committee is composed of 14 faculty appointed by the Coordinating Committee and representing Design 1-3 (2 faculty), advanced design, the vertical studio, interior design, technology, history/theory, the MSAS/PP/Ph.D. programs, as well as the GSC chair, the graduate advisor, the associate dean for graduate studies, the associate dean for undergraduate studies, and two student representatives (one graduate, one undergraduate).

Mode of Operation for These Three Committees:

- Each of these groups elects their own chair.
- These committees report to the faculty; the Architecture and Interior Design Curricula Committee is responsible to the dean and the two Graduate Studies Committees report to the dean and are responsible to the Graduate School.
- Each of these three committees have the following sub-committees to carry out their responsibilities:
 - a. Curriculum
 - b. Graduate Admissions (Undergraduate admissions is the responsibility of the Associate Dean for Undergraduate Studies.)

Membership for the Sub-Committees:

- Is generated by each GSC for its sub-committees.
- Is appointed by the Coordinating Committee for the Architecture and Interior Design Curricula Committee.

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2. SOA faculty meetings

The School of Architecture holds monthly faculty meetings (during the long sessions). All faculty members (tenure-stream and adjunct) are invited and encouraged to participate. The dean chairs this meeting and the dean's executive assistant takes minutes. Prior to each meeting, an agenda is distributed electronically to all faculty members through an SOA list serve. Topics are suggested by faculty, staff, and the dean. All faculty members with voting rights are allowed to vote, if something calls for a vote. Proxy votes are not allowed.

3. SOA academic policies

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Responsibilities: Each of these three Studies Committees have the following responsibilities:

- a. Curriculum
- b. Graduate Admissions (Undergraduate admissions is the responsibility of the Associate Dean for Undergraduate Studies.)
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- b. The GSC is responsible for recommending admission of students to its program. It has the option of setting admission requirements higher than or supplementary to those of the Graduate School. If the GSC desires to admit a student who does not meet the minimum criteria of the Graduate School, a petition must be submitted to the Vice President and Dean of Graduate Studies.
- c. Each GSC is responsible, with the approval of the Vice President and Dean of Graduate Studies, for setting specific requirements for degrees and for publishing those requirements and its list of courses in *The Graduate Catalog*.
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Membership for the Sub-Committees:

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- Is appointed by the Coordinating Committee for the Architecture and Interior Design Curricula Committee.

The dean can override the curriculum committees and if this was to occur (it hasn't to date), both decisions would be conveyed to the Office of the General Faculty and the Faculty Council.

4. Where are the SOA procedures posted?

Currently, the SOA charter is not posted on our website.

5. When did the general faculty approve these governance procedures?

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The SOA charter was approved by the general faculty in January of 2003. It is currently under cosmetic revision as we have added several new academic programs since that time. We last approved our Executive Committee governance structure in April of 2008.

Addendum:

At 11:58 AM 3/4/2010, jeff evelyn wrote:

Yes, the faculty is notified of any major curricular changes at faculty meetings and they are provided with an opportunity to discuss changes prior to implementation.

Thanks,

Jeff

Jeff Evelyn

Assistant Dean | School of Architecture

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From: Janet Staiger [<mailto:jstaiger@uts.cc.utexas.edu>]

Sent: Thursday, March 04, 2010 11:54 AM

To: jeff evelyn

Dear Jeff,

Thanks for the prompt reply. Are all of the faculty notified of any major curricular changes, with an opportunity to express their views? (I note you have monthly faculty meetings and an "open" agenda which is great; so the question is merely whether faculty know about curriculum changes.)

Thanks, Janet